

*Do you have an interest in serving on the AMA Board of Directors, Executive Committee or as a Committee Chair? Use this checklist to help you plan and prepare for your leadership role.*

## Board of Directors Leadership

- 1. Committee Involvement** - Join and participate in one or more AMA committees. Anything from Government Affairs, Events to AZ Multihousing Community Foundation (AMCF). Find your passion! The key is being a good committee member, attend and engage.
- 2. AMA Leadership Lyceum** - This year long (4 full day sessions) leadership development program will help prepare you for non-profit leadership with AMA or with other associations and non-profits. The four sessions include (1) AMA & NAA, Non-Profit Governance, (2) Personality assessment and media training, (3) government affairs & advocacy, (4) attend the AMA December Board meeting. Plus, the entire class completes a volunteer project.
- 3. Become an AMA Ambassador** – Share your AMA knowledge and experience with new members, attend member staff meetings and bring them up to speed on what is happening at AMA.
- 4. Let leaders know you are interested** – Talk with your company and AMA board members to let them know you are interested in serving on the AMA board. Every September the AMA Leadership Development Committee sends out a call for board members, it starts with completing the application.
- 5. Talk with AMA Executive Committee members or CEO** - let them know you are interested in being a board member.
- 6. Participate** – encourage your company and team to be engaged. Attend AMA events and education, participate in AMA Government Affairs, BGF and AMAPAC. Be visible!
- 7. Attend NAA Meetings** – Consider attending Advocate or Apartmentalize. Talk with the NAA Region 7 Regional Vice Presidents and ask how you can get more involved at the National level.
- 8. Are you eligible for the board** – Do you serve in a senior level position, are at least 70% of your Arizona units that your company owns or manage in membership and finally do you possess the knowledge, experience, and have demonstrated commitment to AMA through service to the Board of Directors, committees, or task forces.
- 9. Do you have time** – Review the AMA board member agreement and make sure that you have the time to devote to Board leadership.
- 10. Review the documents** – Review the board bylaws and policy documents. Do you know and agree with the mission, values, goals and the strategic plan.
- 11. Is your company currently represented** – Companies can't have more than 3 board members. Depending on board spot availability one board member per 5,000 units.

## Exec Committee Leadership

*(for current board members - generally, a five-year commitment as you progress through the positions)*

- **1. Talk with the AMA Executive Committee and AMA Leadership Development Committee Chair (AMA Board Past-President)** – Let them know you are interested in serving at a higher level.
- **2. Be an engaged board member** – participate in committees, attend events and education, encourage your teams to attend AMA events and education classes.
- **3. Adhere to the AMA board member agreement** – review on a regular basis to make sure that you and your company are in compliance.
- **4. Attend AMA Leadership Lyceum** – if you have not already attended the AMA Leadership Lyceum now is the time! (See details above)
- **5. Participate in the AMA Government Affairs Committee (Phoenix or Tucson)**– the AMA was founded 60+ years ago to fight sales tax on residential rent at the state legislature. Since inception Government Affairs has been critical to the success of the Association, our members and industry. Be in the know and aware of how proposed regulations and ordinance impact the industry. Share your knowledge with other members.
- **6. Do you have time** – Participation on the Executive Committee is a five year commitment. First year is the Secretary, the Second year is Treasurer and Chair of the AMA Events Committee (Education Conference and Trade Show), Year three is Vice Chair and Chair of the AMA Tribute Awards Committee, Year four is the AMA Chair of the board and Year five is Immediate Past Chair and Chair of the Leadership Development Committee. For Industry Partners it is a two-year commitment and typically alternates between the Phoenix and Tucson IPC Chairs. Finally, attorney members may serve a two-year term without voting privileges (ex-officio), in an advisor position.

## Committee Chair Leadership

- ❑ **1. Attend, engage and participate** – all of the AMA committees are looking for members. Review the list of committees and find your passion. Sign up for Committees in December and June for January 1 and July 1.
- ❑ **2. Be an engaged committee member** - Make a commitment to attend all meetings (all are available via zoom or in person). Share your knowledge and experience, network with other industry professionals. Come prepared for the meeting, review the agenda prior to the meeting. Talk with your co-workers about items that you are considering in your committee to get their feedback.
- ❑ **3. Let AMA staff and Committee Chair know if you have an interest in Chairing** – If you don't tell anyone we will not know. Most committees have a co-chair or vice chair position, this is a great place to start.
- ❑ **4. Do you have the time and company support** – As with all leadership roles evaluate your current situation and make sure you have the time available, and company support to volunteer your services to AMA.