



2023 AHMA-NCH BOARD OF DIRECTORS JOB DESCRIPTION

This is a generic description explaining the duties of a board member. Specific positions are based on the candidates discipline and expertise.

AHMA-NCH Board of Directors must:

- Read and understand financial statements.
- Attend the monthly board meeting the 3rd Wednesday of the month from 10am – 11:30am.
- Participate in committee work to further the association.
- Advocate for AHMA-NCH within your organization and to vendor associates.
- Stay Strategic.
- Understand the Mission and Purpose of the organization.
- Ensure effective planning. Create a planning process and monitor implementation.
- Determine which programs are consistent with the organization's goals and monitor their effectiveness.
- Ensure that the organization has sufficient financial recourses to fulfill its mission.
- Protect assets and provide financial oversight. Assist in developing the annual budget and ensure that proper controls are in place.
- Ensure legal and ethical integrity.
- Enhance the organization's public image.
- Support the organization in dues, training and participation
- Participate in advocacy efforts regarding legislation and regulation
- Speak as "one voice"; leave the discussion inside the Board meeting; once an action is approved it is the policy of the Association
- Practice common courtesy at Board meetings –
 - 1) Raise your hand to be recognized in order by the President;
 - 2) Do not repeat what others have said i.e. "I agree with that..., I had that same thing happen";
 - 3) Do not speak longer than 5 minutes;
 - 4) Do not have side conversations when Board business is being discussed;
 - 5) Avoid answering emails – our meetings are short!
- Work as a team for the good of the organization and the industry.



AHMA-NCH 2023 Board of Directors Candidate Application

I hereby recommend the following individual for the Nominating Committee's consideration as a candidate for the 2023 AHMA-NCH Board of Directors. (Please feel free to nominate yourself):

Application deadline: **Friday, July 15, 2022**

(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: _____

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: _____



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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?

Nominated by: _____

Organization: _____

Phone: _____

Email: _____

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

COMPLETE AND RETURN to AHMA-NCH:

Email **info@ahma-nch.org;**
MAIL **31805 Temecula Pkwy #397, Temecula CA 92592**

Submission Deadline: Friday, July 15, 2022