



2020 MBAAA Nominations for Officers and Directors

Please fill out this form and email to MobileBayAreaAptAssoc@gmail.com no later than Friday, September 27th. We recommend including a resume, headshot, and any letters of recommendation you may have. You may use additional papers and/or forms to include any other information you think may be pertinent. If elected, you will be required to attend the Board Meetings as well as the monthly Lunch & Learn meetings. In addition to this, your participation and assistance is required at our events throughout the year. See the attached position descriptions and contact a board member with any questions you may have.

Name of Nominee: _____

Phone Number: _____ Email Address: _____

Company/Property: _____ Position: _____

Will your company be supportive of your participation in the MBAAA association with regard to attending monthly meetings? Yes / No

Please list your past and current experience in the multi-family housing industry: _____

Please list your current or past involvement with us: _____

Please list one big idea or goal you have for the MBAAA: _____

Please list one interesting thing about yourself: _____

If you are elected as an Officer or Director, what do you feel you can contribute to the association?

Talent, Dedication, Commitment (Be specific): _____

Please note that all MBAAA Board members will be required to participate in some form at the monthly lunch and learns and special events throughout the year. This could mean anything from public speaking, assisting members and guests to find their seats, helping with registration, setting up for events, pre-selling tickets, and/or cleaning up after events.

DUTIES OF OFFICERS AND DIRECTORS

Sec.1 President: The President shall be the presiding officer, shall conduct all meetings of the membership, appoint committees and carry out or cause the carrying out of these By-Laws and such other duties which the membership may from time to time direct. He or she shall serve as Chairman of the Board of Directors and preside at the Board and General Membership meetings. The President shall prepare and report to NAA the required Regional Report.

Sec.2 1st Vice-President: The 1st Vice President shall assist the President in carrying out his or her duties and shall exercise prerogatives and duties of the President. Specific duties include, but are not limited to, directing and supervising the Legislative and By-Laws Committee, Membership Committee, and Education Committee.

Sec.3 2nd Vice President: The 2nd Vice President shall assist the President and 1st Vice President in carrying out their duties and shall specifically be responsible for, but not limited to, planning the monthly General Membership meeting as well as serving on the Education Committee and Expo Committee as well as overseeing the publication of the monthly newsletter.

Sec.4 Secretary: The Secretary shall collect all records including those of all regular and special meetings of the Membership and Directors, and shall record attendance at the Board, General Membership, and Special Events and shall create a roster of all directors with contact information and perform such other duties as may be required of this office, including the recording of all minutes of meetings of Members and Directors and the filing of same in the corporation minute book. The Secretary will also attend to such correspondence on behalf of the corporation as may be required.

Sec.5 Treasurer: The Treasurer shall receive and deposit all monies of the corporation in a bank. The Treasurer shall be responsible for the accounting and reporting of all monies received, deposited and disbursed on behalf of the MBAAA. The Treasurer will serve as Chairman of the Budget and Finance Committee. The Treasurer will also prepare reports of membership and activities to any organization with which the corporation is affiliated. The Treasurer is also responsible for billing of dues, all meetings, education and special events. The Treasurer shall serve as an advisor for financial purposes for all special events.

Sec.6 Parliamentarian: The Parliamentarian shall settle any disputes among the membership by Robert Rules of Order, and in general, insure that professional atmosphere prevails and shall serve on the Benevolence Committee.

Sec.7 Chaplain: The Chaplain duties shall include, but are not limited to, offering a blessing and pledge or arranging for the blessing to be offered at all meetings and special events.

Sec.8 Hospitality Coordinator: The Hospitality Coordinator is responsible for welcoming new members, and decorations at all functions of the organization including but not limited to the Expo and Holiday Party. This person is responsible for coordinating the Communication Committee and overseeing of at least two (2) fundraisers during the year.

Sec.9 Publicity Coordinator: The Publicity Coordinator will be responsible for updating and maintaining the web and internet presence of the MBAAA and to create and solicit positive media attention for the Association. They will report to media outlets on positive actions of the Association.

Sec.10 Additional Positions: Persons elected to other Director positions will be required to serve on at least one (1) committee or special event committee.

Any Officer or Director shall perform such other duties as may be assigned to him or her from time to time by the President or Board of Directors.