TEXAS APARTMENT ASSOCIATION

Common Elements

Individual Leadership Opportunities

(1) Attendance/Meeting Requirements
  (a) In-person meetings – TAA Winter, Summer and Fall Board of Directors meetings, unless otherwise noted
  (b) Videoconference Meetings – As needed

(2) Term Length – One year, unless otherwise noted

Volunteer Group Descriptions

(1) Scope of Work
  (a) Meetings – TAA Winter, Summer and Fall Board of Directors meetings, unless otherwise noted
  (b) Reports – On a to-be-determined schedule, report on committee work to the Board of Directors
  (c) Anticipated time commitment – Three one-hour, in-person meetings plus other virtual meetings (as needed)

(2) Term Length – One year unless otherwise noted

(3) Eligibility – Current member of TAA Board of Directors unless otherwise noted

(4) Selection/Appointment Process
  (a) Members of the Board of Directors may join committees at the TAA Winter Board of Directors meeting
  (b) TAA members not serving on the Board of Directors may submit requests to be appointed to the TAA President
  (c) The TAA President may make additional appointments as outlined in TAA's Bylaws and Standing Rules

TEXAS APARTMENT ASSOCIATION

Volunteer Levels

Level 1 – New Volunteer

- **TAA Knowledge** – Familiar with the basics of how TAA and local associations operate in a federated structure. Completed TAA 101 Webinar/Board of Directors Orientation
- **Volunteer Roles** – Board of Directors delegate, Committee member, Work Group member, TAA Leadership Lyceum candidate
- **Experience Level** – 0-3 years at the state level

Level 2 – Volunteer Leader

- **TAA Knowledge** – Understands TAA governance, membership model, products and services, and how TAA interacts with local associations. Completed TAA 201 Webinar.
- **Volunteer Roles** – Board of Directors delegate, Work Group Chair, Committee Chair, Committee Vice Chair, Volunteer Spokesperson, Lyceum Graduate
- **Experience Level** – 3-5 years at the state level

Level 3 – Strategic Volunteer Leader

- **TAA Knowledge** – Completed TAA 301 Webinar
- **Volunteer Roles** – Board of Directors delegate, Committee Chair, Executive Committee member, Officer; Lyceum Graduate
- **Experience Level** – Proven record of effectively serving in a leadership position of a TAA volunteer group; average leadership experience of 5 years or more at the state level

TEXAS APARTMENT ASSOCIATION

Individual Leadership Position Descriptions

Board of Director Delegate

I. **Minimum Qualifications**
TAA Level 1 Volunteer

II. **Key Job Responsibilities**
- A. Attend quarterly meetings of TAA Board of Directors (Winter, Spring, Summer and Fall)
- B. Serve on a TAA Committee
- C. At the request of the TAA President, serve on a TAA Workgroup or Appointed Committee (Legislative, Product/Service Council, ONE Conference, Leadership, Budget & Finance)
- D. Self-select other TAA committees to join during Winter Board meeting
- E. Prepare for and participate in committee meetings, workgroup meetings and meetings of the TAA Board of Directors
- F. Serve as an information conduit between TAA and your local association

III. **Selection**
- A. Local Associations submit Board of Director delegates to TAA

Committee Chair

I. **Minimum Qualifications**
TAA Level 3 Volunteer

II. **Key Job Responsibilities**
- A. Chair committee meetings
- B. Create a welcoming environment for all committee members
- C. Work with TAA staff liaison as appropriate to develop agendas, prepare background materials for committee meetings, schedule committee meetings, prepare minutes and reports, and otherwise keep the committee functioning
- D. Lead members in the work of the committee as defined by the Committee Description
- E. Work with the committee to develop an annual plan of work with clearly stated objectives, timeline and resources
- F. Report to TAA Board of Directors and Executive Committee as appropriate (at least annually)
- G. Conduct assessment of the group and committee members

Executive Committee Member

I. **Minimum Qualifications**
TAA Level 3 Volunteer

II. **Key Job Responsibilities**
A. Attend four quarterly meetings of TAA Board of Directors and Executive Committee (Winter, Spring, Summer and Fall)
B. Vice Presidents at Large serve as a liaison for assigned local associations and as a liaison for assigned committees or workgroups
C. Serve as an Executive Committee liaison for other TAA committees
D. At the request of a TAA President, serve on a TAA Workgroup or Appointed Committee (Legislative, Product/Service Council, ONE Conference, Leadership, Budget & Finance)

III. **Selection**
A. Leadership Committee develops the slate of Officers and Vice Presidents at Large
B. TAA Board of Directors considers the slate presented by the Leadership Committee at the Fall meeting

Mentor

I. **Minimum Qualifications**
TAA Level 2 Volunteer

II. **Key Job Responsibilities**
Provide guidance, advice, feedback and support to mentees/volunteers

III. **Selection**
A. Nominations accepted; evaluated by Leadership Committee or other advisory group

Officer

I. **Minimum Qualifications**
TAA Level 3 Volunteer

II. **Key Job Responsibilities**
A. Lead TAA's volunteers, members and local associations
B. Chair meetings of the TAA Executive Committee, TAA Board of Directors and/or committees or workgroups
C. Attend local association installations or other events
D. Serve as a spokesperson for TAA
E. **President** - Appoint committee chairs and members as outlined in TAA Bylaws & Standing Rules
F. **Treasurer** – Chair TAA Budget & Finance Committee, which approves TAA's annual budget, audit and tax returns

III. **Selection**

A. Members of the Board of Directors submit written nominations to the Leadership Committee
B. Leadership Committee prepares slate of Officers for Board consideration
C. TAA Board of Directors approves considers nomination slate at Fall Board of Directors Meeting
D. **President-Elect** – automatic succession to President

Volunteer Spokesperson

I. **Minimum Qualifications**

Level 2 Volunteer

II. **Key Job Responsibilities**

A. Participate in TAA media training
B. Respond on TAA's behalf to media interview requests (often on short notice)
C. Review and familiarize yourself with TAA-provided interview prep materials
D. Provide context for how your rental property is impacted by the interviewer's subject matter

III. **Selection**

Applications to serve as Volunteer Spokesperson approved by Public Affairs Committee

Workgroup Chair

I. **Minimum Qualifications**

TAA Level 2 Volunteer

II. **Key Job Responsibilities**

A. Chair workgroup meetings
B. Work with TAA staff liaison to prepare agendas and materials aligned with workgroup purpose and objectives as identified by TAA President
C. Report to TAA Board of Directors and Executive Committee as appropriate
D. Conduct all meetings and work in a manner consistent with TAA's commitment to a diverse, inclusive and equitable culture

III. **Meeting Requirements**

Workgroups meet primarily virtually. In-person meetings may be requested by the chair when needed to accomplish workgroup objective.

IV. **Selection**

Appointed by TAA President

TEXAS APARTMENT ASSOCIATION

Volunteer Group Descriptions

Association Executives Council

I. **Council Purpose**

A. Serve as a forum for association executives (AEs) to network, share best practices and discuss issues of mutual concern
B. Enhance knowledge of TAA, its programs and how TAA and local associations work together for the benefit of members
C. Ensure continued professionalism of AEs

II. **Composition**

Current Local Association Executives for Texas affiliates

Budget & Finance Committee

I. **Committee Purpose**

A. Recommend financial policies that support TAA's assets, vision, mission and strategy
B. Review annual TAA budget and forward to Executive Committee for consideration
C. Review annual financial statements for fairness and accuracy
D. Monitor investment reports
E. Review communications from external auditors and work with staff to implement recommendations
F. Recommend an external auditor to the Executive Committee
G. Review annual Form 990 prior to submission to IRS

II. **Composition**

A. TAA Treasurer
B. TAA Secretary
C. Up to four TAA members appointed by the TAA President
D. Immediate Past President and Executive Vice President serve as ex officio members

Education Committee

Committee Purpose

A. Establish criteria and selection process for TAA's professional awards
B. Discuss industry education needs and recommend topics for TAA educational programs
D. Evaluate proposals for TAA ONE Conference & Expo education sessions

Ethics Committee

I. **Committee Purpose**

A. Promote and sustain a culture of ethical conduct throughout TAA
B. Oversee implementation of TAA Ethics and Whistleblower Policies
C. Review any questions pertaining to TAA Conflicts of Interest Policy
D. Evaluate and make recommendation to the Executive Committee whether "cause," as that term is defined in Standing Rule 4, exists for the removal of a member of TAA's Board of Directors or Executive Committee

II. **Composition**

A. TAA Past Presidents selected by the current President
B. TAA President-Elect
C. TAA Executive Vice President (*ex officio*)

III. **Term**

A. Three-year term

IV. **Selection**

Appointed by TAA President

Leadership Committee

I. **Committee Purpose**

A. To assist the Board of Directors in fulfilling its responsibilities for the nomination and election of Officers and Vice Presidents at Large
B. To foster volunteer leadership opportunities at TAA through the establishment of a Volunteer Management Strategy
C. To create a transparent leadership pathway for volunteers
D. To foster a "hospitality culture" for TAA's activities

II. **Composition**

A. Three most immediate Past Presidents of TAA
B. TAA President
C. TAA President-Elect
D. Two TAA members (must be rental housing owner representatives

III. **Eligibility**

A. Current Past President, President or President-Elect of TAA
B. Member of TAA

IV. **Selection**

A. TAA President appoints two TAA members
B. Three Most Immediate Past Presidents
C. Current TAA President

Leadership Lyceum Committee

I. **Committee Purpose**

A. Cultivate future leaders of TAA

B. Help guide TAA's Leadership Lyceum program to ensure its continued relevance and value to participants

C. Provide a networking opportunity for Leadership Lyceum class members and graduates

Legislative Committee

I. **Committee Purpose**

A. Discuss and evaluate public policy issues impacting rental housing industry

B. Adopt formal public policy positions for TAA

C. Select office holders and candidates for state elective offices to receive TAA PAC contributions and endorsements

D. Establish TAA's affirmative legislation for each Texas Legislative session

E. Evaluate proposed legislation TAA will support or oppose during the Texas Legislative session

II. **Size & Term**

A. 15 + Committee Vice Chair (appointed by TAA Treasurer during second year of two-year committee term)

B. Two-year term

III. **Eligibility**

A. Current member of the TAA Board of Directors (voting or alternate). Must be rental housing owner or management company representatives

B. Level 2 or 3 volunteers

C. TAA member appointed by TAA President

IV. **Selection**

A. TAA President appoints one committee member from each of TAA's five largest local associations. Local associations submit nominees to President.

B. TAA President appoints one committee member from each of the following five regions of the state – Panhandle Region, West Texas Region, Central Texas Region, East Texas Region and Coastal Region. Each local association in each region shall submit a list of nominees for the President to select from

C. TAA Executive Committee member selected and appointed by TAA President

D. Two At Large members selected and appointed by TAA President

E. Most recent Past Chairman of Legislative Committee willing to serve

F. TAA President selects and appoints Committee Chair

G. Alternate Committee Members – TAA President shall appoint one alternate committee member per each of the five largest local associations and five regions. Local associations shall submit a list of nominees for consideration as alternatives.

NextGen Committee

Committee Purpose

A. Serve as a forum for TAA's Next Generation of leaders to network and connect
B. Share best ideas from successful local association Next Generation programs
C. Facilitate NextGen engagement in TAA
D. Recommend policies, practices and procedures for TAA to be a welcoming environment for NextGen members

ONE Conference & Expo Committee

I. **Committee Purpose**

Deliver a ONE Conference & Expo experience that meets the diverse needs of TAA members and achieves goals for:

- Booth sales,
- Registration
- Education and
- Participation

II. **Term**

One-year term beginning June 1 and ending May 31 of following year

III. **Selection**

Appointed by TAA President-Elect

Product/Service Council

I. **Committee Purpose**

A. Enhance the profile of TAA's supplier partner members by engaging in volunteer activities and other initiatives designed to benefit TAA.
B. Increase awareness of the benefits associated with Product/Service membership
C. Raise TAA owner/operator/manager members' awareness of the professionalism and benefits of engaging TAA supplier partner members.
D. Provide a forum for TAA's supplier partner members to learn more about how they can play a role at TAA

II. **Size**

Up to 55 members

III. **Eligibility**

A. Supplier partner members who serve as (a) a voting or alternate delegate on the TAA Board of Directors, (b) a president of a local association, (c) a president of a local association's Product/Service Council or (d) Past Chair of the TAA PSC may apply to the TAA President to serve on the TAA Product/Service Council
B. Tier 1-3 sponsors of TAA (Tier 1 – up to 3 representatives per company, Tier 2 – up to 2 representatives per company, Tier 1 – 1 representative per company)
C. TAA supplier partner members appointed by TAA President

IV. **Selection**

A. TAA 1 -3 sponsors designate representatives to serve on Product/Service Council

B. All others are appointed by the TAA President

TAA Education Foundation

I. **Purpose**

A. Raise awareness of careers in the Texas rental housing industry

B. Provide career training opportunities for those persons new to the rental housing industry

C. Serve as a partner with TAA's local associations to facilitate the creation of job training and career awareness programs throughout the state of Texas

II. **Selection**

A. Appointment by TAA President

B. Appointment by TAAEF President