



AHMA-NCH invites you to participate on at least one of the committees listed below.

Please return this form via email to info@ahma-nch.org or mail it to the AHMA-NCH office address.

AHMA-NCH Committee Descriptions

- ❑ **Annual Conference** (Robert Schraeger, rschraeger@usapropfund.com) - Coordinates the educational programs. Solicits input from membership and Conference planning team. Coordinates events for the Conference including entertainment and keynote speakers. Works with Associate Members to encourage sponsorship and Trade Show participation. (5 hours per month January – September)
- ❑ **Associate Members** (Francisco Torres, ftorres@ztlaw.com/Brian McLemore, brian@sfelev.com) – Reviews services to associate members and recommends new benefits and/or programs. Organizes Conference ‘Kick Off’ gathering in May. Provides speaker expertise for membership meetings and training programs. Assists in promotion of annual Trade Show and provides input on format, scheduling, etc. Develops suggestions for sponsorship opportunities and increased participation of associate members in Association activities. (1 hour/month year round)
- ❑ **Awards** (Christian Wiedel, cwiedel@bridgehousing.com) – Reviews criteria for annual Awards for local AHMA and submissions to NAHMA for national awards. Oversees judging of local entries and conducts ceremonies during the Annual Conference. (2 hours/month July – September)
- ❑ **Communications Committee** (Christian Wiedel, cwiedel@bridgehousing.com) – This team will be in charge of reviewing the website for needed updates. They will initiate press releases, e-news articles, and ensure that branding is consistent. Members of this team will help proof-read any communication issued by AHMA. (1 hour/month year round)
- ❑ **Finance** (Felicia Wright, fscruggs@ebaldc.org) – Reviews financials monthly, reports to Board any areas of note, heads Audit activities, oversees annual budget creation. (4 hours/month December and January)
- ❑ **Membership/Marketing Committee** (Debbie Hawkins, dhawkins@ahma-nch.org) – Coordinates membership activity for AHMA, including development of membership campaigns and outreach to prospective members. Provides on-site assistance in membership booth at Annual Conference & Trade Show. Also reviews existing services available to members and recommends new benefits and programs. (3 hours/month October – February)
- ❑ **Scholarships** (Michael Liebe, mliche@mercyhousing.org) – Reviews criteria for annual Scholarships and insures that Scholarship applications are issued in a timely manner. Oversees judging of local entries and conducts recognition ceremonies during the Annual Conference. (1 hour/month June-July)
- ❑ **Strategic Planning** (Barry Cammer, barry-c@barcelon.com) – Assists Executive Committee in creating the three year strategic plan for AHMA-NCH. Performs quarterly reviews to be sure that the organization and Board fulfills timeline. (4 hours in December and January, 1 hour per month March, June, Sept)
- ❑ **Tax Credits** (Ricardo Pacheco, rpacheco@jsco.net) – Coordinates and standardizes regulatory forms and property needs with TCAC. (2 hours/month year round)

Training Committee (Leanne Butterfield, lbutterfield@edenhousing.org) – Coordinates annual schedule of training programs, including topics, dates, frequency, location, etc. Assists in securing speakers and soliciting input from the membership (1 hour/month year round, 2 additional hours February – March for annual conference)

Working Group (Evelyn Catalan, ecatalan@midpen-housing.org) – Coordinates and standardizes regulatory forms and property needs with HUD. (1 hour/month year round)

Name: _____

E-Mail: _____

Company: _____

Site _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Thank you for volunteering!

Please return this form via email to info@ahma-nch.org

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