



Nevada State Apartment Association

BOARD OF DIRECTORS

Policies & Procedures

Updated June 8, 2010

The administration of the affairs of the association shall be vested in the Board of Directors (Board). The Board is the main decision-making body of the Association and its legal representative. The Board shall conduct itself in a prudent manner and be responsive to the needs of the members at large. The Board shall ensure the continuity of the Association by planning for the future, establishing and reviewing the major policies and programs that support its mission, and making sure that the organization is fiscally sound.

The Board shall set the goals and priorities of the Association on no less than an annual basis. Throughout the year, the Board shall work with the Executive Director to ensure the fulfillment and observance of the established goals and priorities.

BOARD OF DIRECTOR POLICIES

- a) It is mandatory that all staff, board members and committee members make purchases for NSAA from members only. The only exception to this policy would be if we do not have a supplier able to provide an item or service to fit our needs or to furnish supplies or services at a reasonable rate. In that case we would solicit bids from non-members and encourage them to join NSAA.
- b) Confidentiality: All conversations and financial information shall be kept confidential and not repeated to other parties or discussed in front of employees of the board members company.
- c) Voting Rights: Each member shall be entitled to one (1) vote on each matter submitted for a vote of the entire membership, either in person by proxy, in writing, filed with the Secretary of the Board. Upon verification of identity of the member, each member shall be entitled to vote by telephone and electronic media, including,

but not limited to, email, and/or internet. All references to voting and meetings shall include voting and/or attendance by such means.

- d) Attendance: Board members and alternates are encouraged to attend all meetings and events of the Association. In the event that a Board Member is liaison to a specific committee, the Board Member should attend all meetings and events of that committee. Executive Officers (EO) should attend all of the above in addition to the regularly scheduled EO meetings.
- e) Board Members in Good Standing: All Board Members must maintain their membership in good standing. Upon notice that the membership is not in good standing the Board Member shall have a grace period of 90 days to attain the required membership status. If the Board Member's membership is not in good standing upon expiration of the grace period, the Board Member's position shall be forfeit and vacated.

BOARD MEMBER RESPONSIBILITIES:

Each Board Members responsibility shall include the following:

As a Director, you are an elected representative of your fellow members. They look to you for representation of their ideas. Your greatest contribution will be your active participation at the Board of Directors meetings. To make every meeting productive, you must be prepared and you must contribute. It is not necessary for you to handle administrative details or to concern yourself with the day-to-day operations. However, you should have a working knowledge of the Association structure. Your specific responsibilities are:

- a) Upon commencement of the Board Member's term, and annually thereafter, review the Association's bylaws, policies and other governing documents.
- b) Attend Board meetings fully informed about the issues to be discussed. Consult the President or the Executive Director for questions or additions to the agenda.
- c) Assist in formulating and establishing the Association's financial structure and resource allocations.
- d) Establish, approve, prioritize and evaluate the programs and services of the association to be sure that they serve the mission of the Association.
- e) Learn the basics of the association Bylaws as they apply to your duties. Develop knowledge of IRS regulations and antitrust laws that apply to association activities. Know the extent and limits of liability as a director.

- f) Unless approved by the Board of Directors, refrain from making public statements concerning the official policies or positions of the Association.
- g) Recruit members to participate in association activities and programs.
- h) If the President has appointed a Board Member to serve as liaison to a specific committee, the Board Member shall ensure the following: Monitor the committee(s) appointed to you by the President. As a board member you will be appointed to serve on a committee and bring your expertise to that committee. The role of board committee member is to advise and assist the committee, not run the committee. The board committee member will:
 - i. Recruit and appoint a committee chairperson who shall attend the committee chair orientation and all committee meetings.
 - ii. Ensure the Committee Chair operates the committee within the policies and procedures established by the Board.
 - iii. Ensure the committee provides minutes of each meeting to the Association Manager within 5 days after each committee meeting.
 - iv. Review and monitor all income and expenses of the committee, ensuring that the financial goals and budgets set by the Board of Directors are met. If non-budgeted expenses exceed \$50 per month, the Board Member is responsible for receiving Board or EO approval prior to the expenditure.
 - v. Ensure that any committee events and representations are pre-approved by the Board of Directors.
 - vi. Provide updates on committee information and financial updates as requested by the Board of Directors.

PRESIDENT POSITION DUTIES AND RESPONSIBILITIES:

The specific responsibilities of the President shall include:

- a) Chair the Association's Board of Directors, Executive Officers and general membership meetings, presiding at all meeting of these governing bodies.
- b) Acquaint yourself with past board business policies.
- c) Review Association's bylaws, board policies and other governing documents to ensure full understanding of the objectives of the Association.
- d) Work with the Executive Director and Board of Directors to plan and develop policies and programs that reflect the needs of the membership and further the objectives of the Association.

- e) Support and defend the policies and programs adopted by the Board of Directors.
- f) Communicate concerns, comments or suggestions from general members to the Board of Directors.
- g) Take part in an annual review of the organization structure and policies of the Association.
- h) Make sure the Association is financially sound, adheres to budget, and is following proper financial procedure in accordance with Association's standards and bylaws.
- i) Review the purpose of each committee, give directives when necessary, and provide regular opportunities for committee reports to the Board of Directors.
- j) Encourage members to participate in Association activities and programs.
- k) Report to members on the Association's operations and board actions through speeches, letters, or publications. Present members with a yearend report at the conclusion of the term.
- l) Be knowledgeable about all Association activities in the event you need to act as a spokesperson for the Association to the press, legislative bodies, related organizations, and the public at large.
- m) Consult with the Board of Directors on all matter pertaining to association policies, programs, finances, and public position.
- n) Attend and participate in Association activities, including committee meetings, board meetings, educational updates, legislative conferences and other special events.
- o) Same as above for national association; act as NAA Delegate (if chosen); budget for extra travel expense or review NSAA budget to see if travel expenses may be covered by Association. Per diem for hotel room NOT to exceed \$200 per night and food / incidentals not to exceed \$100 per day.
- p) Maintain files of correspondence and documents pertaining to your activities.
- q) Be available to discuss the apartment industry with any interested persons.
- r) Develop and maintain a working relationship with city leaders, political and judicial figures in the community.
- s) CHECKLIST
 - i. Set joint Retreat with outgoing & incoming Board

- ii. Follow-Up to make certain bank signature cards change
- iii. Welcome letter to new board
- iv. Acquaint yourself with Association office(s)
- v. Meet with Executive Director & 3rd Party Accounting Firm
- vi. Set orientation date
- vii. Read minutes of past year's board meetings
- viii. Meet with Executive Officers to exchange ideas and set goals
- ix. Review budget
- x. Set President's goals
- xi. Familiarize yourself with law book
- xii. Read and know the Bylaws, Mission & Motto
- xiii. Learn the NSAA dues structure

PRESIDENT ELECT:

The President-Elect shall assist the President in his or her responsibilities.

VICE PRESIDENT:

The specific responsibilities of the Vice President shall include:

- a) Work with the staff executive and Board of Directors to plan and develop policies and programs that reflect the needs of the membership and further the objectives of the Association.
- b) Encourage members to participate in Association activities and programs.

SECRETARY:

The specific responsibilities of the Secretary shall include:

- a) Acquaint yourself with past board business policies and read minutes of the previous year's Board meetings.
- b) Review Association's bylaws, board policies and other documents to ensure full understanding of the objectives of the Association.
- c) Prepare and distribute minutes of Board of Directors meetings and executive officer meetings. This item may be assigned to a third party note taker or Executive Assistant and must be supervised by the Secretary.

- d) Review and direct the file maintenance for minutes and activities of the committees.

TREASURER:

The specific responsibilities of the Treasurer shall include:

- a) Acquaint yourself with past board business policies.
- b) Review Association's bylaws, board policies and other documents to ensure full understanding of the objectives of the Association.
- c) Maintain all financial records of the Association. File all quarterly reports required, monitor monthly transactions, bank statements and checkbooks. This item may be assigned to a third party note taker or Executive Staff (ED or EA) and must be supervised by the Treasurer.
- d) Maintain A/R Aging Summary guidelines. This item may be assigned to Executive Staff (ED or EA) and must be supervised by the Treasurer. These guidelines are as follows:

Membership Guidelines

- i. 90 Days Prior to Renewal – Send invoice with renewal letter (letters may include fax, e-mail or standard mailing) to member.
- ii. 60 Days Prior to Renewal – Send 2nd follow up invoice to member.
- iii. 30 Days Prior to Renewal – Executive Director to visit Properties and / or Vendors who have not renewed membership; Executive Assistant to send 3rd follow up invoice to member.
- iv. Month of Renewal – Send 4th follow up invoice.
- v. 30 Days After Renewal Date – Executive Assistant to contact via phone any outstanding renewals.
- vi. 45 Days After Renewal Date – Executive Assistant to recall and re-calendar from 30 day contact.
- vii. 60 Days After Renewal Date – Send additional letter informing member that current years dues are past due.
- viii. 90 Days After Renewal Date – Send additional letter explaining membership is in jeopardy.
- ix. 120 Days After Renewal Date – Send a Certified letter stating no longer a member.

Event Attendance and Sponsorship Guidelines

- i. 30 Days After Event – If payment has not been received for attendance or sponsorship a letter must be sent to company or property.
- ii. 60 Days After Event – Send a "Certified" demand letter.

- iii. 90 Days After Event – Send a “Certified” letter advising of membership in jeopardy (if a member), that they will be sent to collections (if a non-member)
 - iv. 120 Days After Event – Membership terminated; Send account to collections.
- e) Render a monthly statement to the Board of Directors and an annual statement to the general membership.
- f) Confer with professional accounting advisor when necessary.
- g) Learn and understand the Association’s dues structure.
- h) CHECKLIST:
- i. Review annual budget & previous year’s financial statements.
 - ii. Update Bank Signature Cards annually, or more frequently as needed.
 - iii. Review account status: checkbook, bank reconciliation’s, etc.
 - iv. Review current outstanding payables.
 - v. Review current accounts receivables, verify collection follow-up.
 - vi. Review copy of standing committee budgets.