

## **EXECUTIVE COMMITTEE**

Chair: Lean Brandt

**A. Committee Charge** - Formulates and executes an annual program of work and budget to plan and organize the resources of NSHBA to accomplish it's mission.

### Duties & Responsibilities

- Hires and fires the Executive Officer
- Responsible to formulate a budget and present financial statements and audits to the Board of Directors.
- Responsible to maintain all records of the association.
- Oversees the operation and maintenance of all the physical resources of the association.
- Oversees the investment of all funds.
- Organizes the association into committees and councils to implement the adopted Program of Work & Budget.
- Recruits and appoints chairs of committees & councils.
- Monitors the progress of committees and councils as they implement their assigned portion of the adopted Program of Work & Budget.
- In accordance with the by-laws acts as the policy and steering body and makes such recommendations as necessary to the Board of Directors.
- ♦ Recommends to the Board of Directors a dues structure adequate to support the activities of the association.

### **B. 2006 Scope of Work**

- ♦ Recommends an annual program of work & budget for adoption by the Board of Directors.
- ♦ Hold quarterly meetings to review progress implementing the annual program of work & budget.
- ♦ Set an agenda for each quarterly Board of Directors meetings.
- ♦ Make recommendations concerning operational policy and By-laws for NSHBA.
- ♦ Hold quarterly Board of Directors meetings.
- ♦ Hold a Senior Officers meeting prior to each BOD meeting.
- ♦ Visit the various Local HBAs across the state by the Executive Officer and President.
- ♦ In the fall of each year the incoming NSHBA Sr. Officers visit each Local HBA and “Sweep Through The State” to meet and greet the incoming LHBA Officers and NSHBA Directors from each Local HBA.

### **C. Special Requirements**

- ♦ The committee is composed of the President who serves as chairman, First Vice President, Second Vice President, Treasurer, Secretary, Immediate Past President, the state's Representatives to NAHB, and the Chairs of all NSHBA Committees.
- ♦ An attendance requirement is stipulated in the by-laws which provides that the office of any officer or committee chair who is absent for 2 meetings in a row may thereupon be declared vacant by the Board of Directors.

***D. Budget***

The following line items in the budget go to support the activities of the staff and Executive Committee and the Board of Directors.

NE Travel & Meetings - \$ 10,000

Wages and Benefits - \$ 140,500

Materials and Supplies - \$ 7,000

Professional Services - \$ 2,000

General Expenses - \$ 300

Communications & Web Site - \$2,500

Exec & BOD Meetings - \$ 1,500

Occupancy - \$ 24,000

Insurance - \$ 2,100

Fees, Dues and Subscriptions - \$ 1,800

Furniture, Fixtures and Eq – \$1,200