

OFFICE DESCRIPTION

President

The chief administrative duty of the president is to represent the organization. The president signs all legal documents: supervises over the activities of the organization, represents and/or speaks on behalf of the chapter and presides at meetings. However, the president should never bind the organization to contracts without the official approval of the board of directors.

The president must be familiar with Roberts Rules of Order and Parliamentary Procedures for the purpose of chairing and calling of chapter meetings, establish and following chapter meeting agendas and order of business. The chapter president is expected to have a working knowledge of proper steps in the making, debating, and voting of motions along with the different classes or types of motions and how they are ranked.

The president will call for agenda to meetings, review and approve the board meeting proposed agenda, and all aspects of each event produced by N HORA of San Mateo. The president will be familiar with any unfinished business from previous meetings and any new business that will be on the agenda.

The president is responsible for keeping strategic timelines for the year's agenda and responsible for keeping strategic timelines for the year's agenda and responsible for keeping committee chairs and activities moving forward on schedule as planned. The president will have a thorough working knowledge of the governing documents (i.e. bylaws, rules of order, etc).

The president will call the meetings to order on time and determine that a quorum is present before proceeding with the meeting. The president will chair all meetings and lead all business the proper sequence and entertain every motion that is in order. If a member raises an issue that is not in order at that time, the president should stop the incorrect procedure immediately. It is the president's duty to protect the assembly from frivolous or dilatory motions and from any attempt by a few members to push an action through without allowing the democratic process.

Responsibilities

1. Overall strategic plan: guide and follow-up on chapter matters and agenda
2. Attend social functions of other organizations as a representative of NHORA of San Mateo.
3. Return key phone calls (messages) related to the organization.
4. Address and resolve organization-related concerns or issues and challenges.
5. Ensure all officers carry out their duties.
 - A. Must have a weekly timeline of events from all committees to stay on schedule or find solutions for the forward movement of some
 - B. President may appoint chief assistant within the board for assistance in keeping goals on track
 - C. Sets goals and agenda for the applicable year with the assistance of all other board members, appoints committee chairs with the approval of the board as needed.

- D. Organizes on orientation meeting at the beginning of the year and works with board of directors in setting the strategic plan, assignment of tasks action items as needed.
- E. Serves as editor-in-charge for the chapter newsletter.
- F. Speaks at all NHORA Affiliate Chapter events
- G. Build and maintain relationship with sponsors.
- H. Attend all National and Regional Conference or appoints a representative from the board of directors to attend on his/her behalf.
- I. Serves as a direct Resource for the Treasurer, Sponsorships &Public Relations Chair.

Requirements to be the President:

The President of NHORA of San Mateo must show a proven leadership record, commitment to the NHORA Mission, is result-oriented when it comes to the organization.

A certain level of commitment and knowledge or demonstrated by having previously served on the board of directors and successfully completed a position within the board for at least 12 months with proven record of results.

Have a proven record of responsibility to others on the board and the organization as a whole. Is able to lead and direct the board of directors at all board meetings. Takes all board members opinions into account and is able to lead by consensus.

Have a good attitude and a strong foundation to lead from. Has demonstrated accountability and participation in one or more committees. Has demonstrated successful completion of Vice-President to the Board Of Directors in order to qualify for the position of President Of the Board of Directors.

Has attended a NHORA national or legislative conference within the last 24 months_ The Affiliate Chapter President is also required to participate in the NHORA National Leadership Council as a means of preparation to become a voting member of the National Leadership Council[upon successful completion of their term as Affiliate Chapter President.

President-Elect

The office of the President-Elect shares in the duties of the president and presides at the chapter meetings and events when the president is unable to attend. The Vice President steps in if the office of the president if the presidency is vacated for any reason. The President-Elect assumption of the duties of President must be ratified by the board of directors, documented in minutes, and said assumption of Presidency be verified by NHORA National Leadership within 72 hours of said ratification by the HORA Affiliate Chapter Board of Directors. In the event the current President-Elect has not successfully completed a minimum of one year term of a previous board position, or is for any reason unable to step into the position of President, the Immediate Past President in good standing with the HORA National Leadership Council will step into the position of President until such time as a qualified Vice President is ready to assume the Presidency. The assumption of the Immediate Past President to the Presidency must be approved and ratified by NHORA National BOD and then by the Chapter BOD.

Responsibilities

1. The President-Elect shall assist and share the duties of the President.
2. Shall always be informed of the state of affairs of the organization.
3. Shall accompany the President to all major functions, network, be visible in the community and promote the HORA Mission in preparation for the presidency.
4. The President-Elect chairs or serves on both the Membership and Fundraising Sponsorship Committees.
5. Serves as a direct Resource for the Marketing, Technology and Sponsorship/Public Relations Chair.

Requirements to be the Vice-President:

The requirement to be the President-Elect of NHORA of San Mateo is to exhibit collaboration, commitment: knowledge and responsibility of NHORA of San Mateo Commitment and knowledge are demonstrated by having successfully served on the board of directors for at least one year as a member in good standing. Have a track record of accomplishments for the organization. Has participated in one or more committees in the past with a can-do attitude and contributed to NHORA's growth, goals, and vision. Has attended a NHORA national or legislative conference within me last 24 months.

Vice President of Strategic Planning.

The office of the VP of Strategic Planning assists NHORA with the organizational structure and systems pertaining to BOD meetings, events, projects, goals, policies and timelines. The Vice President of Strategic Planning steps in to assist the President and President-Elect with the duties surrounding goal achievement. This position is focused on creating and implementing strategies that provides a systematic process for all major activities and responsibilities.

Responsibilities

1. Assist with the creation, revisions and implementation of HORA's strategic plan.
2. Shall always be informed of the state of affairs of the organization.
3. Shall attend all major functions, network, be visible in the community and promote the NHORA Mission and Strategic Pian.
4. Serves as a direct Resource for the Secretary and the Scholarships Chair.

Requirements to be the Vice-President:

The Requirement to be the VP of Strategic Planning of NHORA of San Mateo is to exhibit collaboration, commitment and knowledge of NHORA's overall Mission and Vision. This position works closely with the President and President-Elect to ensure all areas of the Strategic Plan are being addresses and accomplished. The VP of Strategic

Planning should be able to work with all BOD members and committees in providing clarity on their roles and their responsibilities as stated in our plan. This position must have experience in leadership, management and coaching.

Vice President of Operations

The office of VP of Operations is responsible for overseeing all of the events and programs listed on our annual Strategic Plan. This position calls for leadership and coaching event committees to ensure all events are to the highest standards. The VP of Operations oversees BBLs, RTHO, and other special events. This position supports the membership chair on implementing strategies to increase membership.

Responsibilities

1. Assist with the overall operation of the events hosted by NHORA.
2. Shall always be informed of the state of affairs of the organization.
3. Shall attend all major functions, network, be visible in the community and promote the NHORA Mission and Strategic Plan.
4. Serves as a direct Resource for the Events Coordinator and the Membership Chair

Secretary

Together with the president, the secretary should notify members of their election to office and furnishes all board members with the proper documents: Membership Applications, Candidacy Documents, Agenda for Meetings, Minutes of previous membership meeting for approval at Board of Director Meetings, Project Proposal Templates, etc. as directed by board activities.

Secretary maintains the official Chapter Records Book with all documents of the organization in a hard copy and digital copy in a safe place, including the bylaws, rules of order, standing rules, correspondence, committee reports/ minutes, signed candidacy documentation including NHORA Chapter BOD Member signed Code of Conduct and Pledge of integrity. He or She keeps the bylaws and other governing documents up to date with any changes made through the amendment process, and brings said documents to Board meetings as needed. Secretary is to keep copies of all documents, giving a copy to the President. At the end of his/her term, the Secretary will turn all documentation over to the incoming secretary at the proper board meeting and itemized minutes must be taken of said transfer of data to the new secretary or directly to the President.

Secretary emails notice of each forthcoming board meeting and major board deadlines. Assists the president in the Call for Agenda to each monthly board meeting. Takes minutes of all board meetings, handles the Chapter correspondence and prepares the agenda for each meeting. Minutes should be sent to all board members no later than one week after the respective meeting. In the event that the Secretary cannot attend the meeting, the Secretary's responsibility will be to appoint another board member to take the minutes in their place.

Responsibilities

1. Document minutes for each meeting (board and general), send draft minutes within one-week time frame. The minutes should be approved and ratified at the next meeting.
2. Together with the President, signs the Affiliate Chapter Agreement.
3. Together with Compliance Officer, ensures compliance with the record keeping of National Chapter Formation Guidelines and Chapter bylaws.
4. Collects all chapter mail from PO Box and forward accordingly.
5. Work closely with all Board members and assist where possible.
6. Orders board name tags and plaques for the board members.
7. Assist President and Vice-President on various matters as needed.
8. Shall maintain a current roster of all members, and all other records relating to the Office of Secretary.
9. Shall deliver all of the previous year's correspondence to the incoming Secretary upon leaving the Office.

Treasurer/CFO

The Treasurer/ CFO receives and deposits event fees in the NHORA bank account and NEVER KEEPS HORA of San Mateo County money ni his or her personal account.

The Treasurer/CFO pays out al chapter expenses as directed and approved by majority vote from the Board of Directors.

1. The Treasure/CFO gives members receipts for their dues and ensures the prompt and full payment of all expenses approved by majority board of director votes. The CFO always exercises prudent judgment in determining whether a bill is authentic and whether the amount is within the range agreed on by the board.
2. The Treasurer/CFO balances and reconciles the bank HORA Chapter bank account and gives monthly financial reports at every board meeting.
3. Recording which members have paid their dues and forward names and contact information to the Membership Committee Chair.
4. Records when bills are paid and the check number and/or tracking sheets.
5. Maintains other financial items (i.e. bills, invoices. contracts, bank statements, reconciled spreadsheets. and deposit slips) as needed for board members to review the books at random.

Responsibilities

1. Ensures that applicable signatures (i.e. President and Secretary) are properly documented at the bank as soon as possible.
2. Makes timely deposits of all monies received on a monthly basis.
3. Performs timely bank reconciliation and provides records of it to the Board at all Board meetings.
4. Provides and updated reports at all board, meetings of account payables and account receivables.

5. Invoices members for fundraising events. banquet: etc.
6. Ensures that monies are collected for any chapter checks, receivables, etc.
7. Preparing budgets and pro forma Profit and Loss Statements for chapter events
8. Ensures Chapter accounts payables are paid on time.
9. Ensures that appropriate signatures for chapter accounts are recorded at the Bank. Coordinates with past President, Current President, and current CFO
10. Works with a CPA in preparing and filing any required forms with federal, state. Or local authorities. including any applicable tax returns.
11. The Treasurer/CFO will work with CPA to advise the board on any tax matters and/or situations that may affect the chapter's non-profit status.

Compliance Officer

Assists the Chapter President, Chapter Secretary, and Treasurer/CFO with documentary compliance to State and Local authorities, NHORA National and Board of Directors adherence to directives as initiated at the monthly board meetings.

- ❖ Has working knowledge of Roberts Rules of Order, and Parliamentary Procedures and assists the president in the proper points of order and motions at the monthly board meetings.
- ❖ Ensures that D&O insurance, Tax Documentation and Board of Director compliance issues and/or motions are carried through in a timely manner.
- ❖ Delivers quarterly reports on the Board of Director progress, regarding individual sponsorship and new member recruitments to date.

Board of Directors

Scholarships, Sponsorships, Marketing, Technology. Events Coordinator and Membership Members of the Board of Directors/Directors at Large all have the following responsibilities:

- ❖ Promote the NHORA Mission and Vision.
- ❖ Act as ambassadors and NHORA resource of information for the NHORA Affiliate Chapter within the local community and to the general NHORA membership.
- ❖ Attend all meetings and events and serve as a sounding board to the membership-at-large, if unable to attend, must call in on a conference call.
- ❖ Actively participates in and chairs at least one committee and participates in the creation and implementation of Strategic Planning Committee goals.
- ❖ Is actively accountable to the Board of Directors of assigned tasks.
- ❖ Adheres to the NHORA Code of Conduct and Pledge of integrity at all times.
- ❖ Actively recruits membership to their NHORA Chapter and encourages member participation in committee work.
- ❖ Looks for Opportunities to expand the NHORA Leadership vision by taking note of and
- ❖ recommending any and all viable person(s) or potential outreach for consideration to the Board of Directors.

Committee Duties

- ❖ A committee is a group of members chosen to report or act upon a certain matter, agenda, or goals set by the President with the approval of the Board of Directors at the beginning of the year.
- ❖ Board members must chair at least one chapter committee and recruit members in good standing to participate in the committee work. To recruit committee members, reach out to members assigned to you for mentorship and/or engagement.
- ❖ The membership committee will disburse your assigned NHORA members.
- ❖ The list of your committee members is to be given to the Secretary.
- ❖ During BOD meetings, an outline of the timeline of events is set and all details and updates are given to the president and the board of directors for approval and input before execution.
- ❖ Each committee chair will coordinate meetings and develop agendas, goals, and actions associated with their respective board position. Board members are always invited to join any committee meeting and are kept up to date of all committee activities at the monthly board of directors' meetings.
- ❖ Committee Chairs are the key to successful planning. The chair will keep records and minutes of the committee work and/ or assign an individual within the committee with specific tasks.
- ❖ All future NHORA Chapter Board Members has an opportunity to share their talents, leadership, and commitment to the NHORA mission within committee work. A Member in good standing who has demonstrated proven leadership skills and production within committee work is encouraged to seek a leadership position within the NHORA organizational structure. Committee chairs have the privilege of making such recommendations for consideration to the board of directors at the monthly meetings and submit names for board approval to the nominating committee.
- ❖ Every board member understands the importance of relationships, and that NHORA as an organization, will provide many opportunities to create Important relationships with such people as sponsors, vendors, etc. Therefore, every board member to be bound by the NHORA CODE OF CONDUCT and further agrees that before contacting anyone for the benefit of his or her own economic/promotional interest, to inform the Board of Directors of such intent. The Sponsorship Committee Chair, the President, and the Treasurer are to be copied in the delivery of such intent and this will be addressed at the monthly board meetings. The Board of Directors must approve any and all instances and events in which the brand name NHORA 'is to be used before any commitments are made on behalf of NHORA ; . Only the president, with the express and prior approval of the board of directors may sign any and all contracts on behalf of the chapter to any entity doing business with or in the promotion of the NHORA Chapter.

Standing Committees

The Board of Directors shall appoint standing committees and task forces annually. Each standing committee shall consist of not fewer than (2) members of the Board of Directors, which includes a chairperson. Committee chairs will then call members of the organization to assist them. All members are eligible for appointment. There are 7 standing committees:

- ❖ Events Committee/Professional Development
- ❖ Membership Committee
- ❖ Sponsorship/Partnerships Committee
- ❖ Strategic Planning Committee
- ❖ Technology/Marketing/Social Media Committee

- ❖ Scholarship Committee
- ❖ Road to Homeownership Committee

Events Committee/Professional Development

Proposes social and educational business, and membership meetings, forums, and fund-raising events for board approval. Facilitate the formation of the event or meeting keeping the board of directors informed of all aspects of each event planned before execution.

- ❖ Obtains/solicits speakers as needed for chapter meetings and other functions.
 - ❖ Promotes/initiates chapter activities, classes, fundraising, etc.
 - ❖ Prepares a calendar of events for the year, which promotes the goals set forth within the Strategic Plan with the board approval at the Annual Orientation Meeting in January of each year.
 - ❖ Forms the committee, sets budgets with the help of the Treasurer and committee members.
 - ❖ Set timelines for details to be carried on prior to the event (i.e. mailing of the invitations, etc.) with board approval
 - ❖ Facilitates and coordinates all details with hotel, board of directors, treasurer, and president as appropriate: including the request for board approval of chapter credit for payment of any and all chapter events.
 - ❖ Assists the Treasurer with all information needed to invoice applicable individuals subsequent to an event.
 - ❖ Organizes all plans for board approval before execution.
- ** Please refer to Events, Meeting, and Special Project Plan Protocol

Membership Committee

Maintains a database of all members and non-members of the organization. Focus on ways to increase membership and organizes membership drives/mixers. Brings an updated membership list to every board meeting. Responsible for sending out all correspondence to the membership and maintains chapter RSVP lists.

- ❖ Initiates ways to distinguish membership benefits: advocacy, networking, educational classes, and building alliances within the organization and the local and regional chapter community.
- ❖ Prepares reports and details demographics of membership for monthly new member/expired member reports to the board.
- ❖ Set goals for increasing membership at the beginning of the year.
- ❖ Prepares membership packages.
 - o Certificate of Membership
 - o Name Tag
 - o Welcome letter from the President and the Board of Directors
 - o Maintains a current membership database (active, prospective, date of 5 membership)
 - o Provides labels for all mailings, as necessary.
- ❖ Works with Chapter Treasurer/CFO and NHORA National as regards receipt of membership dues.
- ❖ Keeps the board informed on a timely basis of all items/issues surrounding “membership” and of any and all challenges is brought to the Board table for discussion.

- o The Committee Chair is responsible for maintaining and up keeping all equipment needed for these events.

Sponsorship/Partnership Committee

Responsible for identifying key contacts for sponsorship and tactical partnerships.

- ❖ Assists in the strategic design and implementing plan for sponsorship.
- ❖ Follows up with Directors and Sponsors on dues.
- ❖ Sets time lines and presents same for Board approval.
- ❖ Plans all fundraising events and ensures that Sponsors are in signed agreement of Events.
- ❖ Works with the Treasurer/CFO to ensure receivables are involved and collected.
- ❖ Keeps the President and the Board informed on a monthly basis of all items/issues surrounding “fundraising” and “sponsorship™”: any challenges are brought to the board table for discussion.
- ❖ Obtains Sponsors for each chapter event meetings, classes, etc. with input of the Board of Directors.
- ❖ Seeks and develops relationships with potential Sponsors for the benefit of NHORA and involves all Board Members in the process.
- ❖ Issues Thank You notes to all Sponsors on behalf of the President and Board of Directors.

Strategic Planning Committee

Responsible for brainstorming and determining NHORA's organizational purposes and sets specific goals and budgets to accomplish the mission. Designs strategies, policies, timelines and actions needed to succeed Develops the annual Strategic Plan which will drive all chapter activities and committee work for the year. The Strategic Planning Committee is chaired by the Chapter President and is mandatory for all Board of Directors.

Technology/Marketing/Social Media Committee

- ❖ Maintains timely chapter updates.
- ❖ Posts all chapter approved events and announcements.
- ❖ Promotes Chapter Events.
- ❖ Assists Public Relations/Marketing Committee as needed.
- ❖ Posts National Announcements as needed.
- ❖ Keeps membership informed

Advertising, publishing articles (timelines of advertising magazines and newsprint are very important). Provide quality control on all communications. Will also be instrumental in the creation of marketing and sponsorship materials for the chapter/chapter events. Develops protocol for chapter marketing, outreach, and correspondence.

The Chair of the Public Relations committee maintains and stores all correspondence marketing materials for future use.

- ❖ Assures that membership receives adequate communication to all events. Works with Chapter Webmaster and coordinates updates.
- ❖ Works with Secretary to advertise postings through web page and newsletters.
- ❖ Issue press releases with board approval for all chapter events.
- ❖ Keeps President and Board informed on a timely basis of all items/issues surrounding media and chapter communications.
- ❖ Coordinates all chapter approved printing, mailings, and invitations.
- ❖ identifies and builds relationships with media for each local NHORA of Santa Clara County event (i.e. pictures, article).
- ❖ Keeps all website content fresh and up to date

The Marketing/Public Relations chair creates and posts the chapter quarterly newsletter with board approval. Calls on NHORA Chapter members/recruits volunteers for the committee work.

Ensures that all print items are approved by the board of directors and meet NHORA NATIONAL and Chapter guidelines before execution of any marketing campaign. Makes sure all events are properly distributed to the NHORA database, real estate offices, community affinity partners, and organizations in a timely manner.

Scholarship Committee

The Scholarship Committee was established as the HEART of NHORA.

The true spirit of giving back to the community was an essential part of this organization, and thus through the Scholarship Committee, we do just that.

The scholarship was seen as the window of opportunity to get to the younger Latino generation, and to help and inspire them to a higher education.

Our goal is to give away at least 7-10 scholarships a year. The amount will be between \$500-\$1000, depending on available funds. Currently, this is a one-time scholarship; not renewable.

Funds for these scholarships are raised by members voluntary donations and raffle profits throughout the year. During every NHORA event, raffle prize items will be collected, and raffle tickets will be sold at these events. Tickets shall be \$5 for 1 ticket or \$20 for tickets. In addition, we will be seeking private, individual, or corporate sponsors for the scholarship fund. The scholarship committee Chair is responsible for maintaining and up keeping all equipment needed for these events.

Funds shall be kept separately by the Treasurer of the organization and itemized accordingly. Treasurer shall include as part of the finances the amount of scholarship money collected at every monthly Board Meeting.

The scholarship committee shall be responsible for collecting raffle prize items, find member sponsors or donors. Members of this committee shall be responsible for having the raffle tickets available at every event, promote and sell as many tickets as possible. This committee's primary purpose and goal is to raise funds for the Scholarship committee.

The committee may wish to expand to finding "Padrinos" or Sponsors for a particular student, or scholarship giveaway. The Sponsor would provide the full amount of \$500 or \$1000 scholarship "and shall be the giver of the scholarship to the recipient. Aside from providing this tremendous opportunity to a young student, sponsor will also benefit from being recognized at the award Ceremony as well as their option to post on their business

website or Facebook page. In addition, the sponsor will be encouraged to keep in touch with the scholarship recipient and become a mentor/role model.

CRITERIA FOR THE SCHOLARSHIPS

- ❖ All applicants must complete an application. (NHORA has already created one).
- ❖ Applicants shall be graduating Seniors in High School or First Year College Students.
- ❖ A deadline shall be determined for scholarship applications every year.
(October 31,) Recipients of Scholarships will be announced at the end-of-the-year event “December to Remember”.
- ❖ A certificate will be given to them at the time of the event with an envelope. The envelope will contain instructions on how they will be receiving the scholarship money.
- ❖ NHORA will also sponsor specific school programs that promote advance skills, such as: Mock Trial, Robotics, Math Institute programs, Science programs or Magnet and Charter schools.
- ❖ Committee shall meet to review applications and select the recipients.
- ❖ The committee shall notify the treasurer of the candidates so that he/she can prepare checks in a timely manner.

Scholarship Award Money shall be delivered to Graduating Seniors upon enrollment of college. Recipient shall provide to NHORA proof of registration then check will be delivered to them.

First year college students shall receive the scholarship money within the next 2 weeks from being awarded.

Road to Homeownership Committee

The RTHO committee was established in 2011 and has been NHORA’s Community Signature Event. The mission of RTHO is to empower communities through education of responsible home ownership.

We work together with local professionals to create complimentary informational seminars where families can come and learn about the proper steps to home ownership. We aim to provide resources and up-to-date relevant information that will enable the community to make well informed decisions throughout the home ownership process.

RTHO is a series of 2 seminars put on throughout the first and last quarter of the year. NHORA appoints a board member to lead the committee and collaborate on the planning and creation of the event. The committee Chair is responsible for assigning tasks, responsibilities & rules to the RTHO committee as well as to the event's Sponsors. The committee Chair is responsible for maintaining and up keeping all equipment needed for these events. (Please refer to the RTHO guidelines and procedures).

Our Vision is to create awareness on the entire homeownership process and bring professional guidance and instruction in each area of the purchasing process. Ultimately,

our goal is to be the Real Estate resources in becoming homeowners. Home ownership impacts the initiative of creating stabilized neighborhoods. Home ownership brings stability to our neighborhoods and strengthens our communities. NHORA is proud to be part of this initiative.

EVENTS, MEETINGS, AND SPECIAL PROJECTS - PLANNING PROTOCOL

- ❖ A Committee Chair must be first appointed
- ❖ The Committee Chair is to recruit a support team and build a committee to assist with the entire process.
- ❖ The committee can be comprised of other Board Members as well as NHORA members and partner volunteers.
 - A list of responsibilities should be outlined and reviewed amongst all committee members.
 - The event or project must include all of the following to take place.
- ❖ Mission and Vision.
- ❖ Budget (determine if we need to simply break even or if we need to make a profit for future expenses).
- ❖ Sponsors.
- ❖ Location — Logistically appropriate.
- ❖ Rules & Guidelines for sponsors, speakers, and participants.
- ❖ List of Equipment that will be needed.
- ❖ Media/Publicity — Radio/Print/TV: Call-to-Action.
- ❖ Main NHORA phone line and email dedicated for RSVPs/Registrations.
- ❖ Social Media — Publicity, Awareness, Call-to-Action
 - Committee to email all BOD members to assign tasks for the event at least 1 week prior to event. Use planning guide to share with all BOD members.
- ❖ All Board Members must assist on the day of the event.
 - A. Setup **B.** Greeters **C.** Registration **D.** Presenters **E.** Clean-up
- ❖ Survey the audience for future meeting/topics and volunteer sign-ups.
- ❖ Debriefing meeting at the following BOD meeting.

Refer to the NHORA Meeting and Events Planning Guide

NHORA CODE OF CONDUCT

Code of Conduct:

NHORA and its Organizational Representatives must, at all times, comply with all applicable laws and regulations. NHORA will not condone the activities of Organizational Representatives who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. NHORA does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, Organizational Representatives must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing NHORA operations.

Organizational Representatives uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek appropriate legal advice.

General Conduct:

NHORA expects its Organizational Representatives to conduct themselves in a businesslike manner. Drunken behavior, gambling, fighting, swearing, unlawfully perusing others, and similar unprofessional activities are strictly prohibited. Organizational Representatives must not engage in sexual harassment or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, sexually propositioning, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer. *

Conflicts of Interest:

Organizational Representatives will perform their duties conscientiously, honestly, and in accordance with the best interests of NHORA. Organizational Representatives must not use their positions, or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if Organizational Representatives sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to a member of the Executive Committee.

Outside Activities, Employment, and Directorships:

All Organizational Representatives share a serious responsibility for good NHORA public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to NHORA and is encouraged.

Relationships with Clients and Suppliers:

Organizational Representatives should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with NHORA or that provides goods or services, or both, to NHORA if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of NHORA. Any such potential investment must be disclosed to the NHORA Board of Directors.

Gifts, Entertainment, and Favors:

Organizational Representatives must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which NHORA has, or is likely to have, business dealings. Similarly, Organizational Representatives must not accept any other preferential treatment under these circumstances because their positions with NHORA might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

Kickbacks and Secret Commissions:

Regarding NHORA business activities, Organizational Representatives may not receive payment or compensation of any kind, except as authorized under NHORA business and payroll policies. In particular, strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate expulsion from the organization.

NHORA Funds and Other Assets:

Pursuant to Sarbanes-Oxley, Organizational Representatives who have access to NHORA funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in NHORA policies and procedures or other explanatory materials, or both. Said understanding, imposes strict standards to prevent fraud and dishonesty. If Organizational Representatives become aware of any evidence of fraud and dishonesty, they should immediately advise the Executive Committee or seek appropriate legal guidance so that NHORA can promptly investigate further.

When a position requires spending NHORA funds or incurring any reimbursable personal expenses, that individual must use good judgment on NHORA behalf to ensure that good value is received for the expenditure. NHORA funds and all other assets are purposed for

NHORA only and not for personal benefit. This includes the personal use of organizational assets, such as computers.

Records and Communications:

Accurate and reliable records of many kinds are necessary to meet NHORA legal and financial obligations and to manage NHORA affairs. NHORA books and records must reflect in an accurate and timely manner for all business transactions. The Organizational Representatives responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both. And must exercise diligence in enforcing these requirements.

Organizational Representatives must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to: false expenses, attendance, production, financial, or similar reports and statements, false advertising, deceptive marketing practices, or other misleading representations.