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Alabama Association of Housing and Redevelopment Authorities

Administrative Practices Manual

The purpose of this manual is to provide clear guidance to assist all officers, committee members, Board members, and other AAHRA members with a clearer understanding of the job responsibilities related to appointed positions and committee assignments.

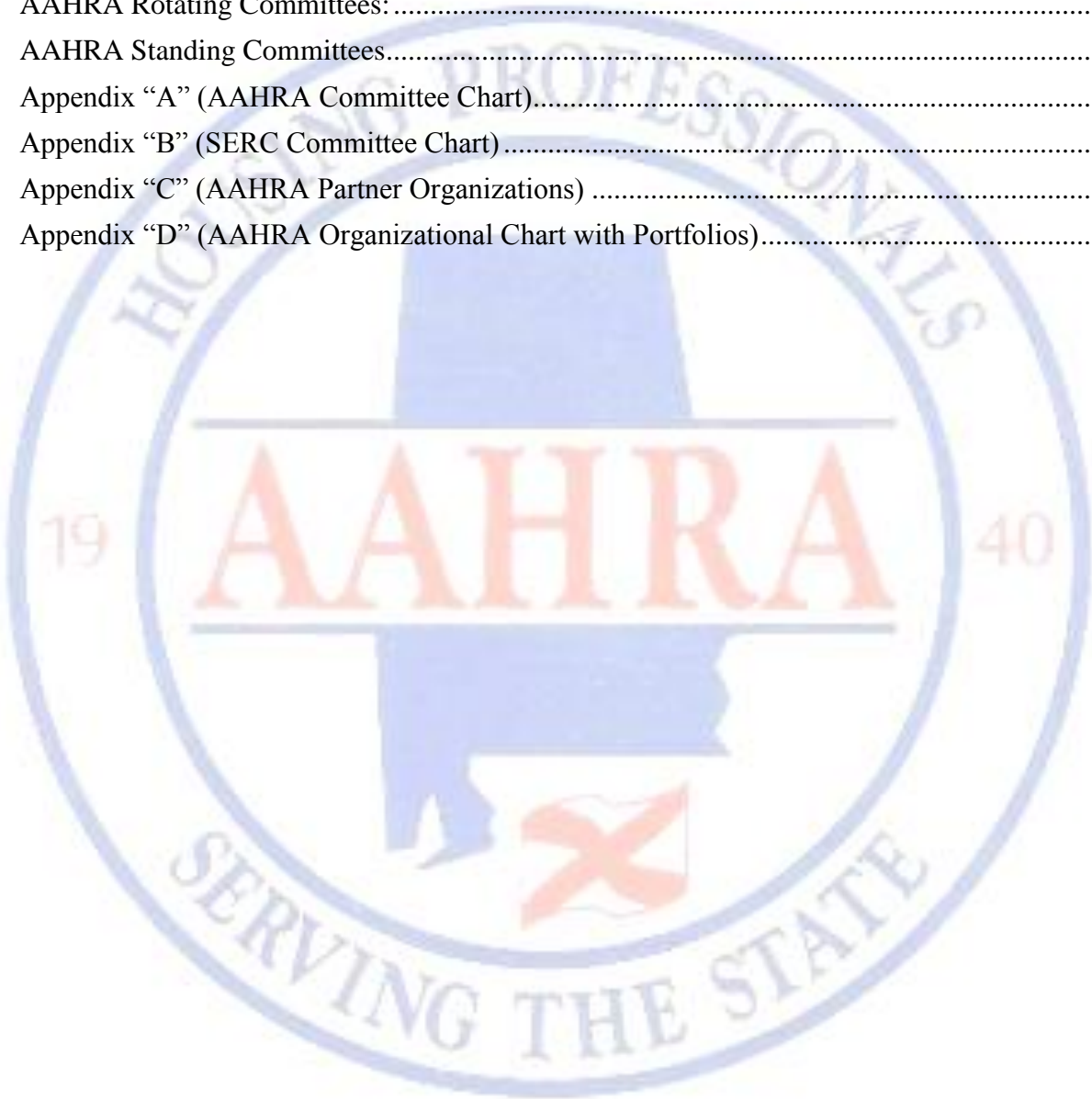
Thank you to the AAHRA Administrative Practices Committee
for their work in producing this manual.

6/1/2009



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Introduction

The Alabama Association of Housing and Redevelopment Authorities (AAHRA) Administrative Practices Manual is developed at the discretion of the Officers and Board of Directors. The purpose of this manual is to provide clear guidance to assist all officers, committee members, Board members, and other AAHRA members with a clearer understanding of the job responsibilities related to appointed positions and committee assignments. This manual will be continuously reviewed for completeness and accuracy and is subject to revision at the discretion of the Officers and Board of Director for AAHRA.

The Alabama Association of Housing and Redevelopment Authorities is directed by a President, Vice-President and Board of Directors who are elected biennially by the general membership at the Annual Meeting. The Vice-President and Board members are each assigned a portfolio of committees and have oversight of these committees to insure that the goals and objectives set by the President and Board are being met. The portfolios are listed in each job description.

Officers

President

The President is elected by the membership at the Annual Meeting with his/her term beginning October 1 for a two year term of office. The President has oversight of all functions of AAHRA and is considered an ex-officio member of all committees. The President has the authority to establish committees not on the standing committee list and to assign members to various committees as outlined in this manual. The President may assign any additional committees to the existing portfolio of the Vice-President or Board members.

As a part of the duties of AAHRA the President is asked to represent AAHRA at SERC functions. AAHRA provides reimbursement upon request for a standard room and tax cost for the President while attending SERC Executive Committee Meetings and the SERC Annual Conference. The President also makes appointments to SERC Committees. When making SERC appointments the President should consider certain factors

- The ability of the appointee to travel
- The ability of the appointee to commit to the time obligation (2 years).
- The ability of the appointee's PHA to commit to the financial obligation (travel expense, subsistence, and lodging).

NOTE: The President may, when possible, appoint the related AAHRA committee chair to serve on a similar SERC committee.

[See Appendix "B" "SERC Committee Chart"](#)

The President is also provided a complementary suite and 2 sleeping rooms at the AAHRA Annual Meeting and Convention and if available, a complementary room to attend AAHRA Workshops.

Vice President

The Vice President is elected by the membership at the Annual Meeting with is/her term beginning October 1 for a two year term of office. The Vice-President is assigned oversight for the following committees: Convention, Exhibitors, Site Selection, Registration, Awards, Golf, Resolutions, Hospitality, and Ushers.

The Vice President is provided a complementary room at the AAHRA Annual Meeting and Convention.

Secretary

Appointed by the President following his/her election. The President request Board approval of a contract to establish terms for this position. The Secretary is not a voting member of the Board because they are not elected by the membership.

Treasurer

Appointed by the President following his/her election. The President request Board approval of a contract to establish terms for this position. The Treasurer is not a voting member of the Board because they are not elected by the membership.

Note:*The positions of Secretary and Treasurer are paid positions and their contract determines the amount of compensation and complementary rooms at AAHRA functions*

Board of Directors

The Board of Directors consists of five members, one of whom is the immediate past President of AAHRA. The other four members are nominated by the Nominating Committee and presented to the membership biennially at the Annual Meeting with their terms beginning October 1 for a two year term of office. Board members are assigned oversight for committees as listed below:

1. Immediate Past President: Education, Scholarship Fund Raising, Nominating and Administrative Procedures Manual
2. Board Member - Position 2: Legislation – National and State, Constitution, Bylaws and Parliamentary Procedure
3. Board Member - Position 3: Membership, Mini-Districts, Sunshine, Chaplain
4. Board Member – Position 4: Youth Sports, Newsletter/Webpage/Public Relations
5. Board Member – Position 5: Disaster Task Force, Commissioners, HUD Cooperation / Coordination, and liaison with partner organizations.

The President is an ex-officio member of all committees and should be advised of meeting schedules. The Board members assigned to the various committees are also considered members of the committees and should be advised of meeting schedules and should receive reports of all committee activities. The Board members are responsible for reporting to the President and full Board of Directors regarding the committees in their portfolio and letting the President know if there are problems related to the work of the assigned committee.

AAHRA Rotating Committees:

The By-laws address the Rotating Committees and have specific requirements regarding appointment and terms of office. [Please refer to Appendix “A”](#) for a chart of Committees.

Convention

(Assigned to the Vice President’s portfolio)

The Convention Committee, a rotating committee as outlined in the bylaws, has the responsibility of organizing the AAHRA Annual Meeting and Convention (*with input from the presiding president*). This is a three-member committee with the most senior member serving as Chairperson. The term of office for each appointed member is three years with one member rotating off the committee and a new member appointed by the AAHRA President each year. The chairperson is responsible for making sure the other two members are involved in the planning of each Annual Meeting and Convention and learn what is necessary for them to conduct the event the year they serve as chairperson. This committee is responsible for the overall coordination of every aspect of the Annual Meeting and Convention. Other Committees conduct specific functions but the responsibility for coordinating all of these functions falls on the Convention Committee Chair. The Chairperson must have approval from the AAHRA Board of Directors for the overall budget including the fee structure for registration. The AAHRA President has the authority to establish the overall theme for the Annual Meeting and Convention and the Chairperson has the responsibility of working closely with the AAHRA President to carry out this theme. Some Committee Chairs are appointed by the AAHRA President and the Convention Chairperson has the authority to recruit volunteers and establish other committees to conduct specific functions of the Annual Meeting and Convention. There are too many details to list all the responsibilities of the Convention Committee chairperson. For that reason this was established as a three year rotating committee so that everyone will have time to learn how to do the job and get some experience prior to serving as chair of the committee. The Convention Committee Chair is provided a complementary room at the AAHRA Annual Meeting and Convention. *This committee should refer to the AAHRA Annual Meeting and Convention Guidelines for the Convention Chairperson. (Published on the AAHRA website).*

Education

(Assigned to the Immediate Past President’s portfolio)

The Education Committee, a rotating committee as outlined in the bylaws, has the responsibility of organizing the AAHRA education programs. This is a five-member committee with the most senior member serving as Chairperson. The term of office for each appointed member is five years with one member rotating off the committee and a new member appointed by the AAHRA President each year. *Note: A HUD staff person, at the discretion of the committee, may be invited to participate with the Education Committee in planning educational programs.*

The Education Committee has the responsibility of conducting education programs as authorized by the AAHRA Board of Directors for the education of

the AAHRA membership and working with the Convention Committee to provide the education programs for the Annual Meeting and Convention. The AAHRA President has the authority to establish the overall theme for their year as President and the Education Chairperson has the responsibility of working closely with the AAHRA President to carry out this theme. The chairperson is responsible for making sure the other members are involved in the education programs planned and implemented each year so all members can learn what is necessary for them to conduct the education programs the year they serve as chairperson.

The Education Committee has the authority to recruit volunteers to conduct specific functions of the education programs planned. The Chairperson must have approval from the AAHRA Board of Directors for the overall budget including the fee structure for registration.

There are too many details to list all the responsibilities of the Education Committee chairperson. For that reason this was established as a rotating committee so that everyone will have time to learn how to do the job and get some experience prior to serving as chair of the committee.

The Education Committee also has the responsibility of seeking information from HUD and the AAHRA membership regarding what education is desired for any given year.

Exhibitors

(Assigned to the Vice President's portfolio)

This Committee, a rotating committee as per the bylaws, is a three-member committee with the most senior member serving as the Chairperson. The term of office for each appointed member is three years with one member rotating off the committee and a new member appointed by the AAHRA President each year. The Chairperson is charged with the responsibility of delegating assignments to the other two committee members and involving them in every area possible in order for these individuals to have a clear understanding of the requirements and expectations of the Chairperson.

The Exhibitors Committee is charged with the responsibility of coordinating with the Convention Chairperson all aspects of the Exhibitors and Professionals for the Annual Meeting and Convention. These responsibilities include but are not limited to recruiting exhibitors and professionals to participate, coordinating specific needs for each with the host hotel, working with the registration committee for information to be included in registration packets, prize drawings and other events that are held in exhibit areas during the Annual Meeting and Convention. It is very important that all specifics and budgetary needs are coordinated with the Convention Chairperson prior to any confirmations with Exhibitors or Professionals. There are too many details to list all the responsibilities of the Exhibits Committee chairperson. For that reason this was established as a three year rotating committee so that everyone will have time to

learn how to do the job and get some experience prior to serving as chair of the committee. *This committee should refer to the AAHRA Annual Meeting and Convention Guidelines for the Convention Chairperson. (Published on the AAHRA website)*

Site Selection

(Assigned to the Vice President's portfolio)

This Committee, a rotating committee as per the bylaws, is a five-member committee with the most senior member serving as the Chairperson. The term of office for each appointed member is five years with one member rotating off the committee and a new member appointed by the AAHRA President each year. Members on the Committee serve a five-year term. The Site Selection Committee has the responsibility of negotiating contracts with various sites appropriate to hold the AAHRA Annual Meeting and Convention. This committee generally works 2 to 4 years in advance of the date of the planned event. The members of the committee should have knowledge and experience in planning and implementing the Annual Meeting and Convention. The chairperson is responsible for making sure the other four members are involved so all members can learn what is necessary for them to know to serve as chairperson. This committee is responsible for getting information from Convention Chairpersons regarding statistics necessary to know what is required to accommodate the Annual Meeting and Conventions. This committee assignment requires travel to visit possible locations. *Note: Contracts must be Board approved and signed by the current president. A copy of the executed contract should be kept on file with the AAHRA Treasurer to document the obligation.*

AAHRA Standing Committees

According to the Bylaws there are standing committees and the President, with the advice and consent of the Board of Directors, may appoint such other committees as are deemed necessary for the proper conduct of the business and the objectives of the Association. The AAHRA President may retain current members, appoint new members, add new committees, assign committees to Board Member's portfolios or retain oversight of the new committee, and determine the number of people to appoint to any given committee. The term of office for this type of Committee and any new committees established runs Concurrent with the President's term of office. [Please see Appendix "A"](#) for the chart of Committees.

Administrative Procedures Manual

(Assigned to the Immediate Past President's portfolio)

This committee consists of the past three presidents of AAHRA. The Chairperson is the most senior of the three-member group. At the end of each President's term of office the Chairperson rotates off of the committee and the outgoing President joins the Committee.

This committee is responsible for maintaining this Administrative Practices Manual and working with the current President and Board to review the manual to be sure it is consistent with the AAHRA Constitution and By-laws.

The Manual is to be posted on the AAHRA webpage to provide distribution to AAHRA members, Officers, Board Members, and Committee appointees. Each President with Board approval has the right to establish and define committees in addition to the standing committees outlined in this manual. The Committee should also recommend changes to the Board regarding committees and functions that require a change in the Bylaws.

The President and this committee have a responsibility to be sure incoming officers are aware of the current manual and has information necessary to plan for the coming year.

Awards

(Assigned to the Vice President's portfolio)

The awards committee is charged with the responsibility of recommending to the Board of Directors award categories that are appropriate for the current AAHRA year. All award categories are to be pre-approved by the President and Board of Directors. Awards are to be limited to an appropriate number to keep the awards ceremony meaningful to the entire membership. To avoid any conflict of interest, nomination should not be accepted from representatives from any committee members' Housing Authority unless an outside board of judges is used to select the winners. The presentation ceremony must be coordinated with the Convention Chairperson for theme, time frame needed and appropriateness. *This committee should refer to the AAHRA Annual Meeting and Convention Guidelines for the Convention Chairperson. (Published on the AAHRA website)*

Chaplain

(Assigned to Board Member – Position 3's portfolio)

The Chaplain is appointed by the incoming President. This person is responsible for leading or arranging for someone to lead the association in prayer prior to opening meetings. This person will work with the President, Education Committee, and Convention Committee to coordinate times, dates and needs for each meeting. This person will also serve as the contact person for informing the association of various prayer requests from the Membership.

Commissioners

(Assigned to Board Member – Position 5's portfolio)

This Chairperson serves as the AAHRA Board representative for the interest of Commissioners. The Chairperson should be kept abreast of information regarding Public Housing Agencies that would directly affect all Commissioners. Upon request of either party, the Chairperson should have the ability to work with the Education Committee and the Legislative Committee to represent the interest of Commissioners.

Constitution Bylaws & Parliamentary Procedure

(Assigned to Board Member – Position 2's portfolio)

Responsible for reviewing the Constitution and Bylaws as established by AAHRA and to recommend changes to the membership to keep our Constitution and Bylaws current and functioning as needed. The Constitution and Bylaws will be reviewed biennially or more frequent as the need arises.

The Bylaws stipulate that AAHRA shall be governed by “Roberts Rules of Order”; this committee is responsible for ensuring that the AAHRA Board and Membership meetings comply with this requirement. This committee reviews and either suggests, to the Board, changes to the Constitution and Bylaws or makes changes to the Constitution and Bylaws as directed by the Board for approval by the membership.

All amendments to the Constitution or By-laws must be presented to the membership and approved as stated in the currently approved Constitution or By-laws.

Disaster Taskforce

(Assigned to Board Member – Position 5’s portfolio)

This committee serves as a liaison with any member PHA that experiences a ‘disaster’ and needs assistance from the other members. The committee is responsible for coordinating assistance and information between the PHA in need, the other member PHAs, and HUD. Because AAHRA’s response would need to be different in any disaster, the committee would have to be able to determine an appropriate response from AAHRA and report to the Board the need determined. The Committee would need to establish a functioning procedure to be sure they are aware of needs as they arise and that they have the ability to contact all AAHRA members regarding the appropriate AAHRA membership response.

Golf

(Assigned to the Vice President’s portfolio)

Responsible for the Walter B. Mills Golf Tournament held in conjunction each year with the AAHRA Annual Meeting and Convention. Chairperson must coordinate with the Convention Committee Chair regarding location, timing, budget, and presentation of Golf awards, registration, and other aspects of the tournament. This needs to be at minimum a two-person committee with each member knowledgeable regarding the details of the event. *This committee should refer to the AAHRA Annual Meeting and Convention Guidelines for the Convention Chairperson. (Published on the AAHRA website)*

Historian

(Reports directly to the President)

Develops and maintains a scrapbook of all AAHRA activities during the current term for the AAHRA President. This scrapbook should be developed in cooperation with the President, displayed in the President’s suite at the Annual Meeting and Convention, and presented to the President at the end of their term of office. The historian should be reimbursed for the reasonable cost of maintaining the scrapbook by AAHRA as requisitioned.

Hospitality

(Assigned to the Vice President’s portfolio)

This committee is responsible for organizing and manning the hospitality suite (President’s suite) at the Annual Meeting and Convention and handling hospitality events at other meetings as requested by the President. If requested

by the Convention Committee Chair, assist with food and beverage events at the Annual Meeting and Convention. This committee has the authority to recruit additional members as needed. This committee will coordinate all needs with the convention committee and follow the established budget.

**HUD
Cooperation &
Coordination**

(Assigned to Board Member – Position 5’s portfolio)

In the past we have established various committees to serve as cooperative agents to work with HUD to meet a variety of needs (Welfare to Work, Welfare Reform, Housing Advisory Team, etc). The responsibility of this person will be to facilitate working teams between HUD and AAHRA as requested to meet whatever may arise during this President’s term of office.

**Legislation
(National &
State)**

(Assigned to Board Member – Position 2’s portfolio)

Chairperson must be informed regarding upcoming Legislation that may impact AAHRA members and make recommendations and facilitate proposing legislation that will benefit AAHRA members. This committee is responsible to monitor national and/or state legislative issues. The committee makes suggestions to the Board regarding legislative issues and further acts to insure the legislative action alerts from NAHRO and/or PHADA are received and acted on by the membership.

Membership

(Assigned to Board Member – Position 3’s portfolio)

Bill and collect the Membership Dues in October of each year. Report to the Board the progress in collection and make the Board aware of any problems related to Membership Dues. This position requires computer skills to maintain and work from a database to print individual PHA bills. The schedule of dues to be charged to members is established in the By-laws.

Mini-Districts

(Assigned to Board Member – Position 3’s portfolio)

Assist the Chairpersons of the AAHRA Mini Districts to meet the education needs of their members during the year, encourage the Mini District Chairs to be proactive in keeping their members involved in AAHRA, and report the activity of the Mini Districts to the Board.

**Newsletter,
Webpage, and
Public
Relations**

(Assigned to Board Member – Position 4’s portfolio)

This committee is responsible for the newsletter, webpage, and public relations. The Newsletter will be published and distributed to the membership and achieved on the AAHRA Webpage. PHAs are asked to submit information for the newsletter, and chair of the committee is to recruit PHAs to submit the information and to recommend to the Board needed changes in the manner we promote AAHRA. The Webpage is handled by a contract agreement between AAHRA and the webmaster. Periodically, the contract should be reviewed by both parties. This committee is responsible for working with the webmaster on the AAHRA website and is responsible for soliciting articles for the “Alabama Traveler.”

Nominating

(Assigned to the Vice President's portfolio)

The Nominating Committee is usually the three immediate past presidents of AAHRA. This committee is charged with the responsibility of nominating new officers and Board members for the upcoming term. The Chairman of this committee is the most senior of the past Presidents. The Committee will meet prior to the Annual Meeting at which the elections will be held to discuss the possible slate of officers to be presented before the membership.

Consideration for officers and board members shall be based solely on their ability to serve in the capacity nominated, their integrity, and their performance within the AAHRA organization. All candidates must be contacted to discuss their nomination, the responsibilities attached to their position and are given the opportunity to accept or decline.

A written report of all nominees shall be submitted to the membership biennially at the Annual Meeting.

Registration

(Assigned to the Vice President's portfolio)

In coordination with the Convention Committee chairperson, the Registration Committee Chairperson is responsible for all aspects of registration for the AAHRA Annual Meeting and Convention. Distribution of the Registration Packets is on line on the AAHRA Webpage and registration is generally handled on line. This requires coordination with the AAHRA webmaster. The Registration Packets must include all of the information necessary so the membership will have adequate knowledge of hotel accommodations, registration cost and options, education opportunities, and social events during the Annual Meeting and Convention. The responsibility also includes providing adequate reports to the Convention Committee Chairperson and the Board of Directors to allow for adequate planning of other Annual Meeting and Convention functions. The Registration Committee is also responsible for coordinating with the Exhibitors Chairperson for the registration of Exhibitors and Professionals. This committee has the authority to recruit members as needed and due to the diverse requirements of this committee the Chairperson should have strong leadership and organization skills and recruit a committee with skills including:

1. Computer skills to track numbers for reports and planning, prepare documents for use in the registration packets and make name tags;
2. Social skills to deal with distribution to the membership at the meeting;
3. Decorating skills to match the registration area to the theme of the Annual Meeting and Convention.

This committee should refer to the AAHRA Annual Meeting and Convention Guidelines for the Convention Chairperson. (Published on the AAHRA website)

Resolutions

(Assigned to the Vice President's portfolio)

AAHRA uses the Annual Membership Business Meeting to honor people who have made significant contributions to AAHRA or our Membership. PHAs have the opportunity to request Resolutions be entered into the minutes of the Annual Membership Meeting in honor of Commissioners, staff members, or others who may have retired or passed away during the current year. The chairperson of this committee is responsible for making the membership aware of this opportunity in a timely manner prior to the Annual Meeting and Convention, the appropriate reasons for requesting resolutions, preparing the resolutions in a format that can be included in the minutes, and presenting an appropriate copy of the resolution to the honoree at the Annual Membership Meeting. *This committee should refer to the AAHRA Annual Meeting and Convention Guidelines for the Convention Chairperson. (Published on the AAHRA website)*

Scholarship Fund Raising

(Assigned to the Immediate Past President's portfolio)

AAHRA has traditionally supported the Scholarship Board (AHAEEF) with fund raising activities. The activities have included the prize drawing raffle held at the Annual Meeting and Convention, education programs, raffles during the year, and other activities. This committee is charged with the creation of activities designed to raise funds for the AHAEEF program to use as scholarships.

There are no restrictions on the activities with the following conditions:

1. Donations to the Scholarship program are not tax deductible unless they are made directly to AHAEEF. This committee is responsible for informing possible donors and coordinating how funds are transferred either to AAHRA or to AHAEEF.
2. Financial transactions must be handled through either the AAHRA Treasurer or the AHAEEF Treasurer so that all funds will be a part of a fiscal audit.
3. Education programs must be coordinated with the Education Committee to avoid conflicts with planned programs.
4. The Prize Drawing Raffle at the Annual Meeting and Convention must be coordinated with the Convention Committee Chairperson to establish advertising the raffle, the sales table at the Annual Meeting and Convention site, drawing times and any prizes to be donated through AAHRA.
5. All activities must be coordinated with the current President of the AHAEEF Board and conducted in a manner compliant with the IRS 501(c)(3) regulations that govern the scholarship fund.
6. The committee is not responsible to act as legal or financial advisors to people who donate through their activities but they must inform the person if their donation is tax deductible or not.

Sunshine

(Assigned to Board Member – Position 3’s portfolio)

Send cards, flowers, etc. to AAHRA members in case of death and sickness. Generally speaking, AAHRA sends cards to sick members and sends flowers in case of the death of a PHA staff member. The Chairperson may bill AAHRA for any expenses incurred.

Ushers

(Assigned to the Vice President’s portfolio)

The Chair of this committee is responsible for recruiting enough members to adequately facilitate the events at the AAHRA Annual Meeting and Convention. The numbers of ushers change every year but a good estimate is the committee will need 10 – 12 members. The Convention Chairperson will advise the Usher chair as to the events planned and the type facilitation needed. The Usher Chair will be responsible for recruiting ushers to work at each event and making the ushers aware of any restrictions on the event, seating instructions, and other information required to implement a successful Annual Meeting and Convention. The Education Committee could ask for Ushers at other events and if so, you would be asked to work with them to provide ushers.

Youth Sports

(Assigned to Board Member – Position 4’s portfolio)

Coordinate state-wide youth sports activities and report events to the Board.

Appendix “A” (AAHRA Committee Chart)

COMMITTEE	Type	Term	Portfolio
<i>Administrative Procedures</i>	Standing	Usually last 3 Presidents	Immediate Past President
<i>Awards</i>	Standing	Concurrent with President's Term	Vice-President
<i>Chaplain</i>	Standing	Concurrent with President's Term	Board Member 3
<i>Commissioners</i>	Standing	Concurrent with President's Term	Board Member 5
<i>Constitution & Bylaws</i>	Standing	Concurrent with President's Term	Board Member 2
<i>Convention</i>	Rotating	3 Yr Rotating	Vice-President
<i>Disaster Task Force</i>	Standing	Concurrent with President's Term	Board Member 5
<i>Education (SERC)</i>	Rotating	5 Yr Rotating	Immediate Past President
<i>Exhibitors</i>	Rotating	3 Yr Rotating	Vice-President
<i>Golf</i>	Standing	Concurrent with President's Term	Vice-President
<i>Historian</i>	Standing	Concurrent with President's Term	President
<i>Hospitality</i>	Standing	Concurrent with President's Term	Vice-President
<i>HUD</i>	Standing	Concurrent with President's Term	Board Member 5
<i>Legislative</i>	Standing	Concurrent with President's Term	Board Member 2
<i>Membership</i>	Standing	Concurrent with President's Term	Board Member 3
<i>Mini-Districts</i>	Standing	Concurrent with President's Term	Board Member 3
<i>Newsletter/Web</i>	Standing	Concurrent with President's Term	Board Member 4
<i>Nominating</i>	Standing	Usually last 3 Presidents	Immediate Past President
<i>Registration</i>	Standing	Concurrent with President's Term	Vice-President
<i>Resolutions</i>	Standing	Concurrent with President's Term	Vice-President

<i>Scholarship Fund Raising</i>	Standing	Concurrent with President's Term	Immediate Past President
<i>Site Selection</i>	Rotating	5 Yr Rotating	Vice-President
<i>Sunshine</i>	Standing	Concurrent with President's Term	Board Member 3
<i>Ushers</i>	Standing	Concurrent with President's Term	Vice-President
<i>Youth Sports</i>	Standing	Concurrent with President's Term	Board Member 4



Appendix “B” (SERC Committee Chart)

At the invitation of the SERC President, the AAHRA President appoints members to certain SERC Committees. The AAHRA President Elect will be contacted by the SERC President Elect prior to the beginning of their term. The committees usually consist of:

Committee	Summary Description
Administrative Procedures	Works with policy, practices and procedures and the SERC web site
Commissioners	Consider and work on issues related to the policymaking role of the Commissioner
Community Resources & Development	Develop education and tools related to CR&D
Disaster Task Force	Research and Develop model practices and policies
Education	Establishes needed training opportunities separate from SERC Fall Workshop and Annual Convention
Housing	Considers PH issues
Legislative (position 1)	Consider and work on State and National level issues (AAHRA President)
Legislative (position 2)	Consider and work on State and National level issues
Member Services	Promote and support membership
Newsletter/Web	Enhance and Support SERCulator and state publications
Professional Development	Works on issues to be presented at SERC Fall Workshop and Annual Convention
Rental Assistance	Considers Section 8 issues
State Representative	AAHRA President
Strategic Plan	Review SERC Plan compared to NAHRO plan

Appendix “C” (AAHRA Partner Organizations) (Assigned to Board Member – Position 5’s portfolio)

These organizations are partner organizations and are not appointed or governed by AAHRA. Representatives from these groups are invited to attend certain AAHRA Board Meetings and work with AAHRA to serve the best interest of our members. These organizations should submit to AAHRA the name of their representative along with the dates of their respective term.

AHAEEF	Alabama Housing Authorities Education Enrichment Fund
AHARM	Alabama Housing Authorities Risk Management
APHADA	Alabama Public Housing Authorities Directors Association
APTF	Alabama Policy Task Force
PHFC	Public Housing Finance Cooperation
NAHRO	National Association of Housing and Redevelopment
PHADA	Public Housing Authorities Directors Association
SERC	Southeastern Regional Council – NAHRO

Appendix “D” (AAHRA Organizational Chart with Portfolios)

