

Job Description
NSHBA President

The President is the chief elected officer of the association and is responsible for the functioning of the Board of Directors and Executive Committee. The President shall exercise personal leadership in the motivation of other officers, board members, committee chairs, committee members, and the general membership. The President oversees the establishment of goals and objectives for the organization. He/she shall act as spokesperson and inspirational leader for the association and shall work in partnership with the executive officer for the achievement of established goals and objectives.

DUTIES & RESPONSIBILITIES

- ◆ Presides at and attends all meetings of the members, Board of Directors, and Executive Committee and coordinates agenda material with the Executive Officer.
- ◆ In concert with the Executive Officer, sees that the Board of Directors, Executive Committee and officers are kept fully informed on the conditions and operation of the association.
- ◆ Works with the Executive Officer in seeing that basic policies and programs designed to further the goals and objectives of the association are planned, formulated and executed following presentation to and approval from the Board of Directors.
- ◆ Appoints the chairs and members of committees, councils and task forces, outlines the purpose and duties of these committees, councils and task forces and monitors progress.
- ◆ Acts as a liaison between local, state and national leadership.
- ◆ Supports and defends policies and programs adopted by the membership, Board of Directors and Executive Committee.
- ◆ Promotes membership interest and active participation in the association and reports activities of the Board and association to members by means of letters, publications or speeches.
- ◆ Acts as spokesperson for the state association to the press, the public, legislative bodies, and related organizations.
- ◆ Presents an annual report on the activities and accomplishments of the association.

- ◆ Oversees the work and activities of the Board of Directors, Executive Committee and other association committees and councils.
- ◆ In cooperation with the Executive Officer, ensures that all policies and resolutions of the Board of Directors are carried out.
- ◆ Works closely with the president-elect in preparing to assume the duties of the President.
- ◆ Identifies and nurtures future leaders of the association.
- ◆ Ensures competent management of the association by setting key priorities and specific management goals and objectives.
- ◆ Initiates an annual performance and salary review of the Executive Officer by the Executive Committee.
- ◆ Serves as the NAHB State Representative from Nebraska during the term as NSHBA President and acts as spokesperson for NAHB in the state to the press, the public, legislative bodies, and related organizations.

TERM: One year. The President is installed at the end of the Board of Directors Meeting held in December of each year, and the term is completed with the December Board of Directors meeting in the following year.

QUALIFICATIONS: Must be a builder member in good standing and served previously as the NSHBA 1st Vice President.

TRAVEL STIPEND: A \$400 travel stipend is provided to the NSHBA President for his travel expenses incurred while visiting local HBA's in the state of Nebraska.

See the \$1,000 travel stipend provided for the NSHBA President for expenses incurred while serving as an NAHB State Representative.

Job Description
NSHBA 1st Vice President

The 1st Vice President is a member of the Senior Officers team and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties.

DUTIES & RESPONSIBILITIES

- ◆ Serves as a member of the Board of Directors and Executive Committee.
- ◆ In the absence of the President presides at and attends all meetings of the members, Board of Directors, and Executive Committee and coordinates agenda material with the Executive Officer for those meetings.
- ◆ Provides oversight of assigned committees or councils and reports their activities to the President, Executive Committee and Executive Officer.
- ◆ Serves as the official representative of the Association at industry meetings as assigned by the President.
- ◆ Serves as the Chair if the NSHBA Government Affairs Trustees.
- ◆ Attends the NAHB Legislative Conference.
- ◆ Serves in any capacity as a chair, appointed member, ex-officio member of committees and councils as assigned by the President.
- ◆ Performs other duties and responsibilities as assigned by the Board of Directors or the President.
- ◆ Actively supports and participates in the programs and activities of the association.
- ◆ Works to increase member/leader involvement in association activities.
- ◆ Maintains contact with other NSHBA Board members and local association officials and reports about developments to the President, Executive Committee and Executive Officer.

- ◆ Serves as the NAHB National Director from Nebraska during the term as 1st Vice President.

TERM: One year. Is installed at the end of the Board of Directors Meeting held in December of each year, and the term is completed with the December Board of Directors meeting in the following year.

QUALIFICATIONS: Must be a builder member in good standing and served previously as the NSHBA 2nd Vice President.

TRAVEL STIPEND: See the \$1,000 travel stipend provided for the NSHBA 1st VP for expenses incurred while serving as an NAHB Director.

Job Description
NSHBA 2nd Vice President

The 2nd Vice President is a member of the Senior Officers team and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties.

DUTIES & RESPONSIBILITIES

- ◆ Serves as a member of the Board of Directors and Executive Committee.
- ◆ In the absence of the 1st Vice President presides at and attends all meetings of the members, Board of Directors, and Executive Committee and coordinates agenda material with the Executive Officer for those meetings.
- ◆ Provides oversight of assigned committees or councils and reports their activities to the President, Executive Committee and Executive Officer.
- ◆ Serves as the official representative of the Association at industry meetings as assigned by the President.
- ◆ Attends the NAHB State & Local Government Affairs Conference.
- ◆ Serves in any capacity as a chair, appointed member, ex-officio member of committees and councils as assigned by the President.
- ◆ Performs other duties and responsibilities as assigned by the Board of Directors or the President.
- ◆ Actively supports and participates in the programs and activities of the association.
- ◆ Works to increase member/leader involvement in association activities.
- ◆ Maintains contact with other NSHBA Board members and local association officials and reports about developments to the President, Executive Committee and Executive Officer.
- ◆ Serves as the NAHB Alternate Director from Nebraska.

TERM: One year. The 2nd VP President is installed at the end of the Board of Directors Meeting held in December of each year, and the term is completed with the December Board of Directors meeting in the following year.

QUALIFICATIONS: Must be a builder member in good standing.

TRAVEL STIPEND: A \$1,000 travel stipend is provided for the NSHBA 2nd VP for expenses incurred while attending the NAHB State & Local Government Affairs Conference.

Job Description
NSHBA TREASURER

The Treasurer is a key member of the President's team and serves as a member of the Executive Committee and assists the President in the performance of his duties. The Treasurer works closely with the members of the Finance Committee to ensure the integrity of the fiscal affairs of the association.

DUTIES & RESPONSIBILITIES

- ◆ Serves as chair of the Finance Committee, as a member of the Executive Committee, and the Board of Directors.
- ◆ Maintains accurate financial records in cooperation with the Association staff and the Finance Committee.
- ◆ Reviews Association expenditures and financial status on a regular basis to ensure fiscal integrity.
- ◆ Ensures timely reports to the Board of Directors and Executive Committee and presents a financial report to the membership at the annual meeting.
- ◆ Submits the financial accounts of the Association to an annual independent auditor for examination.
- ◆ Performs other duties as assigned by the President and Board of Directors, which may include providing oversight or serving as a chair or member of other committees.
- ◆ Represents the Association to other industry groups or other organizations as assigned by the President.
- ◆ Actively supports and participates in the programs and activities of the association.

TERM: One year. The Treasurer is installed at the end of the Board of Directors Meeting held in December of each year, and the term is completed with the December Board of Directors meeting in the following year.

QUALIFICATIONS: Must be a member in good standing.

Job Description
NSHBA SECRETARY

The Secretary is a key member of the President's team and serves as a member of the Executive Committee. As the official record-keeper for the association, the Secretary is responsible for the minutes of the annual meeting of the membership and board of directors and the corporate seal.

DUTIES & RESPONSIBILITIES

- ◆ Serves as a member of the Board of Directors and Executive Committee and attends all meetings.
- ◆ Ensures that attendance, votes and the proceedings of the meetings are recorded and maintained as permanent records of the association.
- ◆ Maintains custody of the association corporate seal and has authority to affix the seal to any document requiring it.
- ◆ Conducts roll calls of the membership, Board of Directors, and Executive Committee meetings for the official record and establishes the presence of a quorum.
- ◆ Ensures that copies of the Board of Directors minutes and Executive Committee are approved and provided to the officers and directors as appropriate.
- ◆ Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Directors, which may include providing oversight or serving as a chair or member of other committees.
- ◆ Actively supports and participates in the programs and activities of the association

TERM: One year. The Treasurer is installed at the end of the Board of Directors Meeting held in December of each year, and the term is completed with the December Board of Directors meeting in the following year.

QUALIFICATIONS: Must be a member in good standing.

Job Description
NSHBA Executive Officer

Serves as chief administrative officer, recommends and participates in formulation of new policies and makes decisions within the bounds of existing policies. Plans, organizes, directs and coordinates the staff, programs and activities to ensure the association's goals and objectives are met. The Executive Director is a member of the Senior Officers team and as such serves as a member of the Executive Committee.

DUTIES & RESPONSIBILITIES

- ◆ Informs the Board of Directors, Executive Committee and Senior Officers on the conditions and operations of the association. Attends all meetings of the Board of Directors and Executive Committee.
- ◆ Maintains the assets of the association and investments in accordance with the established policies and produces financial statements for the Board of Directors and the Executive Committee.
- ◆ Plans, formulates and recommends to the Board of Directors basic policies and programs which will further the objectives of the association.
- ◆ Prepares minutes, agendas, reports and meeting notices for all Board of Directors and Executive Committee meetings.
- ◆ Executes all decisions of the Board of Directors except in cases when assignments or tasks involving activities & events are delegated by the Executive Committee to a respective Committee or Council.
- ◆ Manages the administrative operations of association and develops specific policies, procedures and programs to carry out same.
- ◆ Directs and coordinates staff resources for all approved programs, projects and major activities and events of the association.
- ◆ Recruits, hires, trains and motivates association staff.
- ◆ Establishes performance standards and goals and evaluates staff.
- ◆ In conjunction with Committee and Council Chairs prepare and distribute Committee and Council meeting notices, agendas and handouts.
- ◆ Executes such contracts and commitments as may be authorized by the Board of Directors or as provided for in established policies of the association.

- ◆ Promotes interest and active participation to members in the association's activities.
- ◆ Maintains effective relationships with public and private organizations to ensure the interest of the association is realized.
- ◆ Develops and recommends to the Executive Committee an annual program of work and budget.
- ◆ Insures that all funds, physical assets and other property owned by the association are appropriately safeguarded.
- ◆ Serves as Executive Editor of official publications.
- ◆ Plans and executes all communications to the membership.
- ◆ Provides staff support in planning and conducting all association events.
- ◆ Develops and coordinates legislative, regulatory and political efforts and maintains relationships with government officials and agencies impacting the industry.
- ◆ Serves as the lobbyist for the association at the Nebraska Unicameral.
- ◆ Serves as the Secretary - Treasurer for the NSHBA PAC.
- ◆ Acts as a liaison with NAHB, attending all official meetings and the Executive Officers Council Seminar.
- ◆ Acts as a liaison with Local Home Builders Associations across the state and attends at least two of the General Membership Meetings a year of each local association.
- ◆ Safeguards confidential information as it applies to the daily functions of the association and members.
- ◆ Carries out such other general responsibilities as may be delegated by the Executive Committee and Board of Directors.
- ◆ Maintains an accurate data base of the membership.

TERM OF EMPLOYMENT: As is jointly agreeable by both the Executive Director and the Executive Committee.

QUALIFICATIONS: As determined by the Executive Committee.

Job Description
NSHBA COMMITTEE/COUNCIL CHAIR

The Committee or Council Chair is a key member of the President's team and serves as a member of the Executive Committee. The Chair guides the members of the committee or council to ensure accomplishment of the committee or council scope of work and charge as provided by the NSHBA President.

DUTIES & RESPONSIBILITIES

- ◆ Assists the Executive Committee to define the respective committee or council scope of work for the coming year.
- ◆ Informs members of the committee or council about the activities or events for the year which make up the scope of work.
- ◆ Responsible to formulate a work plan to effectively and efficiently discharge it's responsibilities as out lined in the scope of work and charge in accordance with the associations operating policies.
- ◆ Based upon the committee or council work plan present reports at the quarterly Board of Directors and Executive Committee meetings.
- ◆ Enlist committee or council members to accept responsibility for the tasks involved in the work plan.
- ◆ Motivate committee or council members to accomplish their assigned tasks to produce a particular activity or event on time and in budget.
- ◆ Holds timely committee or council meetings to:
 - to plan and organize tasks necessary to produce committee or council activities or events
 - to hear reports form committee members as to thier progress concerning thier tasks which are necessary to produce the activities or events of the committee or council
 - to identify any needed decisions or resources necessary to complete the assigned activities or events.
- ◆ Uses association staff resources to assist in preparing meeting notices, agendas and the distribution of relevant information to all members prior to meetings.
- ◆ Presides over committee meetings to ensure adherence to the major issues and purposes of the committee.

- ◆ Consults with the assigned staff prior to purchasing materials or undertaking contractual obligations upon behalf of the association.
- ◆ Assists the President by making recommendations on committee member appointments.
- ◆ Respond to inquiries by the oversight Senior Officer as to the progress of the committee or council in producing their activities or events in accordance with the work plan.
- ◆ Assists association leaders in identifying potential leaders among the committee members.
- ◆ Reports to the committee or council on the decisions of the Board of Directors and or the Executive Committee that affect the committee's work or activities.
- ◆ Where appropriate, guides the committee in proposing products and service that will further the goals and objectives of the association.
- ◆ Where appropriate, makes policy recommendations to the Board of Directors.

TERM: One year. The Chair is appointed by the NSHBA President and installed at the end of the Board of Directors Meeting held in December of each year, The term is completed with the December Board of Directors meeting in the following year.

QUALIFICATIONS: Must be a member in good standing.

Job Description
NSHBA COMMITTEE/COUNCIL MEMBER

Under the direction of the committee or council chair, the member participates in all committee or council meetings and accepts responsibility for completing tasks which work toward the fulfillment of the committee activities or events.

DUTIES & RESPONSIBILITIES

- ◆ Attends all meetings of the committee.
- ◆ Accepts and carries out individual assignments and or tasks that are made by the committee or council chairman in a timely fashion.
- ◆ Consults with the assigned staff prior to purchasing materials or undertaking contractual obligations upon behalf of the association.
- ◆ Reviews all relevant material prior to the committee or council meetings.
- ◆ Participates in discussions and deliberations and voices objective opinions on committee or council issues and topics.
- ◆ Understands the specific responsibilities of the committee.
- ◆ Has an understanding of the association's practices, policies and procedures as it pertains to the committee's charge.

TERM: One year. The member is appointed by the NSHBA President. The term is completed with the December Board of Directors meeting in the following year.

QUALIFICATIONS: Must be a member in good standing.

Job Description
NSHBA DIRECTOR / ALTERNATE DIRECTOR

The Board of Directors is the policy-making body of the association and is responsible for the business affairs of the Corporation.

DUTIES & RESPONSIBILITIES

- ◆ Attends all meetings of the Board Of Directors.
- ◆ Adopts an annual program of work for the association which identifies short term activities and budgets to be accomplished.
- ◆ Serves on association committees and councils to implement the program of work.
- ◆ Represents the membership of the association.
- ◆ Reviews all relevant material prior to the board meetings.
- ◆ Understands and participates in discussions and deliberations and voices objective opinions on issues and topics.
- ◆ Adopts a strategic plan for the association.
- ◆ Approves policies governing the association.
- ◆ Ensures proper use of assets.
- ◆ Fulfills fiduciary responsibility to the membership.
- ◆ Assures legal compliance with the bylaws of the association.

TERM: One year. The Director is nominated by their Local HBA and elected by the outgoing NSHBA Board of Directors. Vacancies are filled by recommendations from the NSHBA Nominations Committee. The term is completed with the December Board of Directors meeting in the following year.

QUALIFICATIONS: Must be a member in good standing.

Job Description
NSHBA Immediate Past President

The Immediate Past President is a member of the Executive Committee and assists the President in the performance of his/her duties.

DUTIES & RESPONSIBILITIES

- ◆ Serves as a member of the Board of Directors and Executive Committee.
- ◆ Chairs the Nominations Committee.
- ◆ Provides oversight of assigned committees or councils and reports their activities to the President, Executive Committee and Executive Officer.
- ◆ Serves as the official representative of the Association at industry meetings as assigned by the President.
- ◆ Performs other duties and responsibilities as assigned by the Board of Directors or the President.
- ◆ Actively supports and participates in the programs and activities of the association.
- ◆ Works to increase member/leader involvement in association activities.
- ◆ Maintains contact with other NSHBA Board members and local association officials and reports about developments to the President, Executive Committee and Executive Officer.

TERM: One year. The Immediate Past President is installed at the end of the Board of Directors Meeting held in December of each year, and the term is completed with the December Board of Directors meeting in the following year.

QUALIFICATIONS: Must be a builder member in good standing.

TRAVEL STIPEND: There is no travel stipend is provided.