

Job Description
NAHB State Representative
from Nebraska

TERM: One year. The current term ends with the January NAHB Board meeting. At the end of that Board Meeting the new State Representative is sworn in who will serve through the next January NAHB Board Meeting

QUALIFICATIONS: Must be a builder member who has served not less than one year as an NAHB Director or as the President of an affiliated State or Local HBA. According to the NSHBA By-Laws the NSHBA President serves as the NAHB State Representative from Nebraska.

DUTIES & RESPONSIBILITIES

- ◆ Serves as NAHB's key representative and spokesperson in the state to inform, advise and assist local associations with membership development, jurisdictional questions and information about NAHB policies and services.
- ◆ Attends the area caucus meetings at the NAHB Board of Director meetings and is the spokesperson for the state.
- ◆ Serves as a member of the NAHB Board of Directors the NAHB Executive Board and attends the Presidents Council.
- ◆ Work in close liaison and coordinate activities with the NAHB National Vice President for our area, with state and local Presidents, Executive Officers in the state
- ◆ Serve in an advisory capacity to the National Vice President for his geographical area with regard to jurisdictional matters.
- ◆ Visit associations in the state and report such visits to the National Vice President for his area and to NAHB.
- ◆ Become familiar with NAHB policies, issues and services and be available for speaking engagements with NAHB affiliated Home Builders in the state.
- ◆ Assist the state association in organizing and chartering affiliated Local Home Builders Associations in the state and recruit members at large in areas of the state not served by a local HBA.
- ◆ Work to enhance the NAHB Congressional Contacts program in the state of Nebraska to create "grass roots" action on NAHB legislative issues as needed.

- ◆ Uses written reports to inform the NSHBA Board of Directors & Local HBA's about NAHB Federal Issues and the position of the Nebraska Congressional delegation.
- ◆ Leads the Nebraska delegation when visiting the "Hill" to meet with the Nebraska Congressional Delegation during the annual NAHB Legislative Conference in Washington D.C.
- ◆ Serves on the NSHBA Executive Committee and the NSHBA Board of Directors with the right to vote.
- ◆ Further the work of the National Association of Home Builders.

TRAVEL STIPEND: The NAHB State Representative is authorized a travel stipend of \$1,000 to attend the NAHB Meetings. This is to be paid on a reimbursement basis after attending the meeting and presenting documentation of travel expenses incurred.

Job Description
NAHB NATIONAL DIRECTOR
from Nebraska

TERM: One year. The Director is installed at the end of the January NAHB Board meeting and the term is completed with the January NAHB Board of Directors meeting in the following year.

QUALIFICATIONS: Must be a builder member. According to the NSHBA By-Laws the NSHBA 1st Vice President serves as the NAHB National Director from Nebraska.

DUTIES & RESPONSIBILITIES

- ◆ Attend at least two of the three the NAHB Board of Directors meetings which are the National Convention at the International Builders Show, the NAHB Spring Board of Directors meeting and the Fall Board of Directors meeting.
- ◆ Attend the area caucus meetings at the NAHB Board of Director meetings.
- ◆ Participate in one NAHB New Directors Orientation program.
- ◆ Report to the NSHBA Board of Directors on issues discussed and actions taken at NAHB Board of Directors meetings and other NAHB meetings attended.
- ◆ Represent the opinions of members from Nebraska concerning matters presented to the NAHB Board of Directors.

TRAVEL STIPEND: The NAHB National Director is authorized a travel stipend of \$1,000 to attend the NAHB Annual Convention and the Spring and Fall NAHB Board Meetings. This is to be paid on a reimbursement basis after attending the meeting and presenting documentation of travel expenses incurred.

Job Description
NAHB ALTERNATE NATIONAL DIRECTOR
from Nebraska

TERM: One year. The Alternate Director is installed at the end of the January NAHB Board meeting and the term is completed with the January NAHB Board of Directors meeting in the following year. In the event the National Director is incapacitated or resigns, the Alternate National Director immediately becomes the acting National Director.

QUALIFICATIONS: Must be a builder member. The NSHBA 2nd Vice-President serves as the NAHB Alternate National Director from Nebraska.

DUTIES & RESPONSIBILITIES

- ◆ In the absence of the National Director, attend NAHB Board of Director meetings and carry out the duties of the National Director.
- ◆ Attend the area caucus meetings at the NAHB Board of Director meetings.
- ◆ Participate in one NAHB New Directors Orientation program.
- ◆ Report to the NSHBA Board of Directors on issues discussed and actions taken at NAHB Board of Directors meetings and other NAHB meetings attended.
- ◆ Represent the opinions of members from Nebraska concerning matters presented to the NAHB Board of Directors.

TRAVEL STIPEND: In the event that the NAHB National Director does not attend the NAHB Board meeting and the Alternate National Director does they are authorized a travel stipend of \$1,000. This is to be paid on a reimbursement basis after attending the meeting and presenting documentation of travel expenses incurred.

Job Description
NAHB ASSOCIATE NATIONAL DIRECTOR
from Nebraska

TERM: One year. The Associate National Director is installed at the end of the January NAHB Board meeting and the term is completed with the January NAHB Board of Directors meeting in the following year.

QUALIFICATIONS: Must be an associate member.

DUTIES & RESPONSIBILITIES

- ◆ Attend at least two of the three the NAHB Board of Directors meetings which are the National Convention at the International Builders Show, the NAHB Spring Board of Directors meeting and the Fall Board of Directors meeting.
- ◆ Attend the area caucus meetings at the NAHB Board of Director meetings.
- ◆ Participate in one NAHB New Directors Orientation program.
- ◆ Serve as Nebraska's representative to the NAHB Associates Advisory Committee and attend such meetings held at the NAHB Board of Directors Meetings.
- ◆ Report to the NSHBA Board of Directors on issues discussed and actions taken at NAHB Board of Directors meetings and other NAHB meetings attended.
- ◆ Represent the opinions of associate members from Nebraska concerning matters presented to the NAHB Board of Directors.

TRAVEL STIPEND: The NAHB Associate National Director is authorized a travel stipend of \$1,000 to attend the NAHB Annual Convention and the Spring and Fall NAHB Board Meetings. This is to be paid on a reimbursement basis after attending the meeting and presenting documentation of travel expenses incurred.

Job Description
NAHB ALTERNATE ASSOCIATE NATIONAL DIRECTOR
from Nebraska

TERM: One year. The Alternate Associate National Director is installed at the end of the January NAHB Board meeting and the term is completed with the January NAHB Board of Directors meeting in the following year. In the event the Associate National Director is incapacitated or resigns, the Alternate Associate National Director immediately becomes the acting Associate National Director.

QUALIFICATIONS: Must be an associate member.

DUTIES & RESPONSIBILITIES

- ◆ In the absence of the Associate National Director, attend NAHB Board of Director meetings and carry out the duties of the Associate National Director.
- ◆ Attend the area caucus meetings at the NAHB Board of Director meetings.
- ◆ Participate in one NAHB New Directors Orientation program.
- ◆ Report to the NSHBA Board of Directors on issues discussed and actions taken at NAHB Board of Directors meetings and other NAHB meetings attended.
- ◆ Represent the opinions of associate members from Nebraska concerning matters presented to the NAHB Board of Directors.

TRAVEL STIPEND: In the event that the NAHB Associate National Director does not attend the NAHB Board meeting and the Alternate Associate National Director does they are authorized a travel stipend of \$1,000. This is to be paid on a reimbursement basis after attending the meeting and presenting documentation of travel expenses incurred.

Job Description
NAHB Build-PAC Trustee
from Nebraska

TERM: 3 years, installed at the January 2002 Builders Show the term is completed with the January 2005 Builders Show meeting.

QUALIFICATIONS: Candidates for Trustees are nominated by the NSHBA President. Consideration as to contribution history to Build-PAC, experience in election campaigns and demonstrated attendance or ability to attend national meetings is necessary.

APPOINTMENT: Candidates qualifications are considered by Build-PAC's Nominations & Bylaws Committee (including incumbents) Candidates found to be qualified by the committee are then nominated for consideration and election by the full Build-PAC Board of Trustees.

GENERAL RESPONSIBILITIES

Build-PAC Trustees represent NAHB members in their home states on policy matters brought before the Board of Trustees, approve certain candidate contribution requests, serve as Build-PAC's principal fund raiser within the state and are responsible to ensure the timely delivery of Build-PAC contributions to federal candidates in their state.

SPECIFIC RESPONSIBILITIES

- ◆ Attend at least one of Build-PAC's three trustee meetings held at NAHB Board of Director meetings. Failure to attend at least one meeting is mandatory removal from the Board of Trustees.
- ◆ Before assuming voting privileges on the Board of trustees the Trustee must attend an orientation session.
- ◆ Mandatory significant personal contribution to Build-PAC annually.
- ◆ Reach consensus agreement with NSHBA Govt. Affairs Trustees concerning federal candidates to support in Nebraska.
- ◆ Request BUILD PAC contributions to Nebraska federal candidates.
- ◆ Ensure the timely delivery of Build-PAC contribution checks to federal candidates in Nebraska.
- ◆ Recruits and organizes volunteers to produce an annual statewide BUILD-PAC pledge drive.
- ◆ Recruits and organizes volunteers to produce an annual statewide Nebraska Dream Builders BUILD-PAC Golf Outing.

- ◆ Enrolls the winning foursome in the Nebraska BUILD PAC Golf Outing in the BUILD PAC Golf Tournament at the International Builders Show
- ◆ Serves on NSHBA Governmental Affairs Board Of Trustees. Must attend two of the four meetings a year.

TRAVEL STIPEND: None is provided

Job Description
NAHB Build-PAC Alternate Trustee
from Nebraska

TERM: 3 years, installed at the January 2002 Builders Show the term is completed with the January 2005 Builders Show meeting.

QUALIFICATIONS: Candidates for Trustees are nominated by the NSHBA President. Consideration as to contribution history to Build-PAC, experience in election campaigns and demonstrated attendance or ability to attend national meetings is necessary.

APPOINTMENT: Candidates qualifications are considered by Build-PAC's Nominations & Bylaws Committee (including incumbents) Candidates found to be qualified by the committee are then nominated for consideration and election by the full Build-PAC Board of Trustees. In the event the Build-PAC Trustee is incapacitated or resigns, the Alternate Trustee immediately becomes the acting Trustee, upon election to that position by the Build-PAC Board of Trustees, and serves out the departing incumbent's unexpired term.

GENERAL RESPONSIBILITIES

Build-PAC Alternate Trustees represent NAHB members in their home states on policy matters brought before the Board of Trustees in absence of their appointed Trustee and assist in Build-PAC fund raising activities with in their state.

SPECIFIC RESPONSIBILITIES

- ◆ Attend at least one of Build-PAC's three trustee meetings held at NAHB Board of Director meetings. Failure to attend at least one meeting is mandatory removal from the Board of Trustees.
- ◆ Before assuming voting privileges on the Board of trustees the Alternate Trustee must attend an orientation session.
- ◆ Mandatory significant personal contribution to Build-PAC annually.
- ◆ Assists the Nebraska BUILD PAC Trustee as requested in fulfilling fundraising responsibilities.
- ◆ Serves on NSHBA Governmental Affairs Board Of Trustees. Must attend two of the four meetings a year.

TRAVEL STIPEND: None is provided