

## Charge

This committee is responsible for planning and executing AOBA's TOBY Awards and the Commercial Awards Celebration. This committee is responsible for recruiting nominees and attendees, judging the submissions, and supporting applicant's regional and national submissions. Committee members serve as key contributors to all aspects of AOBA's events.

## Composition

All committee members shall be members in good standing of the Association. Committee members will work closely with AOBA's staff to facilitate the events.

The term of appointment is based on the calendar year (January– December). All committee members should expect to contribute an average of one hour per month, with variation depending on tasks. Chair term is two years.

## Benefits

Committee members will expand their professional networks with AOBA members, contribute to the betterment of the commercial real estate and multifamily housing industries, and AOBA.

## Committee Responsibilities and Ongoing Tasks

- Brainstorm new ideas and ways to improve the TOBY program
- Recruit nominees, attendees, secure sponsorships, plan activities
- Support execution of Commercial Awards Celebration
- Volunteer during the event

## Staff Responsibilities

- Maintain committee roster
- Schedule committee meetings, work with chairs to develop agendas and complete meeting minutes
- Provide support to the committee throughout the year