

2023 NATIONAL CONFERENCE & EXHIBITION

NAHRO at 90: *CELEBRATE*



Commissioners Committee Orientation

Term: October 2023 to October 2025



Staff Liaison

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Agenda

NAHRO Committee Structure

Committee's Role

Responsibilities/Expectations of Committee Members

New Leadership Information

2021-2023 Transition Report

Committee Web Pages/Resources

Leadership Resources Web Page

Responsibilities/Qualities of Committee Chair

Procedures for Committee Elections



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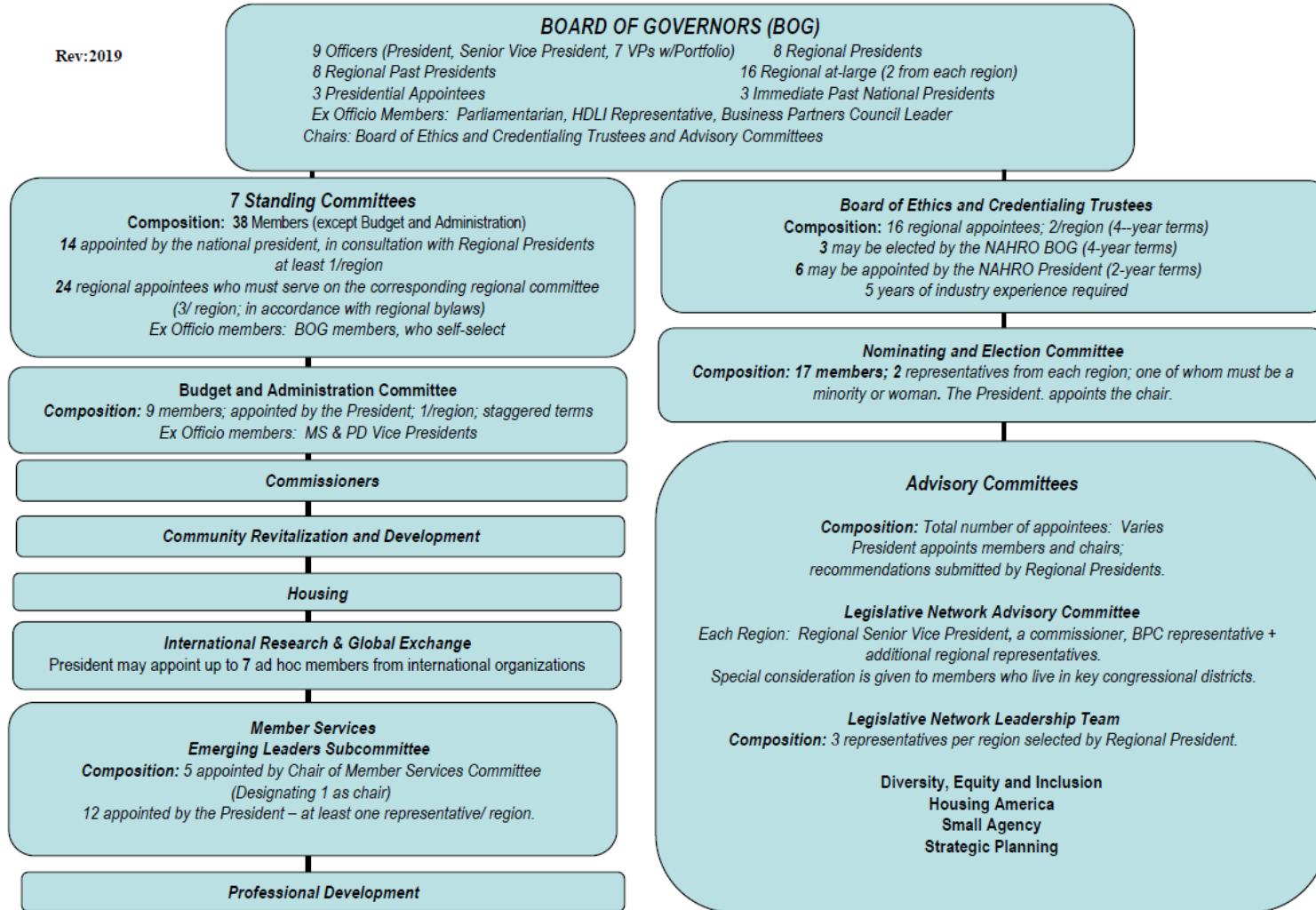
Committee Organization Meeting

Thursday, Oct 5, 1:30 – 2:45 pm - Strand 12, Level 2



NAHRO Committee Structure

Rev: 2019



Note: Regional, Chapter & State Association Presidents convene as a committee.



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Committee's Role

The Commissioners Committee:

- works for programs, resources and diversity, equity and inclusion efforts that positively impact affordable housing needs in their communities.
- encourages others to become H/CD Ambassadors.
- increases its reach locally and nationally to champion the need for viable communities to the public, elected representatives and the media.
- Supports professional development opportunities for commissioners.
- Committee Composition: 3 representatives from each regional committee and 14 Presidential at-large members (at least one representative per region).



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Responsibilities

- Members must review all relevant material before meetings and provide thoughtful input to the deliberations of the committee. Each member's expertise, whether a skill or knowledge, contributes to the committee's success. When assigned a task, members must complete the task and report back to the committee. After term, committee chairs may be asked to provide a written evaluation of committee members, which will address attendance and level of participation.
- Enhance the communication flow between the local level and national NAHRO. Regional Vice Presidents with portfolios must report on the activities of the regional committee to the national committee and the activities of the national committee to the regional committee.
- Represent the industry, the entire membership, and regional position as appropriate (backgrounds and experiences help form views).
- The NAHRO Constitution stipulates that if Standing Committee members fail to attend three committee meetings, their positions will automatically become vacant. There are no excused absences.



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Expectations

- Attend committee meetings. Attend and participate in national conferences as a paid and registered attendee.
- Complete the NAHRO Leadership Pledge during the orientation meeting in New Orleans on Oct. 5.
- Exercise reasonable diligence to be well-informed about the business of the committee.
- Act reasonably and with due care when conducting the committee's business.
- Hold in strict confidence all information that is determined by the NAHRO Board of Governors or the NAHRO staff or legal counsel to be proprietary or confidential; not divulge any of such proprietary/confidential information to any outside party or organization unless such disclosure has been specifically authorized; and not make any improper use of any information, whether or not proprietary/confidential, that is received.



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Expectations (continue)

- Support and promote NAHRO's mission and in all instances where feasible to do so, support and promote the use of NAHRO's educational and other products and services.
- Avoid conflicts of interest and the appearance thereof, subordinating personal interests and those of other persons, businesses and organizations with whom you are involved or affiliated.
- Abide by the NAHRO Code of Conduct in letter and in spirit.
- Serve as an advocate for NAHRO positions and its services, products, and membership.
- Serve as a welcoming "ambassador" at conferences, especially with first-time attendees.



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Complete Online Forms

If you have not already done so, complete the Leadership Acceptance and Leadership Pledge for Committee members located on the Commissioners Committee page, under the New Leadership Information link.

Leadership Pledge and Acceptance Form

Prefix

First Name *

Middle Initial

Last Name *

Suffix

Committee/Task Force *

Appointment *

- Accept
 Reject

Roster Listing Changes

If your Leadership Roster Listing is not correct, please indicate changes to your listing.

SUBMIT

Leadership Pledge Committee Members

I have been appointed to serve on the NAHRO 2023-2025 leadership team. I understand that in accepting this responsibility, I must serve in a position of special trust and have a fiduciary duty at all times to act in the best interests of NAHRO, serving its interests diligently and faithfully.

In particular, I pledge that I will:

- Exercise reasonable diligence to be well informed about the affairs of the Association and the matters I am asked to decide and that I will act reasonably and with due care when conducting the Association's business.
- Hold in strict confidence all information (in whatever form and by whatever means received) that is determined by the Board of Governors, or the Association's staff or legal counsel to be proprietary or confidential; not divulge such information to any outside party or organization unless such disclosure has been specifically authorized; and not make any improper use of any information, whether or not proprietary/confidential, received by virtue of my position.
- Support and promote the mission of the Association and, in all instances where feasible to do so, support and promote the use of the Association's educational and other products and services.
- Avoid conflicts of interest and the appearance thereof, subordinating my own personal interests and those of other persons, businesses and organizations with whom I am involved or affiliated to the best interests of the Association.
- Abide by the NAHRO Code of Professional Conduct in letter and spirit.

I pledge faithfully to abide by the above-stated principles and understand that, if the Board of Governors shall determine that I have failed in a material way, to live up to this pledge I may be asked to vacate my position.

Full Name (Typed Signature)

Date

Done



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Read Additional Documents

In addition, please read and familiarize yourself with the following documents:

- Schedule of Leadership Meetings
- Committee Appointment Press Release
- Code of Conduct
- Guide to NAHRO
- NAHRO Constitution
- NAHRO Regions and Chapters
- NAHRO Staff
- Procedures for Committee Elections
- Whistleblower Policy



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2021-2023 Transition Report

- The transition report contains a synopsis/status of past committee goals and objectives and suggestions on future work to be completed by the committee. (handout)

COMMISSIONERS' COMMITTEE 2021-2023 TRANSITION REPORT



The Commissioners Committee works for programs and resources that impact affordable housing needs in their communities. Committee members encourage others to become H/CD Ambassadors and increase its reach locally and nationally. To accomplish this, they champion the need for viable communities to the public, elected representatives and the media. Commissioners Committee also support professional development opportunities for commissioners. The Committee is comprised of: 3 representatives from each regional committee and 14 Presidential at-large members (at least one representative per region).

Advocate

- [Advocacy Action Center](#) – When decisive, collective action is needed, a call to action prompts a visit to the advocacy action center! Here you will find resources like elected officials' information, policy tools. Get information at your fingertips with the [NAHRO ADVOCACY APP](#). Download the app at [Google Play](#) or [iStore](#).
- [Advocacy/PR Toolkit](#) – This page contains valuable resources such as best practices, how to work with congressional staffers, and more!

Communicate

- [Commissioners Contact Form](#) – Are you receiving email communications from NAHRO? If not, provide NAHRO with your contact information and find out how to become a NAHRO Associate.
- [Commissioner Mentors List](#) – New to the industry and have questions? Our Commissioner Mentors can help!

Empower

- [Housing America](#) – This campaign that aims to raise national awareness of the need for and importance of safe, quality, affordable housing through education, advocacy and empowerment.
- [Little Libraries – Plans/Tips for Library Builders](#) – The Little Libraries is based on the "take a book leave a book" concept in neighborhoods.

Honor

- [Commissioner of the Year Award](#) – This NAHRO individual award honors a current commissioner, or one who has served within the past 12 months, who has demonstrated excellence in advocating for and developing the financial, political, and community support necessary to ensure the continuation and expansion of housing or community development programs. The award, established in 1987 and originally named for [Elizabeth B. Wells](#), provides a living



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Committee Public Web Page

The committee landing page lists the committee description, composition, committee members, staff liaison, and general resources (future conference information, NAHRO goals and new leadership information).

NAHRO Leadership	×
Board of Governors	+
National Standing Committees	×
Budget and Administration Committee	+
Commissioners Committee	×
Commissioner Resources	
Community Revitalization and Development Committee	+
Housing Committee	
International Research and Global Exchange Committee	+

Commissioners Committee

The Commissioners Committee work for programs and resources that impact affordable housing needs in their communities. Committee members encourage others to become H/CD Ambassadors and increase its reach locally and nationally. To accomplish this, they champion the need for viable communities to the public, elected representatives and the media. Commissioners Committee also support professional development opportunities for commissioners.

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[COMMITTEE MEMBER RESOURCES](#)

[COMMISSIONER RESOURCE PAGE](#)



Committee Working Materials

- Accessible through the Committee Member Resources link on the main page, this page contains your agendas, minutes and other attachments. It is restricted to committee members only.

CORRESPONDENCE AND MEETING SUMMARIES

As a NAHRO leader who serves on a committee or task force, you have access to the webpages of all committees/task forces. An informed and engaged leadership makes for a vibrant organization. The agendas and other relevant material are available at <https://www.nahro.org/about/nahro-leadership/national-standing-committees/>.

2024 NAHRO Monitor print schedule

Full In-Person Committee Schedule -

Next Full Committee Zoom Meeting -

- [survey responses 2023](#)

Committee Minutes and Attachments

Subcommittee Schedules/Minutes -



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Commissioner Resource Page

- This page is available to non-members and provides information including our Commissioners at Work video and links to:
- advocate, communicate, empower, honor and learn.
- Committee suggestions and input will assist in enhancing options and information to new and veteran commissioners.
- Accessible from the Commissioners Committee Webpage

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[COMMITTEE MEMBER RESOURCES](#)

[COMMISSIONER RESOURCE PAGE](#)



Commissioner Resources

Listed below are resources to assist you in your role as Commissioner. Items will be continually added, so please visit this page often.

Commissioners At Work
2022 NAHRO National Conference and Exhibition
San Diego, Calif.



Advocate

Advocacy Action Center – When decisive, collective action is needed, a call to action prompts a visit to the advocacy action center! Here you will find resources like elected officials information, policy tools. Get information at your fingertips with the **NAHRO ADVOCACY APP**. Download the app at Google Play or I Store.

Advocacy/PR Toolkit – This page contains valuable



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Leadership Resources Page

This page contains additional info not included in the new members leadership page and is accessible by clicking on About, NAHRO Leadership, Leadership Resources

NAHRO Leadership	×
Board of Governors	+
National Standing Committees	+
Additional Leadership Groups	+
National Advisory Committees	+
Leadership Resources	×
Constitution 2020	
Search NAHRO Resolutions	
Diversity Statement	
Leadership Transition	
Code of Conduct	
NAHRO Staff	
NAHRO Regions and Chapters	+
Housing America Campaign	+

Leadership Resources

The NAHRO Leadership is comprised of members of the Board of Governors, standing and advisory committees, the Board of Ethics and Credentialing Trustees (BECT), and regional/chapter leadership, and regional/chapter staff.

The leadership resources page was designed to assist the NAHRO leadership in their role as volunteer leaders.

- Code of Conduct
- Committee Volunteer Form
- Conflict of Interest Disclosure Certificate
- Diversity Statement
- Guide to NAHRO
- Guidelines- National Office Campaign
- Leadership Transition
- NAHRO Constitution
- Organizational Chart
- Procedures for Committee Elections
- Staff Chart
- Whistleblower Policy



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Responsibilities of Committee Chair

Basic Function

The committee chair guides the committee in its work consistent with the strategic plan and as charged by the Board of Governors. The chair must accept and support the committee's charge.

- Lead the committee in developing a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the term.
- Plan committee meetings and agenda with staff.
- Attend and actively chair all meetings.
- Move members toward active participation, decision-making, and achieving consensus.



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Responsibilities of Committee Chair (Continue)

- Work with staff to ensure that the work of the committee is carried out between meetings.
- Approve reports of committee meetings before their distribution.
- Approve reports on committee activities, including requests to the Board of Governors for action.
- Where appropriate, guide the committee in proposing products and services that will further the goals and objectives of the association.
- Serve on the NAHRO Board of Governors and Steering Committee and submit committee reports at meetings.
- Serve on the Outstanding Professional of the Year Selection Committee.
- Exercise leadership within and outside the committee.



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Qualities of an Effective Committee Chair

Communication Skills

- Demonstrates ability to communicate with committee members, staff and other groups.
- Demonstrates willingness to listen.

Participation

- Demonstrates active participation and interest in the association.
- Commands prestige and respect from within the industry.
- Has knowledge of the issues in which the committee is involved.
- Thinks in terms of association goals.



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Qualities of an Effective Committee Chair (continue)

Leadership

- Commands attention and inspires others.
- Demonstrates ability to create a positive work atmosphere.
- Controls without dominating.
- Understands how the committee fits in to the larger work of the association.



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Qualities of an Effective Committee Chair (continue)

Administrative Skills

- Demonstrates willingness to take the initiative.
- Demonstrates ability and willingness to carry out responsibilities and complete work in a timely manner.
- Supports orderly procedures for conducting work.
- Embraces the importance of engaging most/all committee members in the committee's work.
- Understands the “partnership” role of the staff.



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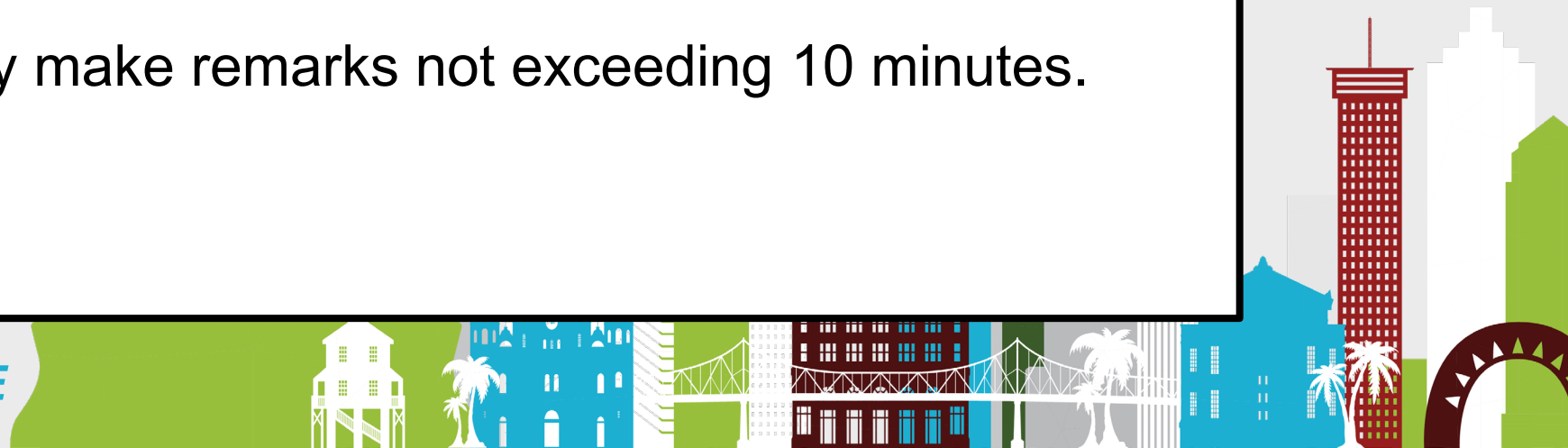


Chair Nominations

1. Open floor for nominations for Chair—name and agency of nominees should be written in the chat feature.
2. Motion to nominate must receive two seconds, each of whom must represent a different regional council.
3. Nominee must agree to serve.
4. When there are no additional nominations, close nominations for Chair
5. Each nominee may make remarks not exceeding 10 minutes.



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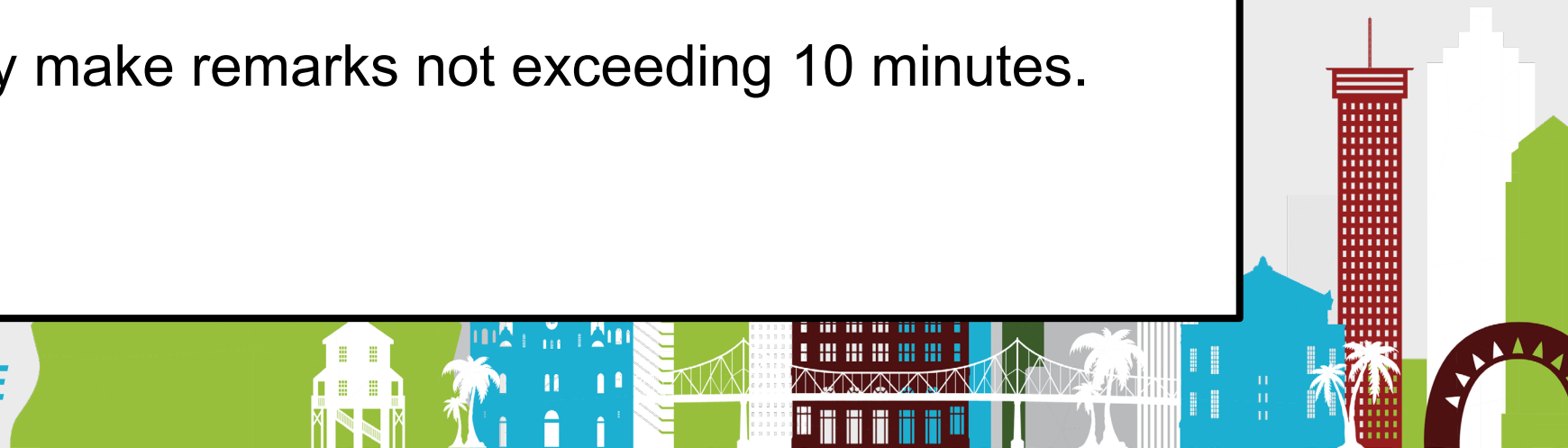


Vice-Chair Nominations

1. Open floor for nominations for Vice Chair—name and agency of nominees should be written in the chat feature.
2. Motion to nominate must receive two seconds, each of whom must represent a different regional council.
3. Nominee must agree to serve.
4. When there are no additional nominations, close nominations for Vice Chair
5. Each nominee may make remarks not exceeding 10 minutes.



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Committee Election Meeting

Friday, October 6, 2023 - 10:15 – 11:00 am

Bolden 5, Level 2

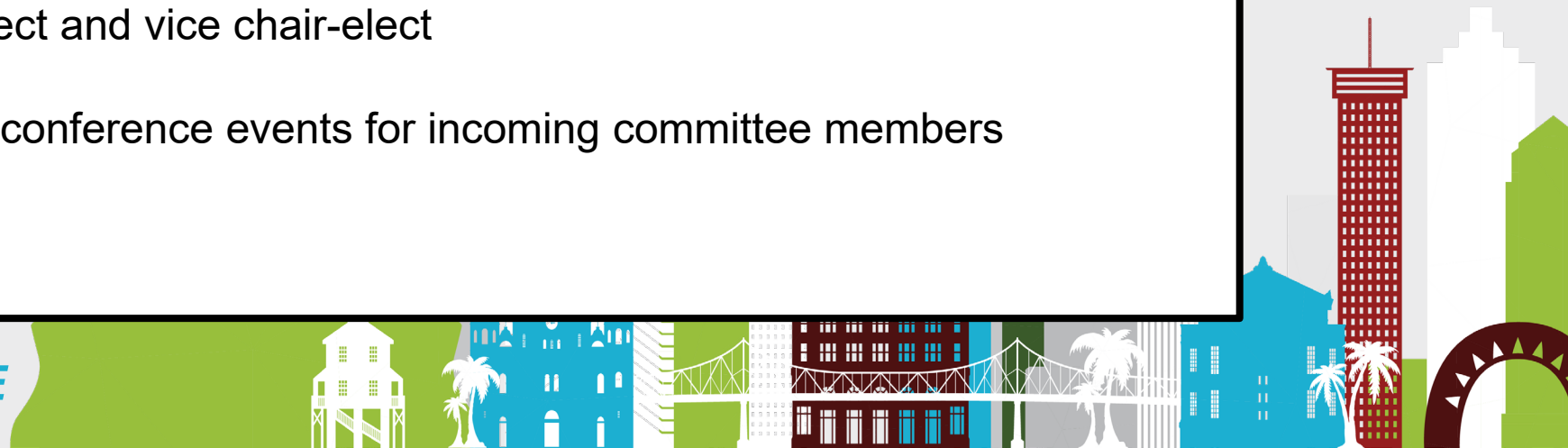


Recap - Election Procedures

- Qualities of an effective committee chair
- Chair nomination process
- Vote/Tabulate ballots/Announce chair-elect
- Vice chair nomination process
- Vote/Tabulate ballots/Announce vice-chair elect
- Final remarks from chair –elect and vice chair-elect
- Final reminders – upcoming conference events for incoming committee members
- Adjourn



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Open Floor

Questions?

Comments

Concerns?



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