



ROLE & DUTIES OF THE BOMA ASSOCIATION EXECUTIVE (BAE)

The BOMA Association Executive (BAE) is the chief administrator of the Spokane Building Owners and Managers Association (BOMA Spokane). Reporting directly to, and serving at the discretion of, the Board of Directors, the BAE provides the administration, management, and advisory services necessary to conduct the day to day affairs of the Association. The BAE plans, organizes, directs and coordinates the programs, meetings, events, professional services, contracts, volunteers and most activities of the Association to meet and advance the mission of BOMA Spokane. Specific duties include, but are not limited to:

GOVERNANCE

- Execute policies established by the Board of Directors, as well as recommend and participate in the formulation of new policies.
- Attend and administer meetings of the Board of Directors and the Executive Committee to ensure the elected officers of the Board of Directors are kept fully informed of the condition of the Association.
- Record and distribute minutes from official meetings of the Board of Directors.
- Work in conjunction with the Executive Committee to prepare an annual business plan which encompasses the annual budget and the shared goals of membership and elected leadership.
- Ensure that the Board of Directors is continually apprised of pertinent issues, shifting or conflicting priorities and member needs and concerns.
- Schedule and coordinate the Annual Business Meeting and Annual Board Elections as specified in the bylaws.
- Assist the Officers and Directors of the Association with the continued development of the Association, including the provision of advice and guidance to the Board on issues, policies and activities of the Association with the understanding that all decisions must be made by the Board of Directors and Officers.

FINANCE

- In conjunction with the Executive Committee, develop, recommend and upon approval, manage normal operations within the annual budget of the Association.
- Maintain the financial records of BOMA Spokane.
- Continually and effectively pursue delinquent accounts receivable such as dues, lunch meetings, special events, and sponsorships.
- In conjunction with the Executive Committee, monitor income and expenditures, and report the financial status to the Board of Directors on a monthly basis or as requested.
- Ensure that all funds, physical assets, and other property of the Association are appropriately safeguarded, insured and administered. Execute the bylaw provisions of the annual budget.

ADMINISTRATION

- Administer the business of the Association. Serve as the stimulus for innovation and progress of the Association.
- Acquire and maintain office space and capital equipment necessary for the efficient operation of the Association.
- Plan and organize meetings of the general membership, Board and committees according to sound fiduciary and parliamentary processes. Work with President and Executive Committee to ensure that meetings are well-organized and utilize members' time most efficiently and effectively.
- Coordinate facilities, food, technology, and registration at all Association meetings.
- Consistently produce well-run, friendly, timely, professional meetings with good food and quality service.
- Process invoices and collection of payment for annual dues, lunch meetings, special events, etc.
- Physically maintain custody and assure security of all official Association documents and records.
- Continually update and improve systems capabilities, information distribution routines and accounting and reporting procedures.
- Attend and participate in BOMA International, state and regional conferences and events.

MEMBERSHIP

- Promote a healthy, growing organization through the retention, renewal, recruitment and recognition of members.
- Administer, monitor and continually seek to improve the quality of programs and services to members.
- In conjunction with the Membership Committee, work to increase membership in the Association and to widen the Association's influence as a well-respected industry leader.
- Regularly communicate opportunities for involvement and recognize the contributions of members who do the work of the Association.
- Monitor and seek to increase attendance at Association meetings and special events and involvement in committees and other activities of the Association.
- In conjunction with the Education Committee and Board of Directors, develop education programs to advance commercial real estate as an industry and a profession.
- Maintain an up-to-date Membership database, both locally and at BOMA International.
- Respond to membership questions and inquiries in a timely manner.
- Conduct new member orientation at least once per year, or as determined by the Board.
- Survey the membership from time to time to determine areas of growth, involvement, perceived value and member needs.
- In conjunction with the various committees and/or the Board of Directors, plan and direct social and educational meetings and events to foster relationship building among members and strengthen affinity to the organization.
- In conjunction with the Membership Committee, evaluate results and recommend policies, procedures, and action to achieve membership goals.

MARKETING/PR

- Develop and periodically update marketing materials for membership recruitment, sponsorship and public relations purposes. Seek other avenues to enhance visibility in the community.
- As directed by the Board, work with BOMA International and other organizations with shared concerns to promote the industry, advance legislative priorities or leverage the influence of the Association.
- Provide information concerning the Association and its activities to its members, prospects and the public.
- Maintain and/or contract services for the Association's website design and content.

BOMA Spokane Bylaws

Duties of Association Executive. It shall be the duty of the Association Executive to attend meetings of the Association and of the Board of Directors and keep an accurate record upon the books of the Association of the proceedings of the members and the directors at their respective meetings. The Association Executive shall notify the members and directors of their meetings in accordance with the bylaws and shall perform such other duties as the directors shall from time to time prescribe. The Association Executive shall keep full and accurate accounts of the receipts and disbursements in books belonging to the Association and shall deposit all money and all other valuables in the name and to the credit of the Association in such depositories as shall from time to time be designated by the Board of Directors. The Association Executive shall make only such disbursements as shall be ordered by the Board, and take proper vouchers for such disbursements. The Association Executive shall render to the Board of Directors prior to the Annual Business Meeting, and whenever they may require, an accounting of all transactions as Association, and of the financial condition of the Association. The current accounting of the financial condition of the Association shall be presented to membership at the Annual Business Meeting.