

Outer Banks Association of REALTORS®
Statements of Policy - Section C

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Outer Banks Association of REALTORS[®]

Policy Manual

Section C. Committees

1. General

1.1 Appointment and Length of Term

The Chairs of Finance & Budget Committee and Property Management Council shall be selected as provided in the By-Laws. The President, subject to confirmation by the Board of Directors, shall appoint all other Committee Chairs. Terms shall begin January 1.

No member may serve more than two consecutive years as Chair of the same committee, unless approved by the Board of Directors.

1.2 Committee Budgets

1.2.1 Committees make recommendations to the Board of Directors on specific action and policy.

1.2.2 It is the responsibility of the committee Chair to stay within the approved budget.

1.2.3 No budgeted committee funds shall be used as a donation.

1.2.4 All purchases by a committee shall be approved in advance using the correct form. Any person or committee authorizing a purchase without said approved purchase order shall pay for the order with their personal funds.

1.2.5 Committee Budget requests for the following year shall be submitted by the current Chair and vice-Chair to the Finance Committee no later than July 1.

1.3 Notice Of Meetings

All committee meetings shall be held at the Association Office unless said meeting elsewhere has been approved by the President or the Board of Directors. Committee meetings shall be coordinated with the staff, allowing adequate time for the proper notice and preparation of materials to be sent to committee members.

1.4 Chair Preparation

Committee meetings should start on time. Chair should prepare an agenda and be prepared to conduct the meeting.

1.5 Roberts' Rules Of Order will be followed at committee meetings. Attendance should be taken at each meeting.

1.6 Attendance Requirements

3 unexcused absences by a committee or board member shall be taken as resignation of the member. Being more than 30 minutes late to a committee or board meeting will be considered an absence.

1.7 Creation Of New Committees

1.7.1 Prior to creating any new committee, the President/Board of Directors shall insure that a policy governing the function of such committee is created for inclusion in the Policy Manual.

1.7.2 The format for the statement of policy shall be consistent with the policy manual format for similar committees and shall contain at least the following elements.

- Statement of the purpose of the committee.
- Specific duties and responsibilities.
- Statement of authority for the committee to carry out duties.
- Statement of relationship to the Board of Directors, staff, other related committees.
- References to pertinent documents governing the committees' function.

1.8 Committee Files

A permanent file shall be maintained at the Board office for all committees, the file shall include meeting minutes.

1.9 Sub-Committees

When creating Sub-Committees, a Committee Chair may appoint one (1) non-committee member for every 2 committee members appointed.

2. **Bylaws & Policy Committee**

2.1 Purpose: The Bylaws and Policy Committee shall oversee the Bylaws and the Policy and Procedures Manual of the Board. The Bylaws and Policy Committee will annually review the policy manual prior to the annual Directors Orientation. The Committee will report to the Board of Directors during the first quarter of the following year with suggested additions, deletions or changes to the Bylaws and the Policy Manual.

2.2 Composition:

- 2.2.1 **Number on Committee:** Seven (7)
- 2.2.2 **Term:** One (1) year; may be reappointed by the President.
- 2.2.3 **Chair:** Appointed by the President.
- 2.2.4 **Vice Chair:** Appointed by the President-Elect.
- 2.2.5 **Makeup:** Seven (7) at-Large members.
- 2.2.6 **Reporting:** Executive Officer and the Board of Directors.

2.3 Duties and Responsibilities:

2.3.1 Draft, in proper form, revisions or amendments to the Bylaws and/or the Policy and Procedures manual of the Board as directed by the President, the Executive Committee or the Board of Directors.

2.3.2 Keep the Policy and Procedures Manual current.

2.3.3 Ensure that proposed changes to the Bylaws and the Policy and Procedures Manual are presented to the Directors and the Membership in accordance with the Bylaws.

2.3.4 Review current standing committees and make recommendations for any necessary changes.

2.3.5 Perform such other duties as directed by the Board of Directors or the President.

3. **Commercial Broker Committee**

3.1 **Purpose:** To be a forum for commercial practitioners to share information, provide education and network.

3.2 **Composition:**

3.2.1 **Number on Committee:** Unlimited

3.2.2 **Term:** One (1) year; may be reappointed

3.2.3 **Chair:** Appointed by the President

3.2.4 **Vice Chair:** Appointed by the President Elect

3.2.5 **Reporting:** Executive Officer and Board of Directors

3.3 **Duties and Responsibilities:**

3.3.1 To hold regular meetings to discuss issues and trends, open to regional commercial practitioners.

3.3.2 To provide education and professional development opportunities to the members.

3.3.3 To perform other such duties as directed.

4. **Community Services Committee**

4.1 **Purpose:** To plan, implement and oversee charitable events and activities of the Association to benefit Designated Funds of the Outer Banks Association of REALTORS® .

4.2 **Composition:**

4.2.1 **Number on Committee:** minimum 12

4.2.2 **Term:** One (1) year; may be reappointed

4.2.3 **Chair:** Appointed by the President

4.2.4 **Vice Chair:** Appointed by the President Elect

4.2.5 **Reporting:** Executive Officer and Board of Directors

4.3 **Duties and Responsibilities:**

4.3.1 Organize and hold annual charitable events and activities of the association.

4.3.2 Raise funds for the Association's Designated Funds, including the Disaster Relief Fund and the Scholarship Fund.

4.3.3 To annually select scholarship recipients based on solicited applications and interviews with scholarship candidates.

4.3.4 To receive and evaluate requests for local and state disaster relief aid

5. Education Committee

5.1 **Purpose:** The Education Committee shall provide ongoing, quality educational programs for the membership within the budget, including the annual educational REALTOR® Fest event held during the first quarter of each year.

5.2 Composition:

5.2.1 **Number on Committee:** Minimum Five (5)

5.2.2 **Term:** One (1) year; may be reappointed

5.2.3 **Chair:** Appointed by the President

5.2.4 **Vice Chair:** Appointed by the President-Elect

5.2.5 **Makeup:** Five (5) at-Large members.

5.2.6 **Restrictions:** The Chair or Vice-Chair may not be an instructor under contract by the Outer Banks Association of REALTORS®.

5.2.7 **Reporting:** Executive Officer and Board of Directors.

5.3 Duties and Responsibilities:

5.3.1 Continue to explore and identify co-operative educational opportunities.

5.3.2 Provide a variety of course content offerings and quality instructors to meet and maintain the member's educational needs, consistency, and prominence of the educational opportunities.

5.3.3 Survey course participants for overall evaluation of course and content.

5.3.4 Consider industry trends with regard to educational curriculum.

5.3.5 Assess the effectiveness and realign if needed the framework of the educational curriculum.

5.3.6 All requests for funds are to be channeled through the Budget/Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests.

5.3.7 For REALTOR® Fest: Select and coordinate the speaker, topic, event, location, catering, and all other facets of the event. Solicit all sponsors and gather prizes as needed for various giveaways during the event.

5.3.8 Perform such other duties as directed by the Board of Directors or the President.

Election Committee

6.1 **Purpose:** The Election Committee shall conduct the annual election of the Directors and Officers of the Association.

6.2 Composition:

6.2.1 **Number on Committee:** Three (3)

6.2.2 **Term:** One (1) year; may be reappointed

6.2.3 **Makeup:** Three (3) Active Past Presidents

6.2.4 **Chair:** Appointed by the President, with approval of Board of Directors

- 6.2.5 **Restrictions:** Committee members may not be candidates in the annual election in the same year as they serve on this committee.
- 6.2.6 **Reporting:** The Chair is responsible to report the results of the election to the Secretary, who shall report these results to the Membership.

6.3 Duties and Responsibilities:

- 6.3.1 Conduct the annual election of the Association in accordance with the Bylaws, Policies, and utilizing Robert's Rules of Order in all instances not otherwise specified in the Association's governing documents.
- 6.3.2 Provide members with the opportunity to vote at the Association office anytime during business hours over a period of five business days, to conclude at the annual meeting.
- 6.3.3 Ensure there is no electioneering inside the association building during the voting period, or within 100 feet of the poll.
- 6.3.4 Approve the ballot format prior to its use in the election.
- 6.3.5 Ensure the security of the ballots at all times during the election.
- 6.3.6 Perform the tallying of the ballots immediately after the poll closes with the Executive Officer, create and sign off on a Teller's Report to be given to the Secretary. The Teller's Report shall be created in the format specified in Robert's Rules of Order, and will become part of the official records of the organization.
- 6.3.7 Cause the creation of, and approve a standardized format for a form to be used in an election petition process.
- 6.3.8 Ensure all ballots are held for a period of 30 days immediately following the election, and oversee the destruction of these ballots at the end of the 30 day waiting period.

7. **Equal Opportunity & Cultural Diversity Committee**

- 7.1 Purpose: The Cultural Diversity/Equal Opportunity Committee shall develop and recommend policy promoting equal opportunity in housing and diversity within the real estate industry.

7.2 Composition:

- 7.2.1 **Number on Committee:** Minimum of Three (3)
- 7.2.2 **Term:** One (1) year; may be reappointed
- 7.2.3 **Chair:** Appointed by the President
- 7.2.4 **Vice Chair:** Appointed by the President-Elect
- 7.2.5 **Makeup:** Minimum of three (3) At-Large members.
- 7.2.6 **Restrictions:** None
- 7.2.7 **Reporting:** Executive Officer and the Board of Directors.

7.3 Duties and Responsibilities:

- 7.3.1 Monitor changes related to cultural diversity.

7.3.2 All requests for funds are to be channeled through the Budget/Finance Committee for inclusion in its report to the Executive Committee as to the budgeting impact of such funds requests.

7.3.3 Perform such other duties as directed by the Board of Directors, the Executive Committee or the President.

8. **Finance & Budget Committee**

8.1 **Purpose:** The Finance & Budget Committee shall monitor along with the Executive Officer and the Bookkeeper yearly income and expenditures, prepare budgets and recommend adjustments as needed)

8.2 Composition:

7.2.1 **Number on Committee:** Eight (8).

7.2.2 **Term:** One (1) year.

7.2.3 **Chair:** Treasurer

7.2.4 **Makeup:** President, President-Elect, Treasurer and Five (5) at-Large members to be appointed by the Chair.

7.2.5 **Restrictions:** All committee meetings to be restricted to committee members and appropriate staff unless otherwise permitted by the committee.

7.2.6 **Reporting:** Executive Officer, Executive Committee, and the Board of Directors.

8.3 Duties and Responsibilities:

7.3.1 Prepare a budget of estimated incomes and expenses to be submitted to the Executive Committee and Board of Directors in accordance with the budget process outlined in Section A of the Policy and Procedures Manual.

7.3.2 Ensure compliance with the annual approved budget.

7.3.3 Review and disseminate financial reports to Board of Directors.

7.3.4 Perform such other duties as directed by the Board of Directors or the President.

9. **Grievance Committee - See Policy Statements Section B.**

10. **Hurricane Assessment Committee**

10.1 **Purpose:** To act as a liaison and facilitate distribution of critical information with Dare and Currituck Counties in the event of a hurricane or other natural disaster.

10.2 Composition:

10.2.1 **Number on Committee:** minimum Five (5); one liaison to each county.

10.2.2 **Term:** One (1) year; may be reappointed

10.2.3 **Chair:** Appointed by the President

10.2.4 **Vice Chair:** Appointed by the President Elect

10.2.5 **Reporting:** Executive Officer, Board of Directors

10.3 Duties and Responsibilities:

- 10.3.1 Liaisons/chairs must attend all training and meetings regarding emergency operations of the respective counties.
- 10.3.2 To provide ongoing communication with Executive Officer and OBAR staff during evacuation or other emergency. OBAR staff will disseminate information to all members.
- 10.3.3 To join assessment teams as directed by county and/or town authority.
- 10.3.4 To cooperate with all law enforcement, governments and relief efforts by providing information as requested and disseminating information as needed.

11. **Legislative/RPAC Committee**

11.1 Purpose: The Legislative Committee shall review state and local public policy issues affecting the real estate industry and members of Outer Banks Association of REALTORS®.

11.2 Composition:

- 11.2.1 **Number on Committee:** Minimum of six.
- 11.2.2 **Term:** One (1) year; may be reappointed
- 11.2.3 **Chair:** Appointed by the President
- 11.2.4 **Vice Chair:** Appointed by the President-Elect
- 11.2.5 **Makeup:** Minimum of six at-large members.
- 11.2.6 **Reporting:** Executive Officer and Board of Directors

11.3 Duties and Responsibilities: Fostering a proactive relationship with local and state legislative leaders and to be the leading advocate of the real estate industry, private property rights and the issues that most affect the members' ability to serve the public with competency, integrity and professionalism as outlined in the OBAR Legislative Statement of Policy. This committee works with the Government Affairs Director to achieve the following:

- 11.3.1 Involvement in local political issues with monitoring & lobbying
- 11.3.2 Lobby on local issues.
- 11.3.3 Monitor Planning & Zoning agendas along with meetings of all local governments and the school board. Create sub-committees for each governmental entity.
- 11.3.4 Educate the general public on preservation of private property rights and/or OBAR's and NCAR's dedication to protect them.
- 11.3.5 Encourage REALTOR® members and others to understand the nature and actions of their government as they relate to important political issues and to become informed concerning the records of office holders and candidates for elective office
- 11.3.6 Identify candidates for election to local and state offices.
- 11.3.7 Perform such other duties as directed by the Board of Directors or the President.

11.3.8 Any member of the Legislative Committee who also serves and is reimbursed for attending the meetings of the NCAR Legislative Committee Meetings shall agree to accept and monitor a town and/or specific issues assignment on the local level.

11.3.9 Ensure the collection of RPAC contributions to support candidates for state and local political office in the State of North Carolina through direct collections, and coordination of RPAC functions and the annual Auction. Communicate what RPAC is and does, and keep membership informed of RPAC successes.

12. **Membership, Member Services & Public Relations Committee**

12.1 **Purpose:** The Membership Committee shall serve in the capacity of ambassadors for the Outer Banks Association of REALTOR[®] encouraging new REALTOR[®] members and new Affiliate Members. The Membership Committee works to encourage member participation in events and activities of the Association. Membership and PR Committee shall advertise any event, awards and community service to the public.

12.2 Composition:

12.2.1 **Term:** One (1) year

12.2.2 **Chair:** Appointed by the President.

12.2.3 **Vice Chair:** Appointed by the President-Elect

12.2.4 **Makeup:** Minimum Five (5).

12.2.5 **Reporting:** Executive Officer and the Board of Directors.

12.3 Duties and Responsibilities:

12.3.1 Develop General Membership Meeting content, determine and schedule speakers as needed for all General Membership Meetings. Induct and introduce new members at General Membership meetings.

12.3.2 Develop and maintain REALTOR[®] Partner and VIP programs.

12.3.3 Encourage new memberships, both REALTOR[®] and Affiliate

12.3.4 Arrange publicity.

12.3.5 Assess that any applicant for membership is applying for the correct type of membership.

12.3.6 Provide written notice of application to the membership and invite written comment in accordance with the Association Bylaws.

12.3.7 Provide written report to the BOD after the 30 day comment period in accordance with the Association Bylaws.

12.3.8 Perform such other duties as directed by the Board of Directors, the Executive Committee or the President.

13. **Multiple Listing Service Committee**

13.1 **Purpose:** To oversee the operation of the MLS and implement the MLS Rules & Regulations under the guidance and direction of the Board of Directors and according to the provisions of the NAR Multiple Listing Rules and Regulations.

13.2 **Composition:**

13.2.1 **Number on Committee:** Minimum Nine (9) or number equal to 1% of membership

13.2.2 **Term:** 3 years

13.2.3 **Chair:** Appointed by the President.

13.2.4 **Vice Chair:** Appointed by the President Elect

13.2.5 **Reporting:** Executive Officer and Board of Directors

13.3 **Duties and Responsibilities:**

13.3.1 Periodically review the Multiple Listing Rules and Regulations for accuracy and compliance with any laws, rules or guidelines from agencies having authority over the Outer Banks Association of REALTORS®.

13.3.2 Recommend changes to the Multiple Listing Rules and Regulations for approval by the Board of Directors or membership as appropriate.

13.3.3 Maintain a current copy of the MLS Rules and Regulations as an attachment to this policy manual section.

13.3.4 Monitor the participation of members and make recommendations to the Board of Directors regarding enforcement of Rules and Regulations.

12.3.5 Periodically review the adequacy of the MLS Computer system and recommend program revisions to the Board of Directors.

13.3.6 Work with the computer system vendor to insure vendor performance according to the contract.

13.3.7 Establish a computer vendor review and selection process to accomplish any necessary contract review or vendor changes at the end of a current contract in an efficient and timely manner.

13.3.8 All rule changes and proposed rule changes, with a copy of the changed form, shall be noticed out to all Designated REALTORS® via facsimile, mail or electronic mailing (Email) and to the members through the Board Briefs. (07/06)

13.3.9 The Board of Directors must approve all changes or additions to the MLS Forms or data fields.

14. **Nominating Committee**

14.1 **Purpose:** The Nominating Committee shall be responsible for annually nominating a slate of Officers of the Board to serve as prescribed in the Board's Bylaws with at least candidate for each place to be filled on the Board of Directors.

14.2 Composition:

14.2.1 **Number on Committee:** Seven (7)

14.2.2 **Term:** One (1) year

14.2.3 **Chair:** President Elect

14.2.4 **Makeup:** Immediate Past President, President, President Elect, one (1) active Past President, one (1) current Director, two (2) members At-Large all appointed by the President with approval of Board of Directors.

14.2.5 **Restrictions:** Must be a REALTOR[®] member. All committee meetings will be restricted to committee members and appropriate staff unless otherwise permitted by the Chair.

14.2.6 **Reporting:** Executive Officer and the Board of Directors.

14.3 Duties and Responsibilities:

14.3.1 Meet no later than the month of August.

14.3.2 Review potential candidates for positions as Officers or Directors

14.3.3 Select at least one candidate for each office, and at least one candidate for each place to be filled on the Board of Directors.

14.3.4 Make a report of the Nominating Committee at least 60 days preceding the election.

14.3.5 Publish requirements for each position to all candidates.

14.3.6 Perform such other duties as directed by the Board of Directors, the Executive Committee or the President.

15. **Professional Standards Committee - See Policy Statements Section B.**

16. **Property Management Committee**

16.1 Purpose: To provide a forum for educating property managers on all community and local issues which affect vacation rental and long term property management.

16.2 Composition:

16.2.1 **Number on Committee:** Minimum of 3

16.2.2 **Term:** One (1) year; may be reappointed

16.2.3 **Chair:** Property Management Director

16.2.4 **Vice Chair:** Appointed by the President Elect

16.2.5 **Reporting:** Executive Officer and Board of Directors

16.3 Duties and Responsibilities:

16.3.1 To provide meetings to discuss trends and issues

16.3.2 To provide educational and professional development instruction to the members.

16.3.3 To perform such other duties as directed by the Board of Directors, the Executive Committee or the President

17. **REALTOR[®] of the Year Committee**

17.1 Purpose: The ROTY committee will be responsible for annually selecting the REALTOR[®] of the Year.

17.2 Composition:

17.2.1 **Number on Committee:** Seven (7)

17.2.2 **Term:** One (1) year

17.2.3 **Chair:** President

17.2.4 **Makeup:** Immediate Past 4 ROTY members and 2 at-large members appointed by the President.

17.2.5 **Restrictions:** Must be a REALTOR® member. All committee meetings will be restricted to committee members and appropriate staff.

17.2.6 **Quorum:** Five (5)

17.2.7 **Reporting:** Executive Officer.

17.3 Duties and Responsibilities:

17.3.1 Meet no later than the month of October.

17.3.2 Solicit candidate recommendations from the general membership for consideration.

17.3.3 Select candidate no later than November 1st and inform executive officer of decision.

17.3.4 Perform such other duties as directed by the Board of Directors, the Executive Committee or the President.

18. **Strategic Planning Committee**

18.1 Purpose: The Strategic Planning Committee shall be charged with creating a dynamic strategic plan for the Board.

18.2 Composition:

18.2.1 **Number on Committee:** Minimum nine (9)

18.2.2 **Chair:** President-Elect

18.2.3 **Makeup:** President, President-Elect, and a minimum of seven (7) members At-Large appointed by the President and approved by the Board of Directors.

18.2.4 **Restrictions:** All committee meetings will be restricted to committee members and appropriate staff unless otherwise permitted by the committee)

18.2.5 **Limits:** If a member misses any two (2) meetings in a calendar year to include the annual retreat, it will be considered an automatic resignation. If a member is removed or resigns for any reason, the President will make an appointment to fill the vacancy.

18.2.6 **Reporting:** Executive Officer and the Board of Directors.

18.3 Duties and Responsibilities:

18.3.1 Develop a current strategic (long range) plan for the Board to follow.

18.3.2 Access the Board's total environment from the perspectives of its members and other organizations and groups impacted by the Board.

18.3.3 Create a formal process for implementation and maintenance of the Strategic Plan.

18.3.4 Define the most critical issues in the Strategic Plan and the tactical responses to those issues.

18.3.5 Promote the Strategic Plan's initiatives to the membership.

18.3.6 Perform such other duties as directed by the Board of Directors, the Executive Committee or the President.

19. **Technology Committee**

19.1 Purpose: The Technology Committee shall evaluate and maintain the current technological capabilities of the Board in order to provide the board office with cost-effective state-of-the-art programs, products and services.

19.2 Composition:

19.2.1 **Term:** One (1) year; may be reappointed

19.2.2 **Chair:** Appointed by President

19.2.3 **Vice Chair:** Appointed by the President-Elect

19.2.4 **Makeup:** Minimum seven (7).

19.2.5 **Restrictions:** Technologically Advanced Members

19.2.6 **Reporting:** Executive Officer, and the Board of Directors.

19.3 Duties and Responsibilities:

19.3.1 Analyze the Board's web site and links.

19.3.2 Implement and maintain an e-commerce option for on-line billing, collections and registrations.

19.3.3 Assess potential technological methods of delivering educational benefits to the membership.

19.3.4 Identify and evaluate technological and equipment needs for day-to-day operations of the Board office

19.3.5 Report needs assessments to the Board of Directors.

19.3.6 Perform such other duties as directed by the Board of Directors, the Executive Committee or the President.