

BOMA

GREATER MINNEAPOLIS



Committee Roles & Expectations

Committee Member

- Accept calendar invites and attend as many meetings as possible.
- Enter timelines into your calendar and follow through
- Participate in committee discussions and planning.

Committee members are expected to attend as many meetings as possible. If a member misses 3 consecutive meetings, the chair will follow-up to confirm the member's commitment to the committee.

Committee Chair

- Develop plan for achieving goals outlined by BOD and you
- Work with staff liaison to set time, place, and frequency of meetings.
- Work with staff liaison on notes/agenda for every meeting.
- During meetings, engage all committee members and keep the discussion on task.
- Remind committee members of their commitments to the committee
- Follow-up with members who have missed three or more consecutive meetings to confirm their commitment.

Committee chairs are expected to attend all committee meetings in order to provide guidance and leadership.

Committee Co-Chair

- Take meeting notes and work with staff liaison to ensure nothing is missed.
- Fill-in for the committee chair at meetings, as needed.

Board Champion

- Convey information about the Strategic Plan to the committee and advise how that may affect goals.
- Provide updates to the Board of Directors and solicit their support for committee activities.
- Act as a sounding board for ideas and if necessary, mentor the chair's leadership abilities.

Board champions are not obligated to attend all committee meetings, but are encouraged to attend as many as possible in order to provide support.

BOMA Staff Liaison

- Review the committee roster annually to consider appropriate size and makeup and confirm commitment with all current committee members.
- Assist with recruitment of new members as necessary, always ensuring a proper mix of companies, levels of expertise, experiences, and membership types (if applicable).
- Send meeting invitations and/or reminders to the committee as necessary.
- Update agenda/notes for each session and send to chairs for review and to committee members
- Provide administrative support.
- Order meals for the committee as necessary.
- Be conscientious of budget.