

B O M A

GREATER MINNEAPOLIS



Committee Roles & Expectations

Committee Member

- Enter committee meetings and timelines into your calendar and attend as many meetings as possible.
- Participate in committee discussions and planning.
- Volunteer for subcommittees and specific tasks.

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/Co-Chair

- Using BOMA's Mission and Strategic Plan as a guide, develop committee goals with committee members and your committee's board champion.
- Work with your committee's staff liaison to set time, place, and frequency of meetings.
- Prepare an agenda for every meeting and provide to committee members.
- Take meeting minutes and send them to the committee members after each meeting.
- During meetings, engage all committee members and keep the discussion on task.
- 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 chairs typically serve two years in a leadership role (one year as co-chair and one year as chair) unless otherwise approved by the Executive Committee.

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.
- Provide administrative support.
- Order meals for the committee as necessary.
- Be conscientious of budget.