

Association of Texas Appraisers

Leadership Responsibilities



Responsibilities and Expectations of the Association of Texas Appraisers Board Members

This following outline of the responsibilities and expectations of ATA Board membership has been prepared for the information of potential candidates. Please review and consider these items if you are contemplating running for office.

Eligibility

You are eligible for election to the Board if you are a voting member of ATA in good standing. In addition, you should

- Have a genuine interest and commitment to the mission and vision of the Association.
- Be free of any conflicts of interest with ATA.
- Be able to interact and work with local, state, and national leaders, speak in front of varied audiences if asked, and represent the Board of Directors in a positive, effective manner.
- Have access and be able to use a computer, read Email, and interact via electronic communications from the ATA staff, Board, and the membership.
- Have experience and the ability to understand and interpret financial issues, required reports, legal matters, and government requirements for nonprofit organizations.

Board Objectives

The Board is responsible for the overall management of ATA. It is expected to provide leadership and governance for ATA and act in the best interests of all the members of ATA by promoting the association's goals.

Becoming Familiar with ATA

ATA is a not-for-profit organization with approximately 350 members from Texas.

To become more familiar with ATA, log on to the website (www.txappraisers.org), and read the Mission Statement. You can also read the minutes of Past Board and Membership Meetings (click on the membership tab).

Responsibilities

Directors are expected to work in a cooperative fashion and decisions are achieved by consensus as much as practicable.

Directors should:

- Take every opportunity to meet with members of ATA to understand their business requirements and promote the benefits derived from membership.
- Promote the benefits of ATA to the real property appraisal industry and seek financial resources and voluntary participation in support of ATA.
- Define, communicate, monitor, and refine ATA's values and strategies.
- Delegate to the Executive Director the responsibility and resources to achieve the stated ends, within the limitations of the Board's definition of acceptable practice.
- Operate within the limits defined by relevant statutes and ATA's Bylaws.
- Plan for succession at each Annual Meeting.
- Demonstrate leadership by embracing the spirit of voluntarism.

Time Commitment

The job of a Director requires the following time commitment:

- Regular attendance at Board meetings (typically 2 per year that last about 2 hours each).
- Sufficient advance preparation and active participation at Board meetings.
- Active participation in ensuring performance in the interests of the members.
- Willingness to spend at least 2 hours per month on Board affairs in addition to attending Board meetings.

Election

The Board consists of Directors elected at each Annual Meeting of ATA, which is held in Annual Meeting each year. Directors who wish to remain on the Board are required to resubmit a nomination when their term is up.

Term

Each Director is expected to fulfill their obligations for a three-year term. To provide continuity, three new (or re-appointed) Board Members are elected each year.

Size of the Board

The Bylaws of ATA restrict the size of the Board to 9 members, as set by the Annual General Meeting. Within those limits, the Board may fill any vacancy that arises during the year.

The Board governs ATA by emphasizing strategic direction and values. The Board recognizes that the resources and values of ATA preclude a large administrative staff. Therefore, some work must be carried by volunteers, including Directors.

Board Officers

The Board must elect from its members the following officers: President, Vice President, Secretary and Treasurer. From time to time, sub-committees under the leadership of a Board member (or members) are struck. Board members are expected to participate as they can contribute and as opportunities for leadership arise. Nominees should consider their availability and qualifications to serve in these capacities.

Expenses

Directors shall receive a \$50 stipend for attending board meetings.

Board of Directors Job Descriptions

The ATA Board of Directors consists of president, vice president, treasurer, secretary, and directors.

Responsibilities shared by all board members:

- Actively participate in all board meetings, conference calls and other meetings,
- Read meeting preparatory materials, and reports distributed by board, participate in conference calls, and be an active liaison between the board of directors, ATA staff, and the membership at large.
- Create and implement policies and goals as appropriate and that further the mission of the Association.
- Create and approve an annual operating budget for the Association or delegate responsibility.
- Work in collaboration with identified stakeholders to identify ongoing needs, grow membership, create programs, services, and revenue streams.
- Identify new leaders who could assist with goal attainment and needs fulfillment for the Association.
- Seek additional funding sources, grants, and provide for perpetuity of membership services and benefits.
- Apply knowledge of local, state, and federal requirements and regulations for operation of a nonprofit 501c3 tax exempt agency to association business and affairs.
- Assure that data, lists, files, communications, official paperwork, etc. is reviewed, maintained and appropriately stored and/or delegate such responsibilities.
- Analyze, evaluate, and approve financial reports and operational records of the Association.
- Be familiar with and adhere to the by-laws of the Association.
- Work cooperatively and in collaboration with the ATA Executive Director.
- Maintain confidentiality of non-public business of ATA.
- Attend and play an active role in the ATA Meetings.
- Write at least 1 article for ATA Connections during your three-year term.
- Assume other duties and responsibilities as may be assigned by the Board of Directors.
- Participate in annual evaluation of ATA Executive Director.

President

President is responsible for providing insight and input to the board from the membership as a whole, and to take on responsibilities within the activities of ATA as needed and deemed necessary. The president is the chief elected officer and will preside over board meetings.

- Term: The office of president is a two-year progression, beginning by being elected as vice president in year one and year two assumes the role of president. President takes office at the Board of Directors Meeting at the ATA Annual Meeting and Education Conference following progression and terminates at the conference one year from that date.
- This office may require 5-10 hours per month in addition to semi-annual meetings with duration of two meeting days.
- The president shall write article(s) and report(s) for the ATA Connections.
- The president will appoint committee members and chairs.
- The president will attend additional conferences and workshops as recommended by the Executive Director.
- The president will initiate conference calls with the board as needed.

Vice President

Vice president provides insight and input to the board from the membership as a whole, and takes on responsibilities within the activities of the ATA as needed and deemed necessary by the President of the board. This position offers training for eventual presidency.

- Term: The vice president is step one in the presidential progression and year two assumes the role of president. The VP takes office at the Board of Directors Meeting at the ATA Annual Meeting and Education Conference following progression and terminates at the conference one year from that date.
- This office will usually require 1 - 2 hours per month in addition to semi-annual meetings with duration of two meeting days. As well as the board meetings, the VP will participate in conference calls and other events as requested by the president.
- The VP will, in the absence or inability of the president to exercise the office, become acting president of the organization with all rights and privileges and powers of the president.
- Participates closely with the president to develop and implement officer transition.
- The VP will participate in the planning and facilitating of board meetings.
- Supports and implements association initiatives.

Treasurer

Treasurer is responsible for providing insight and input to the board from the membership as a whole, and to take on responsibilities within the activities of ATA as needed and deemed necessary by the President of the board.

- Term: The treasurer is elected for a one-year term by the Board of Directors beginning by taking office at the Board of Directors meeting at the ATA Annual Membership Meeting following election and terminating at the conference one year from that date.
- This office requires about 1 - 2 hours per month in addition to semi-annual meetings with duration of two meeting days. As well as the board meetings, the treasurer will participate in conference calls and other events as requested by the president.
- The treasurer shall perform such tasks as assigned from time to time by the president and any tasks required of a treasurer under law. The treasurer shall review the year-end audit and confer with executive director and auditor, as necessary.
- The treasurer will write a narrative report to present at the annual meeting.
- The treasurer should be comfortable understanding financial statements.

Secretary

Secretary is responsible for providing insight and input to the board from the membership as a whole, and to take on responsibilities within the activities of ATA as needed and deemed necessary by the President of the board.

- Term: The secretary is elected for a one-year term by the Board of Directors beginning by taking office at the Board of Directors meeting at the ATA Annual Membership Meeting following election and terminating at the conference one year from that date.
- This office requires about 1 - hours per month in addition to semi-annual meetings with duration of two meeting days. As well as the board meetings, the secretary will participate in conference calls and other events as requested by the president.
- The secretary shall actively participate in and take minutes at all board meetings, conference calls, general membership meetings and other meetings as requested by the president.
- The secretary will forward the minutes within 15-30 days to the president and executive director for corrections and minor edits.

Directors

The directors are responsible for providing insight and input to the board from the membership as a whole, and to take on responsibilities within the activities of ATA as needed and deemed necessary by the president of the board.

- Three directors are appointed at the Annual Membership meeting by the members in attendance.
- Term: Directors at large serve a three-year term beginning by taking office at the Board of Directors Meeting at the ATA Annual Meeting and Education Conference following progression and terminates at the conference three years from that date.
- This office requires board work of about 1 - 2 hours a month in addition to semi-annual meetings with duration of two meeting days. As well as the board meetings, the directors will participate in conference calls and participate in other events as requested by the president.
- Projects and tasks are assigned by the board president. These could be information gathering to contribute to a board project, report writing and presenting, board exercises, and other tasks as assigned.
- President may request Directors to participate in task forces or work groups developed by Board of Directors.

Excerpt from the ATA Bylaws - ARTICLE V --- BOARD OF DIRECTORS

Section 1 - Board role, size, and compensation: The board is responsible for overall policy and direction of the association. The board shall have a Chairman of the Board plus nine members, all of whom must be voting members of the association. Directors shall receive a \$50 stipend for attending board meetings. The amount of the director's fee shall be recommended by the board as part of the annual budget and as approved by the members at the annual meeting. Directors shall also receive complimentary registration to association meetings.

Section 2 - Terms: All Board members (except the Chairman of the Board) shall serve three-year terms but are eligible for re-election. At the time of election of the first board, directors shall draw for, or otherwise agree to, one, two or three-year terms, so there shall be staggered terms with three directors being elected each of the following years. There shall be a two consecutive term limit for directors with a one-year break before being considered eligible for re-election.

Section 3 - Meetings and notice: The board shall meet at least semi-annually, at an agreed upon time and place. Directors shall receive written notice of semi-annual meetings, by mail or e-mail, not less than one month prior to the meeting.

Section 4 - Nominations: The Nominating Committee shall be responsible for nominating a slate of at least three members representing the association's diverse constituency. In addition, any member can nominate a candidate at the meeting at which directors will be elected.

Section 5 - Board elections: Directors shall be elected or re-elected by a simple majority of voting members present at the annual meeting.

Section 6 - Quorum: For business transactions to take place and motions to be passed, five board members represent a quorum.

Section 7 - Officers and duties: There shall be a Chairman of the Board and four officers of the board: president, vice-president, secretary, and treasurer. Their duties are as follows:

7a: The Chairman of the Board is to manage and provide leadership to the Board of Directors. The Chairman is accountable to the Board and acts as direct liaison between the officers, directors, and membership. The Chairman acts as the communicator for Board decisions where appropriate. The Chairman provides independent advice, recommendations, and counsel to the Board and to the Executive Director. The Chairman of the Board is a non-expiring position appointed by the Board of Directors. The Chairman has voting privileges at all Board of Director meetings. Compensation will be as determined by the board as part of the annual budget.

7b: The president shall oversee the operation of the association and shall have the duties and powers typically vested in the chief elected officer of a not for profit association. The president shall convene regularly scheduled board and membership meetings and shall preside at said meetings. The president shall have such other powers and perform such other duties as may be directed from time to time by the board.

7c: The vice-president shall convene and preside at meetings in the absence of the president and shall automatically succeed to the presidency at the end of his term.

7d: The secretary shall be responsible for maintaining records of the association, including the taking of minutes at all board and membership meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records and reports are up to date and maintained.

7e: The treasurer shall be responsible for maintaining the financial records of the association and shall receive and account for all income and pay and account for all expenses. The treasurer shall make a report at each board meeting relative to the financial status of the association, shall assist the president in preparing the annual budget, and shall ensure that any required financial reports to governmental entities are filed in a timely manner.

7f: The immediate past president shall serve as an ex-officio member of the board with no voting rights, unless he/she is still completing part of a three-year term as director, in which case he/she shall continue to be a voting member until his/her term expires.

Section 8 - Vacancies: When a vacancy on the board occurs mid-term, the secretary shall receive nominations for a new member from present board members in advance of the next regular board meeting. These nominations shall be sent out to board members with the regular board meeting notice and will be voted upon at the next board meeting. Such vacancy or vacancies will be filled only until the end of the departing board member's term.

Section 9 - Resignation, absences, and termination: Resignation from the board must be in writing and received by the president or secretary. A board member shall be terminated from the board due to excess absences, i.e., more than two unexcused absences in a row from board meetings. A board member, including Chairman of the Board, may be removed for cause by a three-fourths (3/4) vote of the remaining directors.

Section 10 - Special meetings: Special meetings of the board shall be called upon the request of the president or one-third (1/3) of the board. Notice of special meetings shall be sent out by the secretary to each board member at least two weeks in advance.

Section 11 - Action without a meeting: Any action required or permitted to be taken by the board may be taken without a meeting if a majority of the board consents in writing to that action. Such consent may be in electronic form. An action by written consent shall have the same force and effect as any other validly approved action of the board. Such written consents shall be filed with the minutes of the proceedings of the board.

Section 12 - Executive director: The board may, as deemed necessary, engage the services of an individual to serve as executive director of the association. The duties of the executive director shall be to assist the board in conducting the business of the association and as specifically delineated by the board. Association members are not precluded from filling this position. Compensation will be as determined by the board as part of the annual budget.

Section 13 - Budget: The president, with the assistance of the treasurer and the executive director, shall prepare an annual budget to be reviewed by the board and approved by the members at the annual meeting.

(as of February 20, 2015 Bylaws)

Executive Director Job Description

Summary: The Executive Director of the Association of Texas Appraisers (ATA), a nonprofit organization. In this capacity the incumbent is responsible for implementation of policies set by the Board of Directors as well as annual goals and objectives, financial, program and administration management of the association. Guidance, direction, and assistance are provided by the President, Board of Directors, and members of the ATA.

Essential Duties:

- Overall leadership of ATA in the development and implementation of short and long-range plans and policies and other activities.
- Financial management of the association, including development and implementation of the annual budget. Maintain computerized accounting records and checkbook. This includes the billing and collection of annual dues, designation and membership fees, signatures for bank, and other related duties.
- Select conference facilities for 4-5 meetings per year.
- Prepare and distribute quarterly newsletter.
- Maintain ATA website.
- Assist the Board of Directors in setting goals for, and conducts, annual meetings, educational sessions, and membership of the ATA. This includes preparing and distribution of meeting notices, forwarding informational material to the board and members as needed, assist President in preparing agendas for general membership and board meetings.
- Prepare certificates of appreciation for outgoing members, order out-going president's plaque, assure members receive certificate of completion for educational sessions put on by ATA.
- Answer inquiries regarding ATA membership from non-members.
- Responsible for liaison with other organizations, such as TALCB, FACT, etc.
- Responsible for providing information, advice and counsel to the President, Board of Directors, and the association in creation of policies, programs, and strategic direction of the association.
- Support of all activities associated with the Board of Directors, including meetings, meeting schedules, locations, development of agenda and meeting materials.
- Responsible for administration of overall operation of the association, including; reviewing and evaluating the results of educational sessions, work with education providers to ensure sessions have obtained proper approvals, allocating resources for program effectiveness and efficiency, developing organizational and administrative policies and program objectives for board consideration and maintaining a membership list.
- Ensures proper IRS filings are made each year.
- Assume related responsibilities as appropriate or assigned by the Board.

Qualification Requirements:

- In-depth knowledge of the management process, especially as it applies to growth and long-term planning.
- Marketing and promotional skills.
- Financial/accounting skills to manage the association budget.
- Effective leadership and organizational skills.

- Effective oral and written communication skills
- Ability to plan organization-wide meetings and activities.
- Basic knowledge of html programming.

Educational and/or Experience:

Nonprofit work experience in comparable fields.

Demonstrate effective leadership skills or experience in planning, budgeting, communicating, marketing, organization of conferences and membership.

Personal qualities that include integrity and commitment to ATA's mission.

Must have working knowledge of computer programs (word processing, spreadsheets, and PowerPoint, Quickbooks).

The incumbent is expected to demonstrate these competencies in performance that can be measured and result in positive outcomes. These core competencies represent effective administration of ATA and its programs as well as fulfillment of its mission.

Communicates effectively with multiple audiences using a variety of formats. This includes but is not limited to written communication with the board and members of ATA; representation at meetings and outside groups regarding a variety of issues affecting ATA.

Understands all aspects of managing a nonprofit organization; provides advice to its membership and understands the duties and responsibilities of the position, including broad technical knowledge.

Remains conscientious, thorough, accurate and reliable with respect to the organizational goals and the needs of the members of ATA. This includes being available and responsive to issues and concerns as they arise.

Maintains effective system of controls to account for all receipts and expenditure of funds as directed by the Board. This includes budget reports to the board and membership as directed and making sure the annual audit is assigned to be completed.

(The Executive Director has travel reimbursement of \$50 if within 100 miles and \$150 for over 100 miles.)

Reports to the ATA Board of Directors