



## AHMA-NCH 2018 Board of Directors Candidate Application

I hereby recommend the following individual for the Nominating Committee's consideration as a candidate for the 2018 AHMA-NCH Board of Directors. (Please feel free to nominate yourself):

Application deadline: **Friday, August 25, 2017**

(Please copy this form for additional nominees.)

Candidate Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

E-mail: \_\_\_\_\_

Please identify the specific leadership strengths the nominee possesses. Please describe one of the nominee's major achievements in this area: \_\_\_\_\_

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Special skills: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Professional background:

For-profit business

Non-profit organization

Government service

Tax credit properties

HUD programs

Other: \_\_\_\_\_

Market-rate properties

Areas of expertise:

Section 202,  Section 221,  Section 236,  Section 8,  Tax Credits,  Bond (Financing)

Other: \_\_\_\_\_

Other affiliations and political contacts: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## AHMA-NCH 2018 Board of Directors Candidate Application

Other board or committee service: \_\_\_\_\_

\_\_\_\_\_

Why does the nominee want to serve on the AHMA-NCH Board of Directors? What do you think the nominee would provide to AHMA-NCH through their involvement with this Board?

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Nominated by: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Please include your resume with this application and feel free to add additional page(s).**

**COMPLETE AND RETURN to AHMA-NCH:**

**Email**            **info@ahma-nch.org;**  
**MAIL**            **2505 Anthem Village Drive #E497, Henderson, NV 89052**  
**Fax**              **(805) 435-3613**



## 2018 AHMA-NCH BOARD OF DIRECTORS JOB DESCRIPTIONS

### **President**

- Chairs Board meetings
- Chairman of Executive Committee
- Establishment/oversight of staff structure and responsibilities
- Coordinates with Executive Committee (President, Immediate Past President, All VPs and Officers)
- Leads evaluation of staff performance
- Ex officio member of all committees
- Attends NAHMA annual conferences as available
- Interfaces with related organizations/agencies/HUD
- Assist in identification and recruitment of new leadership within the association/succession planning
- Ensures annual strategic planning and benchmark progress
- Orientation of new Board members
- General oversight of Board performance

### **First Vice President/President Elect**

- Shadows President in preparation for Presidential term
- Assists President with Board duties
- Chairs the AHMA-NCH Working Group/task force
- Attends NAHMA annual conferences as available
- Oversight and interface with other Board Committees
- Report actions and recommendations to Vice President

### **Second Vice President**

- Oversight and interface with other Board Committees
- Report actions and recommendations to Vice President

### **Treasurer**

- Oversight of receipts, expenditures and bank accounts
- Review of financial statements/reports to Board
- Monitor association reserves/investments
- Preparation/review of annual budget
- Reviews audits
- Corporate secretary for association
- Review of corporate contracts/internal documents
- Leads committee members in reviewing and approving the scholarship application
- Periodically examines selection criteria and recommends appropriate revisions
- Works with the Board to determine appropriate scholarship amounts

### **Immediate Past President**

- Serves on Executive Committee
- Provides counsel to President and Board as needed
- Serves as Chair of Nominating Committee
- Interfaces with HUD and other federal/state agencies to share common issues or concerns;
- Monitors federal and state legislative and regulatory issues;
- Provides input for comments by AHMA and advises any that need to be issued to membership.

### **Director of Annual Conference**

- Chair Annual Conference committee planning meetings
- Recommend dates, locations and general format for Annual Conference
- Actively promote Conference to membership and related organizations
- Plan, organize and promote special events during Conference; i.e, receptions, Trade Show, evening activities, etc.
- Support and encourage sponsorship opportunities and Trade Show participation
- Solicit input from members and directors of membership segments for educational topics
- Plan, organize, obtain instructors and schedule tracks as appropriate
- Provide on-site assistance during Conference as needed

### **Directors, Associate Members**

- Promote exposure opportunities for Associate members
- Assist with soliciting associate membership
- Assist with Conference Kick-Off planning meeting
- Coordinate Reverse Tradeshow
- Chairs the Sponsor and Exhibitor committee for Annual Conference
- Advise on Exhibitor Prospectus

### **Director of Communications**

- Serves on Executive Committee
- Review of E-newsletter
- Initiates new features on the website as needed
- Oversee updates and changes to the association's web site
- Chairs the Industry Awards committee
  - Review existing criteria and method of submission for Awards
  - Recommend additional awards programs for consideration as appropriate
  - Encourage active participation of management agents
  - Oversee judging of entries and assist with coordination of recognition ceremonies
- Actively promote image of affordable housing to the public at large
- Interfaces with related organizations
- Work with staff to develop and maintain internal communication with membership
- Develop public relations programs with input from other committees as appropriate

**Director of Education**

- Serves on Executive Committee
- Appoints Education sub committees as needed
- Solicit input from members and directors of specific membership segments for meeting topics
- Plan, organize, develop content and schedule trainings in all AHMA-NCH geographic areas
- Solicit input from management company members of specific membership segments for training needs
- Participate in Annual Conference education
- Conducts annual education survey

**Director, Hawaii**

- Interfaces with members in Hawaii to determine needs and services
- Refers recommendations to Board for review and action
- Serves as board liaison for all AHMA-NCH activities in Hawaii

**Director, HUD, CAHI, TCAC (non-voting)**

- Provides regional updates to AHMA-NCH Board of Directors
- Makes recommendations to the Board on actions needed
- Reports to Board any national upcoming regulatory or legislative information

**Director of Membership**

- Works with directors of specific membership segments to ensure the needs of members are being met
- Oversight & interface with other Board Committees and provide direction and assistance as needed
- Appoints Membership sub committees as needed
- Encourage membership participation and involvement; welcome new members
- Coordinate development of membership campaigns and outreach to prospective members
- Oversee renewal process of existing members; conduct exit surveys for non-renewals
- Review existing services available to members and make recommendations to committees as appropriate
- Solicit input from directors of specific membership segments
- Analyze and recommend new benefits and/or programs

**Director of Outlying Regions**

- Interfaces with members in each defined geographic area to determine needs and services
- Refers recommendations to Board for review and action
- Serves as board liaison for all AHMA-NCH activities in outlying areas

**Director of Poster Contest**

- Coordinates activity for annual "AHMA Drug-Free Kid" poster contest at the local level
- Review of promotional material and outreach to members to encourage participation
- Oversees judging for local entries

**Director of Tax Credit**

- Works with TCAC on AHMA-NCH Tax credit committee
- Makes recommendations to the Board on actions needed
- Reports to membership any important upcoming regulatory or legislative information