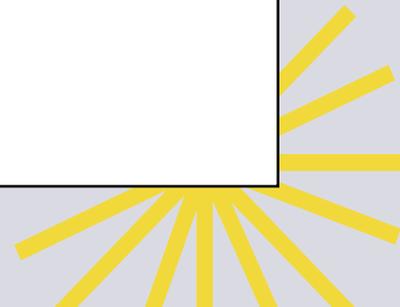


BOARD RESPONSIBILITIES

RESPONSIBILITY	BOARD MEMBER	NAHREP NATIONAL
<p>COMMUNICATION</p>	<ul style="list-style-type: none"> Chapter related requests must be submitted via the designated chapter portal or agreed upon communication method via your Chapter Relationship Manager. + Please be mindful of SLA Response to any National communication must be submitted within 24-48 hours Chapter related decisions that may impact the financial reserve of the chapter must be communicated within 24-48 hours. 	<ul style="list-style-type: none"> Chapter related requests will be reviewed and approved within our chapter network SLA. Decision of the request will be responded to within 72 hours. Organizational priorities will be communicated on a case by case basis (i.e. Blackout periods) Information and guidance on policy changes, board responsibilities will be distributed as needed. National will hold all board members and committees accountable for communication that is not acknowledged.
<p>GOVERNANCE</p>	<ul style="list-style-type: none"> Annual elections and voting procedures must be conducted in accordance to NAHREP bylaws. Documentation must be provided to National via meeting minutes immediately following elections. Chapter must communicate any board member changes that transpire in order to ensure the chapter remains in compliance. Chapter must hold at minimum 1 board meeting per month and submit documentation of board decisions via meeting minutes within 24-48 hours of board meeting. 	<ul style="list-style-type: none"> Nominations will be reviewed upon receipt. All board positions will be reviewed for term compliance, eligibility and execution in order to ensure the most qualified candidates are selected to lead the chapter. National has the final approval of all board positions. Chapters that are not executing board responsibilities are subject to a review of their "active" status. National will ensure chapter boards are in compliance at all times with eligibility requirements.



RESPONSIBILITY	BOARD MEMBER	NAHREP NATIONAL
FIDUCIARY	<ul style="list-style-type: none"> Chapters are responsible to execute their annual budget strategy. This includes: Annual Revenue & Expense Management, Membership Growth & Collaboration with National. Chapters are responsible for following the Chapter Reserve Model, which outlines fiscal requirements. Chapters are responsible for the securement and relationship building of local/regional sponsorships. In any instance, it will not be acceptable to go into contract or negotiate services on behalf of the chapter. 	<ul style="list-style-type: none"> National will review and oversee the execution of the chapter board approved annual budget. National will ensure the Chapter is approving expenses within guidelines and will advise accordingly. National will communicate a "Frozen" status for any chapter that is not meeting fiduciary responsibilities. National will only serve as a liaison to chapter's sponsor relationships and will assist with invoice processing and finances. National will communicate and advise if there are any services that are not approved or within guidelines.
EVENT MANAGEMENT	<ul style="list-style-type: none"> Chapters are responsible for curating content around housing industry related topics and executing (4) four quality events annually that support the NAHREP Mission. Chapters will submit their event request to their Chapter Relationship Manager within the designated timeframe. (90-Days, In-Person & 60-Days, Virtual) Chapters are responsible for the delegation of tasks to the board for events (i.e. Registration Management, Promotion, Event Logistics & Event Sponsorship) 	<ul style="list-style-type: none"> National will review the event request and advise if the chapter has the approval to proceed. The review will include event logistics, content and financial status of the chapter. Upon approval, National will provide all supporting items that correspond to the event (i.e. Marketing, registration, payment of event-related expenses) Upon conclusion of the event, National will assess the execution and quality of the event (i.e. Registered attendees, budget execution & Attendee feedback)

RESPONSIBILITY	BOARD MEMBER	NAHREP NATIONAL
MARKETING STRATEGY	<ul style="list-style-type: none"> It is advised that chapters discuss an annual and quarterly strategy that drives chapter goals (i.e. Chapter Events, Membership & Chapter announcements. It is the chapter's responsibility to ensure all social platforms are used exclusively to promote chapter-related content and National content. Chapters are to utilize the social platforms provided by National and should avoid creating independent marketing that is not approved by National. Social posts should be strategic and intentional! These posts must reflect you as a grassroots ambassador and exceptional leader for your chapter! 	<ul style="list-style-type: none"> Social posts and marketing content that is disseminated by board members is periodically monitored. Any announcements or marketing content that is outside of our recommended guidelines is subject to removal. All social platforms and websites are created by National and credentials will be provided as needed. National provides branding guidelines as a roadmap for chapter posts. All emails to chapter membership, flyers or marketing announcements will adhere to our branding prior to dissemination. National will provide guidance and suggestions for future posts.
RESOURCES	<ul style="list-style-type: none"> Chapter Portal Membership Portal 	<ul style="list-style-type: none"> Chapter Relationship Manager National Coach Chapter Portal Support Membership Portal Support Accounting Team Marketing Support

Don't Get Frozen!

Armando Tam, SVP, Membership & Chapter Development

You are responsible for energizing your board of directors, partners and local members to want to engage with NAHREP

Daisy Lopez-Cid, 2018 NAHREP President

Lack of Communication only hinders yourself from excelling

Cynthia Rodriguez, Regional Development Manager