



RMA Board Member's Duties

Revised July 2024

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President

1. RMA Travel
 - a. Spring board meeting (Apr) – institutional expense
 - b. Fall conference (Sept/Oct.) – institutional expense
2. Conference calls
 - a. Monthly Chair - RMA BOD conference calls
 - b. Monthly APPA Regional President conference calls
3. Spring board meeting (March or April, 1-2 days as needed)
 - a. Spring RMA board meeting is usually held at the up-coming annual fall conference venue.
 - b. Coordinate logistic arrangements with the current Host Committee Chair and RMA Annual Meeting Coordinator.
 - c. Establish agenda for board meetings to include:
 - i. Rports from board members
 - ii. Review outstanding assignments and open business
 - iii. Strategic planning
 - iv. New business
 - v. Engage APPA representative to the board
 - vi. Determine as a board the board member gift to be given at fall board meeting (paid for by RMA award and recognition budget)
 - vii. Develop criteria for nomination, nominate, and / or call for nominations for the President's Award, Champion of Facilities Professionals Award and Business Partner award
 - d. Dinner one night for RMA board members and their partner paid for by RMA
4. Fall Board meeting (held the day or two before the annual fall member conference)
 - a. Establish agenda for board meeting to include:
 - i. Reports from board members
 - ii. Review outstanding assignments and open business
 - iii. Strategic planning
 - iv. New business
 - v. Engage APPA representative to the board
 - b. Board receives member gift
 - c. Dinner one night for RMA board members and their partner paid for by RMA
 - i. Dinner invite can be extended to APPA President and other dignitaries attending the annual conference
5. RMA Annual Fall conference (Sept/Oct)
 - a. Check with host leading up to event to see if they need any help from the board members.
 - b. Coordinate with host as they develop the conference schedule to ensure they have adequate time for the general meeting and events.
 - c. Coordinate with APPA's RMA Director, APPA RMA representative and APPA's President in advance
 - i. How do they wish to take part in the event?
 - ii. How do you wish to engage them?

- iii. Work them into your program in advance of the conference if at all possible.
 - iv. Check with APPA Representative to see if they have any awards on behalf of APPA.
 - d. Conference Events – You are in charge of the events with the support and help from host, secretary/treasurer and other board officers to the extent to delegate/task/engage them.
 - i. First-timers meeting
 - ii. General Membership Meeting
 - e. Welcome and Kick-off conference. Coordinate remarks and keynote introductions with host chair and MC.
 - i. Make sure to Introduce Host chair and Committee
 - f. Conduct general membership meeting
 - i. Establish agenda. Coordinate well in advance with RMA Board to ensure to cover all that's needed. Agenda should be published one to two weeks in advance of the meeting. (bylaws)
 - 1. Financial report
 - 2. Membership report
 - g. Awards Banquet/Closing Social
 - i. Confirm all awards are available/ready for banquet night.
 - ii. As host, ensure your table and APPA representatives are served dinner early, allowing you to begin the awards program while others are still eating.
 - iii. Prepare and conduct the program for the Awards Banquet with MC assistance.
 - iv. Learn what worked best from past presidents and coordinate closely with host
 - v. Utilize existing/previous year's banquet agenda template (pass "Book" on to president-elect each year).
 - vi. Present Awards if applicable – make sure awards are made and bring to conference
 - 1. President's award
 - 2. Champion of Facilities Professional's award
 - 3. Business Partner award
 - h. Ship gavel and awards to conference sight if not carrying them to location in person.
- 6. Action Items:
 - a. When term of the office is over, this individual will automatically become the Historian/Past President.
 - b. Recommend replacement of any officer of RMA
 - i. If for any reasons shall become unable to perform the duties of their office and appoint special positions as necessary to accomplish the goals and objectives of RMA with the approval of the board.
 - c. Recommend removal of any board members who are no longer serving the mission and goals of RMA.
 - i. This removal must be approved by 3/5ths of the board.
 - d. Send out congratulations to individuals for taking professional development training; completion of the APPA Academy or Institute; obtaining their CEFP; for receiving awards from APPA
 - e. Send out congrats to institutions for receiving awards from APPA.
 - f. Send out welcome to RMA email to new Institutions and business partners, coordinate with RMA Membership Engagement Chair.

President Elect

1. RMA Travel
 - a. Spring board meeting (March/April) – Institutional expense
 - b. Fall conference (September/October) - Institutional expense
2. Phone calls
 - a. Monthly RMA BOD
 - b. Chair RMA BOD conference calls if President is unavailable
 - c. RMA Liaison to State Chapters – state chapter board conference calls or create a chapter President's conference call
3. Action Items:
 - a. Maintain and update the strategic goals for the region. To follow-up with those responsible for each goal and issue the document prior to the monthly board meetings.
 - b. Responsible for the update to the duties and responsibilities for board members. To request board members to review their positions and provide an update as necessary on an annual basis.
 - c. Become president automatically after serving a term as president-elect.
 - d. Assumes the duties of the president in the absence or incapacity of the president.
 - e. Discuss and counsel with the board and annual meeting coordinator on arrangements for succeeding annual meeting.
 - f. Award a “Presidential Appreciation” gift (RMA expense) – reimbursed by RMA Treasurer.
 - g. Coordinates RMA information booth/table at annual APPA conference.

Immediate Past President/Historian

1. RMA travel
 - a. Spring board meeting (March/April) - Institutional expense
 - b. Fall conference (Sept./Oct.) - Institutional expense
2. Conference calls
 - a. Monthly RMA conference calls
3. Action items
 - a. Identify upcoming vacant board positions (Spring board mtg)
 - b. Solicit interest from wider membership (May-Aug)
 - c. Solicit interest from RMA Board (at least a month before spring board meeting) in regards for President-Elect interest.
 - d. Work with APPA on getting President-Elect candidates posted and process set up for online voting if more than two qualified candidates.
 - e. Maintain and organize the RMA Archive documents (Google Drive)
 - i. Coordinate with RMA board members – specifically the Secretary/Treasurer, to maintain a repository of RMA's historical documents, papers, reports, publications, annual meeting proceedings, etc.
 1. Copies of previous bylaws
 2. Records of RMA Board position members through the years
 3. Board meeting minutes
 4. Treasurer reports – annual report
 5. Annual membership meeting report coordinated with host committee chair
 - a. Conference host university
 - b. Theme
 - c. Meeting locations
 - d. Conference financial report
 - e. Annual meeting attendance
 - f. Membership numbers (institutions only)
 - g. Award recipients
 - h. Conference pins and logos (images)
 - i. Photos
 - j. Previous Historian reports / publications
 - f. On-boarding of new board members.
4. Recommend to the Board of Directors those hardcopy, scanned records, documents, Google dock records, etc., that should be destroyed or deleted in accordance with good records management processes.
 - a. Only records, documents, etc., approved by the Board of Directors shall be destroyed.
5. Transitional duties – succession planning/training with president

RMA Regional APPA Director (3-year term)

APPA ARTICLE VIII: ADDITIONAL BOARD MEMBERS A. Enumeration of Additional Board Members.

1. RMA travel
 - g. Spring board meeting (March/April) - Institutional expense
 - h. Fall conference (Sept./Oct.) - Institutional expense
2. Conference calls
 - i. Monthly RMA conference calls
3. Action items
 - a. Serve as a partner with the Chair, President/CEO, and the Board of Directors in advancing the Board's strategic direction
 - b. Support and promote APPA's strategic and operational initiatives.
 - c. Serve as a strategic partner between APPA and RMA
 - d. Serve as a communication bridge between APPA and RMA
 - e. Represent the interested of membership viewed through the lens of both APPA and RMA
 - f. Perform such other duties as the Board of Directors and / or the Chair may designate (e.g.: servings as an ambassador or ceremonial representative to local, state, national and international APPA events)

Communications Coordinator (3-year term)

1. RMA Travel
 - a. Spring board meeting (March/April) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Conference calls
 - a. Monthly RMA conference calls
3. Action items:
 - a. Responsible for all of the RMA Website
 - b. Allow conference hosts to access the website to update conference information for present and future conferences
 - c. All necessary updates to website
 - i. New webinars
 - ii. RMA Newsletter - develop and institute a newsletter (quarterly or semi-annually)
 - iii. RMA Bulletins – as needed
 - iv. Business Partners page
 - v. Information and policy changes
 - vi. President's message
 - vii. Board Members page
 - viii. Committee information
 - ix. Membership information and applications
 - x. Information on scheduled professional development offerings such as the Supervisor's Toolkit, Drive-In Workshops, Leadership Academy, etc.
 - xi. Scholarship information and links
 - xii. Awards and Recognition information and links
 - xiii. Other special events/happenings in regions and nationally
 - xiv. Update History page
 - d. Email communications with the RMA membership: President's message, upcoming training, scholarships, initiatives, newsletters, etc.
 - e. Post to RMA's Facebook page, and develop and utilize an RMA Twitter feed to recap events, trainings, workshops, etc.
 - f. Transitional duties – planning/training with successor

Secretary/Treasurer (3-year term)

1. RMA Travel
 - a. Spring board meeting (March/April) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Conference calls
 - a. Monthly RMA conference calls
3. Spring Board Meeting
 - a. Give RMA Board status of financial records to date
 - b. Attend board meeting giving input and voting on issues
 - c. Give Board financial recommendations
4. Taxes 501©3
 - a. Keep detailed financial records necessary for accurate tax preparation
 - b. Secure an accountant to prepare previous fiscal year taxes prior to August the following year
 - c. Make sure taxes are filed promptly and accurately
 - d. Pay accountant
 - e. Maintain return for records
5. Charitable Organization Status
 - a. Maintain status by filing yearly with the State of Colorado (or RMA President's state of residence)
 - b. Provide financial status
 - c. Pay renewal fee
6. Maintain Business Status with state of Colorado (or RMA President's state of residence)
 - a. Update officers.
7. Action items:
 - a. Keep minutes of and ensure availability minutes to all members via RMA website for
 - i. Board of Directors meetings
 - ii. Annual membership meeting
 - b. Keep the official correspondence on file in Google Docs
 - c. Manage RMA Assets. Balance and reconcile monthly
 - i. Checking Account
 - ii. Money Market Account
 - iii. Fidelity Money Market
 - iv. Capital Income Builder Account
 - v. CD
 - d. Make Reimbursements for all RMA expenses
 - i. Mange DocuSign account
 - ii. Ensure expenses are fair and accurate
 - iii. Obtain and retain reimbursement documentation and issue checks
 - e. Manage RMA budget
 - i. Draft and propose new year budgets
 - ii. Monitor and disseminate budget information to the Board
 - f. Prepare monthly financial report for monthly RMA Board meetings
 - i. Participate in monthly board meeting conference calls
 - ii. Present financial report
 - g. Transitional duties – planning/training with successor (1-yr overlap ideal)

Business Partner Representative (3-year term)

1. RMA Travel
 - a. Spring board meeting (March/April) – Business’s expense
 - b. Fall conference (Sept/Oct) – Business’ expense
2. Conference calls
 - a. Monthly RMA Conference calls
 - b. APPA Business Partner Advisory Committee
3. Action items:
 - a. Business Partner Representative represents the BP membership and reports at the RMA Spring and Fall Board meetings.
 - b. Strive to Enhance Business Partner Benefits – by talking, listening and sharing ideas.
 - c. Corresponds with the BP membership the resources and opportunities of being a BP RMA member.
 - d. Work with the Membership Chair with Business Partner membership new and existing.
 - e. Work with Host Committee on obtaining sponsorships including booths
 - f. Communicate RMA Business Partner’s Code of Ethics to BP Members
 - i. Business Partner memberships may be offered to individuals, organizations, manufacturers, or supplies of goods and services operations for-profit and ascribing to the policies and purposes of the Association, subject to approval of the Board of Directors. Membership shall not be construed as an endorsement, actual or implied, by the Association.
 - ii. Members shall maintain the highest level of personal and professional conduct as such conduct may reflect upon the Association or the profession.
 - g. Transitional duties – planning/training with successor

Member Engagement Chair (3-year term)

1. RMA Travel
 - a. Spring board meeting (March/Apr) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Conference Calls
 - a. Monthly RMA phone calls
 - b. Monthly APPA phone calls (APPA Director of Member & Community Engagement run these meetings)
 - c. In development:
 - i. Share updates from APPA's monthly meetings
 - ii. Quarterly RMA State membership rep phone calls (RMA Membership Director run these meetings. This requires some help from the Board to re-establish the membership committee. Any help from the state chapters would be great.
 - iii. Constitute an RMA Membership Committee consisting of additional members representing different states/provinces in RMA.
3. Action items
 - a. Author article: Write one article a year on membership for “Facility Manager” magazine
 - b. Develop and coordinate Regional membership program/committee and support for the APPA Member & Community Engagement Committee's various programs.
 - i. Meetings will be held at least once a year at the annual RMA Educational Forum.
 - ii. Coordinate date/time for breakout committee with state membership reps
 1. Develop agenda for meetings
 2. Provide membership materials for reps
 - c. Serve as liaison between the APPA Member and Community Engagement Committee and the RMA Board of Directors.
 - d. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
 - e. Working closely with the President Elect, maintain an up-to-date and accurate membership list by Institutions and Members, including State and student chapters.
 - f. Update membership lists – correct email accounts for member/institutions.
 - g. Work with APPA office on obtaining duplicate electronic invoices for non-renewed schools.
 - i. Typically, the reason for non-renewal is a lost invoice.
 - ii. Then call and speak with institution and re-send invoice electronically – and/or track down new primary contact for institution.
 - h. Use APPA's (Database) for obtaining up-to-date membership lists.
 - i. Provide APPA with updated contact information to update database.
 - j. Lead the recruitment efforts of new institutions, community colleges and K-12's.
 - i. Make initial contacts
 - ii. E-mails
 - iii. Phone calls
 - iv. Meet and Greets
 - v. Try to attend “local” Drive In Workshops – Network and recruit

- k. Provide RMA Business Partners a copy of the membership list annually (institution, not personal names).
- l. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on the committee actions during the past year.
- m. Transitional duties – planning/training with successor

Annual Meeting Coordinator (3-year term)

1. RMA Travel
 - a. Spring board meeting (March/April) – Institutional expense
 - b. Fall conference (September/October) - Institutional expense
 - c. Travel to potential host locations (as needed) to assist with selection of conference/hotel facilities and assist with contract negotiations. –RMA covers expense
2. Conference calls
 - a. Monthly RMA conference calls
3. Action items
 - a. Ensure consistency in the annual meetings from year-to-year.
 - b. Seed money amount – work with hosts to determine needs
 - c. Develop milestones / dates needed to meet contract needs
 - i. Future contract dates
 - ii. Seed money
 - iii. Negotiate contracts with the help of APPA staff
 - d. Assist each host committee in any way they request.
 - e. Site selections for future conferences.
 - f. Maintain the Annual Conference guidelines, including the archives of historical documents so future host committees have a resource.
 - g. Recommend to the Board of Directors the Year 1, Year 2 and Year 3 Annual Meeting Host Committee Chair, Host Institution, and meeting location.
 - h. Lead the feedback from Business Partners at annual conference.
 - i. What worked
 - ii. What opportunities there are for improvement
 - iii. Work with following year's host committee to implement suggestions
 - i. Transitional duties – planning/training with successor
 - j. Reach out to APPA to request that the RMA conference is added to the APPA CEUs list so attendees can receive credits.

Continuous Learning Chair (3-year term)

1. RMA Travel
 - a. Spring board meeting (March/Apr) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Conference Calls
 - a. Monthly RMA conference calls
 - b. Monthly APPA conference calls
3. Action items:
 - a. Reach out and work with, the APPA and RMA Business Partners to engage them in learning opportunities for the RMA membership.
 - b. Coordinate three to four toolkit training opportunities per year depending on the availability of funds and trainers.
 - c. Develop one to two toolkit trainers per year until there are between 10 to 12 active and committed trainers available and willing to teach. Qualify two trainers at one session to optimize qualification costs.
 - d. Work with the APPA/RMA Master Trainer to determine number of trainers required for each session. The preference is for two trainers, or one trainer along with a trainer-intern per training session. The exception would be when there are two trainer-interns presenting with the Master Trainer in order to be qualified.
 - e. Types of development include Supervisor's Toolkit, Drive-in Workshops, Leadership Academy – four levels, CEFP training at host institutions
 - i. Supervisor's Toolkits - Encourage sessions to have at least 30 students. This helps the institution spread the cost of the training over a greater number of students, providing low cost training. The host institution is responsible for reserving a room and the set-up for the training, organizing meals and snacks, gratuities, equipment such as easels, paper goods, etc. The number of students should extend up to a maximum of 40 but would need approval by the lead trainer to be sure the training staff is comfortable handling that size class.
 - ii. Goal for maximum training class – 40
 - iii. Goal for minimum training class – 25
 - iv. The chair of the professional development will provide templates to the host institution for establishing budgets; developing flyers announcing the training; and, the registration forms that will be placed on the APPA and RMA webpages.
 - v. Drive-in Workshops
 - vi. Leadership Academy
 - vii. CEFP training and certification
 - f. Advertising in APPA and RMA
 - g. Succession planning for the chair, committee members, trainers
 - h. Record keeping of training sessions – participant's names & institutions
 - i. Developing trainers across the region for better alignment with training opportunities – show locations of trainers and 1) state population; 2) RMA institutions by state; 3) approximate number of higher education institutions by state.
 - j. Transitional duties – planning/training with successor

Awards and Recognition (3-year term)

1. RMA Travel
 - a. Spring board meeting (March/Apr) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Conference Calls
 - a. Monthly RMA Board conference calls
 - b. APPA phone calls - A&R Committee awards review calls (approximately January, March and April depending on timeline)
3. Each year, at the Annual RMA Meeting, individuals, groups and business partners will be presented awards in recognition of their outstanding service and achievement to the RMA and/or the profession.
4. Action items:
 - a. Read and understand the APPA Awards & Recognition Committee Charge / Expectations / Responsibilities for Committee Members on the APPA website.
 - b. Seek out recommendations for RMA individual awards and review these with the A & R committee for recommendations to the RMA Board.
 - a. Review and rate submissions for the following APPA Awards as part of the APPA Awards and Recognition Committee:
 - i) **MERITORIOUS SERVICE AWARD (APPA)**

The Meritorious Service Award was instituted in 1958 and is APPA's highest award for individual service. It is presented to APPA members in recognition of their outstanding contribution to their institution, their profession/ and the association. The award is presented at APPA's Annual Meeting.
 - ii) **THE PACESETTER AWARD (APPA)**

The Pacesetter Award is the newest addition to APPA's awards profile. This award is designed to encourage further participation in APPA among those who have already made significant contributions at their region or chapter.
 - iii) **APPA FELLOW AWARD (APPA)**

While most awards recognize past achievements, the APPA Fellow designation brings with it both recognition for specific accomplishments to date and expectations for continued involvement in APPA's leadership program through research and mentoring. The Fellow is APPA's highest individual achievement award. Nominees must demonstrate active membership in APPA for a minimum of ten years; graduation from APPA's Institute for Facilities Management; completion of APPA's Leadership Academy; completion of an approved research project under APPA's Center for Facilities Research; authorship of an article submitted for publication by APPA; and submission of two references from colleagues in the educational facilities profession that describe the individual's successes and dedication to the field.
 - iv) **THE EFFECTIVE and INNOVATIVE PRACTICES AWARD**

APPA's Effective and Innovative Practices Award recognizes programs and processes that enhance service delivery, lower costs, increase productivity, improve customer service, generate revenue, or otherwise benefit the educational institution. Entries can describe either of an existing program or process.
 - v) **SUSTAINABILITY AWARD (APPA)**

APPA's Sustainability Award in Facilities Management is designed to recognize and advance sustainability excellence in educational facilities. This is APPA's newest award and is reflective of APPA's "Sustainability Statement" and was introduced for the first time in the 2012 annual award cycle. This award recognizes the facilities management department that has integrated sustainable policies and "green" practices throughout all facets of the organization and embedded them within the educational institution.

- b. RMA Scholarships for APPA Institute and Academy attendance:
 - i. Annually review the *Scholarships* section of the RMA website for errors or emissions regarding the:
 - ii. Guidelines for Selection
 - iii. Procedure for Scholarship Application
 - iv. Procedure for Scholarship Application Review
 - v. Scholarship Awards
 - ii) Annually by November/December send out a request for submissions to the RMA community by e-mail
 - iii) Within one week of the annual deadline (15 February) ensure that all submissions are complete and accurate
 - iv) Review and rank submissions for scholarships
 - v) Involve at least two other board members in ranking of scholarship applications
 - vi) Ensure that the assessment website reflects the review committee membership
 - vii) Bring the rankings to spring board meeting for board vote and approval
- c. Solicit the board for nominees for the RMA Individual Awards for the Champion of Facilities Professional, Business Partner and President's Award.
 - i) Provide nominees to the board for review and approval prior to the Annual Fall Board meeting and conference. Have awards made for those selected and provide to the RMA president for the presentation at the Fall Conference Awards Recognition and Banquet. The cost of the awards will be reimbursed by the RMA treasurer upon presentation of the receipts.
 - ii) THE CHAMPION OF FACILITIES PROFESSIONALS AWARD (RMA)

This award recognizes the person who has supported RMA and APPA as a whole. The recipient of this supports their staff actively participating in RMA and APPA activities, whether it be attending RMA's annual conferences, webinars, APPA professional development or being on the Board of Directors. The award goes out to the Champion of Facilities who not only supports RMA, but is a vocal advocate, championing the value RMA brings to its members. The award is selected by the Board of Directors. This award was initially known as the Authorship Award, but was renamed in honor of the first recipient, H. Val Peterson, for his extraordinary contributions. The award was renamed the Chris Kopak Award for his enthusiasm and dedication to Facilities Professionals and RMA. In 2021, the award title was unanimously approved by the board to "Champion of Facilities Professionals."
 - iii) THE BUSINESS PARTNER AWARD (RMA)

This award recognizes the greatest contributions to RMA by a Business Partner, as selected by the Board of Directors. This award was initially known as the Lee Newman award. In 2021, the award title was unanimously approved by the board to "Business Partner" award.

- h. Transitional duties – planning/training with successor

Host Committee Chairs (3 to 4-year term depending on when host committee chair is determined for next location)

1. RMA Travel
 - a. Spring board meeting (March/Apr) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Conference Calls
 - a. Monthly RMA conference calls
 - b. Host Committee conference calls (bi-weekly and / or weekly as conference approaches)
3. Action items
 - a. Attend at least one RMA Annual Meeting/Conference to use as a model.
 - b. Become a full member of the Board three years prior to the Annual Meeting that they will be hosting, and remain a full member of the Board until replaced at the annual meeting following the Annual Meeting that they have hosted.
 - c. Consult the Annual Meeting Guidelines and provide updates from experiences; use historical documents, including prior year budget and membership and Business Partner databases.
 - d. Assist the Annual Meeting Coordinator in selecting the host venue and negotiating the contract. Contract includes Spring Board and Fall Board meetings.
 - e. Establish host committee three years prior to annual meeting. Comprised of members from the State or Province selected
 - i. Major responsibilities for team members:
 1. Awards and Gifts
 2. Registration
 3. Webpage, Program and Guidebook, Printing, AutoCAD
 4. Transportation
 5. Fishing
 6. Golf Tournament
 7. Entertainment, Signage, Decorations, AV Equipment
 8. Education Sessions, Keynote Speakers, Mobile Sessions
 9. Accounting/Budget
 10. Sponsorship
 11. Theme Dinner
 12. Awards Banquet
 13. Opening Ceremony
 - f. Secure two-year commitment from your team (and institution) of monthly meetings and planning. Be prepared to spend 20-60 hours per week during the six months leading up to the annual meeting/conference date (i.e. spread over a team of 8-10 people).
 - g. First action of the team is to establish a conference theme and design a conference pin to commemorate and market the conference.
 - h. With President, plan and host the annual Board of Directors Spring meeting and dinner the year that they host the conference.
 - i. Board meeting location
 1. Breakfast, lunch, snacks and refreshments
 2. Projector, screen, flip chart and easel

- ii. Board dinner location
 - 1. Pre-selected menu options
 - 2. Transportation to dinner
- i. Coordinate with the Communications Representative on creating and updating (sometimes weekly) RMA webpage with annual meeting/conference information. The conference hosts will be responsible for webpage content on the conference.
- j. Coordinate with Business Partner Representative in dealing with Business Partner issues, sponsorship and participation in the annual meeting/conference.
- k. Coordinate with the Treasurer regarding scholarships, board expenses and other accounting issues relative to the annual meeting/conference.
- l. Establish a banking/funding mechanism either with your institution or set up a separate banking account for annual conference.
 - a. Checking account
 - b. Ability to process credit cards
 - c. Use APPA for Registration
 - i. Coordinate with APPA it is a free service to the Region and APPA/RMA membership is automatically verified before any booth discounts are applied.
 - ii. Plan to open registration 11 months prior to the annual meeting/conference date.
 - d. Authorize.net for credit card processing
- m. Advise the Conference Host Committee Chair to reach out to APPA to request that the RMA conference is added to the APPA CEU list so attendees can receive credits.
- n. Market the annual meeting/conference to the regions - use the location advantage to engage your state for first timers, new institutions, business partners, and return members.
- o. Plan the programs to be presented at meeting
- p. Follow the counsel of the Board of Directors in arranging the program for their respective annual meeting and have it approved before authorizing the preparation of papers.
- q. Plan their respective annual meeting and prepare a budget for approval by the Board of Directors.
- r. Submit to the Treasurer an itemized report of funds needed for their respective annual meeting, and at the end of the annual meeting submit an itemized report of actual revenues, donations, and expenses including information such as the final attendance figures.
- s. Working closely with the Professional Development Committee, select appropriate educational sessions and presenters.
- t. Working closely with the Historian, be diligent in preparing the proceedings of the annual meeting. Ensure that each RMA annual meeting is appropriately documented with photographs of the meeting and activities.
 - i. These photographs, taken by the hosting institution or professional photographers, shall be placed in an album or computer disc and combined with the annual meeting proceedings to highlight the annual meeting including awards and presentations, social activities, education sessions, business partners, etc.
 - ii. When compiled and completed a copy of the proceedings will be made available to the Communications Coordinator for placement of the RMA website.

- u. Transitional duties – assist other host committees by providing lessons learned, guidance, and answer questions as they arise.

Fourteeners (14ers) Program Chair (no term limit)

1. RMA Travel
 - a. Spring board meeting (March/Apr) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Conference calls
 - a. Monthly RMA BOD
 - b. APPA quarterly regional mentoring coordinators
3. Actions Items:
 - a. Provide an annual report shall include an update on the program’s development, mentoring prospects and recruitment status.
 - b. Ensure applications for new membership and Climbing Buddy requests are available on the RMA website.
 - c. Receive and process application requests.
 - d. Initiate new members into the 14ers Mentoring Program.
 - e. Coordinate Climbing Buddy assignments.
 - f. Maintain records of 14ers Program membership and Climbing Buddy assignments.
4. Activities:
 - a. Maintain metrics of members and climbing buddies, along with pairings and provide metrics to President Elect for monthly strategic goals updates.
 - b. Announce the new members and awards pins at the annual RMA conference awards banquet.
 - c. Lead the annual 14ers Program meeting held at the annual RMA conference.
 - d. Attend the annual First Timers meeting to promote the 14ers Program.
 - e. Coordinate with the Chair of the Membership Committee and the Professional Development Committee to ensure the program is being promoted at events such as Drive-in Workshops, Supervisor Toolkits, on campus Tracks 1, 2 and 3, etc.
 - f. Provide an annual report to the Secretary for the Annual Board of Directors meeting.
 - g. Ensure the 14ers Mentoring Program portion of the RMA website is current.
 - h. Ensure the 14ers Mentoring Program application forms are current and available on the website.
 - i. Work to continuously improve the RMA mentoring program.
 - j. Follow-up with program participants to ensure pairings are effective.
 - k. Transitional duties – planning/training with successor

At Large Members (non-voting) (1-year term)

Special one-year appointments by RMA President and Board for a specific purpose or project.

Appointment may be extended by one year as approved by board.

1. RMA Travel
 - a. Spring Board meeting as requested – Institutional expense
 - b. Fall Conference attendance (Sept/Oct) - Institutional expense
2. Conference Calls
 - a. Monthly RMA Board conference calls
 - b. APPA Special project / assignments committee phone calls as requested/scheduled
 - c. Phone calls with RMA President as requested/scheduled
3. Action items
 - a. Special project / assignments – duties will change for each individual as defined by board to fulfill a specific strategic need.
 - b. Metrics on special projects
 - c. Special project / assignments committee work
 - d. Set up and coordinate state committee reps as needed/requested
4. Activities
 - a. Set up and coordinate state committee reps as needed/requested
 - b. Provide updates to board at monthly conference calls
 - c. Attend state or local chapter meetings in current state upon request
 - d. Liaison between committee(s) and RMA Board