

# Mentoring Guide Booklet

## Three In One Membership

LOCAL ASSOCIATION



STATE ASSOCIATION



NATIONAL ASSOCIATION



# **Contents**

## **Welcome Letter**

### **HBA of Berks County**

Types of Membership

HBA & RHBA Benefits

Structure of the HBA

Organizational Chart

Restoring Hope Foundation

Duties of the Board of Directors, Committees, and Staff Members

Educational Opportunities

Networking Opportunities

Present Officers, Board and Committee Chairs

### **Pennsylvania Builders Association**

PBA Benefits

Structure of the PBA

Organizational Chart

### **National Home Builders Association**

NAHB Benefits

Structure of the NAHB

Organizational Chart

Duties and Responsibilities

Example of Council Structure

Example of Council Organizational Chart

### **Leadership Mentor Program**

Date: \_\_\_\_\_

Subject: HBA Handbook for Mentee

To: \_\_\_\_\_

CC: Katie Mauger, Membership Coordinator

From: \_\_\_\_\_

**Welcome to the Home Builders Association of Berks County's mentoring program!** This handbook provides you with relevant and useful information to support you during your time as a mentee. In order to guide you during your first few months in the association, I have been assigned as your mentor. I am here to support your efforts in understanding the association and its benefits, to partner with you in professional networks, and to learn and share experiences.

The following pages of this handbook offer an explanation of the association at a local, state, and national level. You will also understand what to expect as a mentee, helpful tips for how to build your business through your membership, and the available cost saving programs.

I believe you will find the mentoring program provides a great opportunity for you to learn more about the association and lead the way for better professional development. Please review the documents and let me know if you have any questions.

Thank you for participating as a mentee. Enjoy your journey!

# Types of Membership

## **BUILDER MEMBER**

Our Builder Members are comprised of the finest builders and remodelers in Berks County. These professionals in Berks County base their business on quality craftsmanship, a strong work ethic, and a commitment to customer service.

Builder Membership is open to any person, firm, corporation, or company that is, or has been, in the business of building or remodeling homes, apartments, schools, commercial, industrial, or other structures/buildings normally related and appurtenant to a community; or in land development; and who transacts such business primarily in Berks County.

## **ASSOCIATE MEMBER**

Our Associate Members are made up of the trade contractors, suppliers, and service providers that support the homebuilding industry in Berks County.

Associate Members of the HBA include: plumbers, roofers, electricians, architects, excavators, banks, cellular phone companies, decorators, suppliers as well as many other businesses that support our membership.

Associate Membership is open to any person, firm, or corporation engaged to any allied trade, industry, or profession other than that of builder/remodeler within the territorial jurisdiction of the Home Builders Association of Berks County.

## **AFFILIATE MEMBER**

It is any person employed by a Voting Class Member that submits an application for HBA of Berks County membership approval. Qualifications for approval shall be an employee of a member in the Voting Class and not meet the definition of a Voting Class Membership. Must adhere to all the ethics and by-laws of the Association and may not serve on the Local/PBA/NAHB in Leadership/Director/Office of the Board.

- All benefits of this membership will be defined in a Policy.
- Access to programs and benefits at all three levels that are value added such as IBS, Affinity, and GM Auto Program.

## **RETIRED MEMBERSHIP**

Any past Builder and Associate Member who has been a member in good standing for at least five consecutive years may, upon retirement from active business, qualify for the Retired Membership category set by the Board of Directors.

## **HONORARY MEMBERSHIP**

They must be approved by the Board of Directors. An Honorary Member must not be able to qualify as a member in any other Class or Type and has routinely assisted the HBA of Berks County in achieving its Mission. Member benefits would be limited to a listing in our membership directory and website, and receive the association's monthly newsletter.

## **STUDENT MEMBERSHIP**

Student members study building-related subjects at their high schools, vocational schools, technical schools, community colleges, or universities. Students join NAHB by becoming members of their student chapters. The student chapters involved in the HBA of Berks County are Reading Muhlenberg Career & Technology Center and Berks Career & Technology Center.

# **Additional Memberships**

## **REMODELERS COUNCIL**

The Remodelers Council of the Home Builders Association of Berks County, known as RHBA, was formed in 2007. The council targets specific disciplines within the home building industry and give members with common interests the opportunity to exchange ideas, further their education, and develop policies that benefit their areas of interest.





# Benefits

Education

Member to Member Discounts

Parade of Homes

Spring and Fall Home Shows

Legislative

Networking

Monthly Newsletters

Invaluable Business Contacts

\*\*\*\* [Check out websites for up to date benefits.](#)



# Benefits

Support the Remodeling Industry in Berks County

Discounted fee for any RHBA events sponsored through our HBA

Listed in the Annual Directory & Home Buyers Guide  
under "Remodelers Council Members"

Receive "Remodeler" magazine from the National Association of  
Home Builders (NAHB)

Many educational opportunities through the Home Builders  
Association of Berks County (HBA) and the National Association of  
Home Builders (NAHB)

Discounted registration fee for the National Remodelers Show

Holds monthly or quarterly meetings to help educate, motivate and  
most importantly provide networking opportunities!!!

**\*\*\*\* Check out websites for up to date benefits.**

# THE STRUCTURE OF HOME BUILDERS ASSOCIATION OF BERKS COUNTY

## History of HBA

The Home Builders Association of Berks County was established on May 27, 1957. The Association celebrated its 50th Anniversary in 2007. We have approximately 335 members in our association. We provide education, technical training, legislative support, and networking to all of our members. By providing these benefits, the Berks County Community is assured of receiving the highest quality products at affordable prices whenever they choose to do business with a company from our membership.

We are a local chapter of the Pennsylvania Builders Association (PBA) and National Association of Home Builders (NAHB). We are one of 38 local associations in the state of Pennsylvania and one of over 700 nationwide.

## Mission Statement

The Home Builders of Berks County provides leadership for the building industry by promoting education, services, smart growth and political involvement, while maintaining our high code of ethics.

## Getting Active

New members should seek as much exposure to the inner workings as time permits. Your mentor should be of significant help here.

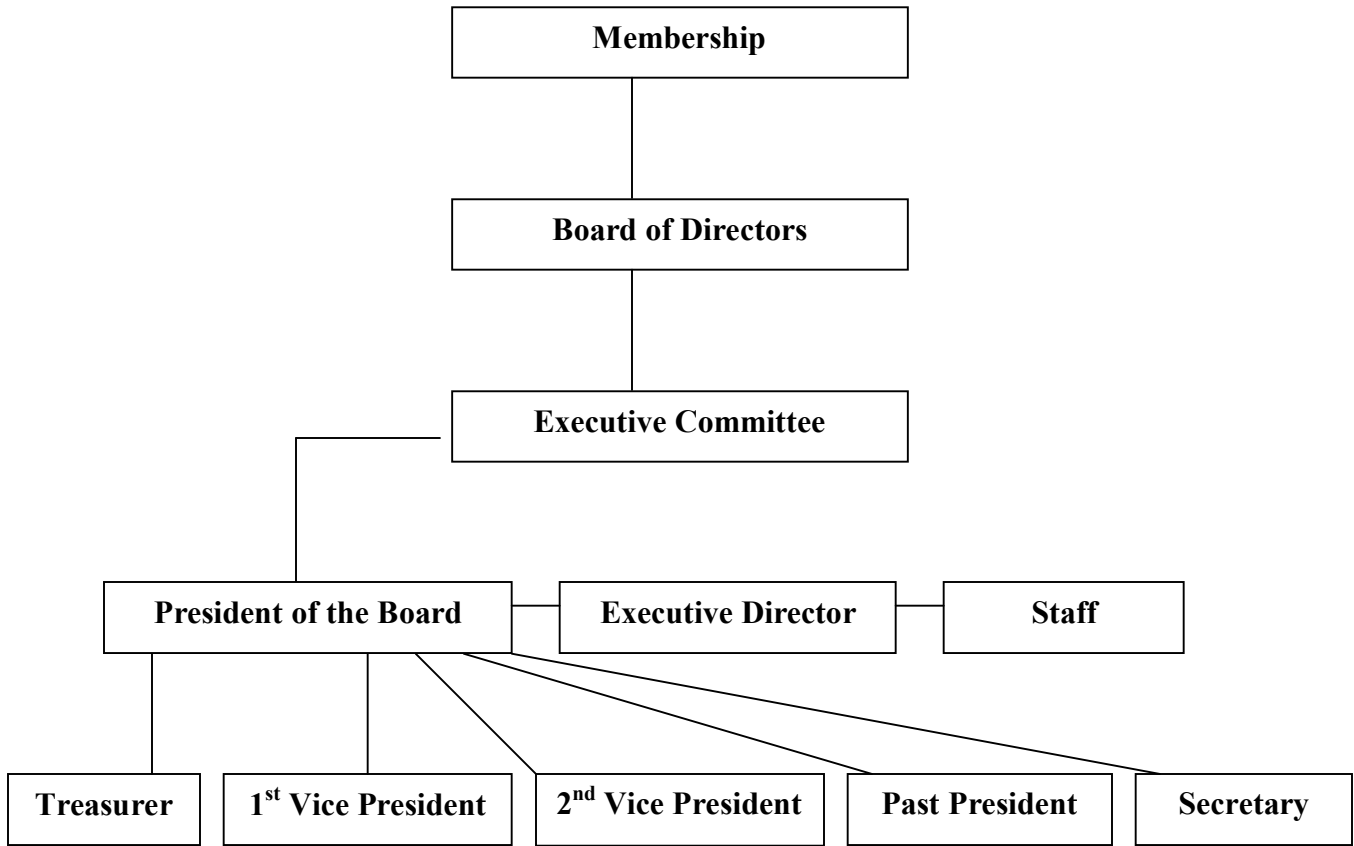
Virtually all committees are open to all members. A HBA staff member will be present at all committee meetings as each committee has an assigned staff member.

Only after attending actual meetings should one decide an area of interest or participation. If you decide to become active make your interest known to the committee, board leadership or staff and you will be given information about participation.

The attached Committee Description and Organizational Chart is a description of the HBA's standing committees, board, and executive board and staff members.

In summary, the HBA consists of volunteers for all committees and board. It is an association developed to help educate and keep members informed on political issues that are directly involved in the **Home Building Industry**. It consists of many companies that directly or indirectly deal with the home building industry.

## HBA OF BERKS COUNTY ORGANIZATION CHART



Membership & Communications  
Committee

Home Show  
Committee

Parade of Homes  
Committee

Education Committee

Governmental Affairs  
Committee

Ethics Committee

Finance Committee

Building Committee

Nominating  
Committee

Past Presidents  
Council

Remodelers Council

Restoring Hope Foundation

# Restoring Hope Foundation



## **History of the Foundation**

The foundation was formed in 2010 after the HBA participated in an Extreme Home Makeover. It was formed with the intent to focus on constructing solutions for deserving families in Berks County. It retains its own Board of Directors, logo and website. The foundation Board of Directors consists of a Chairman, Secretary/Treasurer, Builder Chairman, Staff Member and five other volunteers.

## **Mission Statement**

The mission of the HBA Restoring Hope Foundation is to construct solutions to address unique challenges of deserving people in Berks County

## **Website Address**

[www.hbarestoringhopefoundation.org](http://www.hbarestoringhopefoundation.org)

## **Facebook Page**

[www.Facebook.com/HBARestoringHopeFoundation](http://www.Facebook.com/HBARestoringHopeFoundation)

## **Responsibilities of the Executive Officer, Board, Committees and Councils**

### **Executive Officer**

Serves as chief administrative officer, recommends and participates in formulation of new policies and makes decisions within the bounds of existing policies. Plans, organizes, directs and coordinates the staff, programs and activities to ensure the association's goals and objectives are met.

### **Executive Board**

Evaluate the EO, set goals, and establish criteria for performance and compensation. Act as nominating committee, oversee financial plan, issue awards and act in lieu of full board when necessary.

### **Board Members**

This is the policy-making body of the association and is responsible for the business affairs of the corporation. Once elected to the board it becomes a three year term unless elected on the executive board.

### **Membership & Communications Committee**

Evaluate all membership services on a yearly basis. Recruit and retain membership. Develop and implement mentor program. Act as official greeters of new members at all events. Develop marketing ideas to get the information out as to who and what we are.

### **Ethics Committee**

Enforce our code of ethics to the best of our ability among our members.

### **Finance Committee**

The duties of the Finance Committee are to prepare an annual budget to present to the Executive Committee.

### **Building Committee**

The duties of the Building Committee include overseeing maintenance and care of the HBA property and buildings.

### **Nominating Committee**

The Committee shall solicit the membership, consider recommendations, and shall nominate at least one candidate for each office to be filled unless otherwise set forth in this Article. The Committee may resolve questions relating to the nomination of candidates, suggest rules of procedures for the elections and upon direction of the President perform other appropriate duties.

**Education Committee**

Develop seminars, roundtables and educational programs. Act as liaison between HBA and schools, universities and other groups. Develop and present HBA scholarships.

**Governmental Affairs Committee**

Keep membership informed as to legislative activity. Help HBA become active in passage or stoppage of specific legislation. Organize legislative forums with elected officials when/where needed or deemed valuable.

**Parade of Homes Committee**

Organize and oversee all aspects of the event. Get sponsors and builders to participate in the event.

**Home Show Committee**

Oversee contract with Show Technology. Organize seminars from our members and recruit HBA members to participate in show.

**Restoring Hope Foundation Board of Directors**

Review all applications and pick a needy family to renovate their home. Organize the project and get sponsorships and donations. Find volunteers to help with project.

**Past Presidents Council**

Act as a liaison to the board on upcoming ideas and events.

**Remodelers Council**

Organize events specifically for remodelers. Provide education and information on legislation pertaining to remodeling. There is an additional fee to join this council.

**\*Note on Councils**

There are several councils you can join at a national level that the local may not offer. There is a fee to join these councils and you will be considered a council member At-Large if you join.

## **Educational Opportunities**

There are several educational opportunities throughout the year offered either locally or through the NAHB. The HBA offers programs throughout the year such as updates on OSHA, Codes, Contractor Registration, new Rules and Regulations in Building and Remodeling. Past examples are Sprinklers and Lead Law.

### **Designation (Certification) Programs**

Invest in your professional growth and the success of your business by earning a designation, attending a conference, or simply taking a course or two. NAHB offers dozens of educational courses and seminars especially tailored for your needs as a building professional. These programs focus on practical training for newcomers and veterans alike, with lots of ideas and strategies you can use every day to improve your business and advance your career. NAHB provides education through various local HBAs (HBA of Berks County is a participant) as well as during Board of Directors Meetings.

A NAHB Designation says a lot about you. Professional designations offer excellent opportunities to improve your skills, advance your career, and be recognized for your commitment to professional growth. NAHB has the most targeted curriculum, accomplished teachers and widely respected education opportunities in the business. Start getting a designation now so you'll be ahead of the competition in the future.

Here is a list of Designations you have the opportunity to earn:

#### **[Certified Aging-In-Place Specialist \(CAPS\)](#)**

The CAPS designation program teaches the technical, business management, and customer service skills essential to competing in the aging-in-place market.

#### **[Certified Graduate Associate \(CGA\)](#)**

Learn about the home building business from the best source possible: builders and remodelers with years of field experience.

#### **[Certified Graduate Builder \(CGB\)](#)**

CGB is an exclusive professional designation designed to emphasize business and project management skills.

#### **[Certified Graduate Remodeler \(CGR\)](#)**

Certified Graduate Remodeler (CGR) is an exclusive professional designation designed to emphasize business management skills as the key to a professional remodeling operation.

### **Certified Green Professional (CGP)**

The Certified Green Professional Designation teaches builders, remodelers and other industry professionals techniques for incorporating green building principles into homes without driving up the cost of construction.

### **Certified New Home Marketing Professional (CMP)**

CMP is the mid-level designation for IRM students who have completed the marketing intensive IRM courses I through IV.

### **Certified New Home Sales Professional (CSP)**

The CSP designation was designed for specialists in new home sales to enhance their professional image, increase their marketability in the home building industry, and sell more homes!

### **Graduate Master Builder (GMB)**

Graduate Master Builder (GMB) courses are more advanced with in-depth instruction geared for experienced building professionals.

### **Housing Credit Certified Professional (HCCP)**

HCCP is a specialized designation for developers, property managers, asset managers, and others working in the affordable housing industry.

### **Graduate Master Remodeler (GMR)**

The Graduate Master Remodeler (GMR) program includes advanced and updated courses geared toward experienced remodeling professionals.

### **Master Certified Green Professional**

The Master CGP builds on the Certified Green Professional (CGP) designation and expands into the mechanics of green building. Exclusively for experienced builders and remodelers, this designation comprises a more in-depth study of green building science and methods.

### **Master Certified New Home Sales Professional (Master CSP)**

This designation acknowledges the continued educational achievements of graduates of the CSP program.

### **Master in Residential Marketing (MIRM)**

The MIRM designation is the top-level achievement for professionals in new home marketing.

### **Residential Construction Superintendent (RCS)**

The RCS designation series of courses is geared toward the budding field of superintendents and can benefit current site personnel wishing to excel in this position.

Go online @ [www.nahb.org](http://www.nahb.org) and click on Education & Events

## Networking Opportunities

There are several networking opportunities not only within the local HBA, but also on a State and National level as well. It is one thing to be able to communicate with local peers, now imagine the wealth of information you can receive from peers throughout the state and across the country.

### Local Networking Opportunities

Joining a committee is one way to take advantage of the networking opportunities. Another is attending as many events and educational classes as time permits. A few of the events HBA of Berks County offers throughout the year are our as follows: **Annual Inauguration, Lobsterfest, Parade of Homes Gala, Legislation Luncheon, Member Orientation, Remodeler Mixers** just to name a few. These events can be found either in your monthly Newsletter or online @ [www.HBAberks.org](http://www.HBAberks.org) or [www.facebook.com/HBAberksCounty](https://www.facebook.com/HBAberksCounty).

### State Networking Opportunities

Attending a Regional or State meeting is a start to networking with peers throughout the state. There are several committees that can be attended and possibly get involved in as well.

### National Networking Opportunities

Attending one or more of the Board Meetings scheduled three times a year is a way to network with peers throughout the country. Another way is to attend the International Builder Show (IBS), Remodeling Show and Summit on Association Excellence are just a few events that can be found on [www.nahb.org](http://www.nahb.org).

## **Sponsorship & Marketing Opportunities**

Each year the HBA organizes numerous events that serve our membership for various purposes: education, networking, the promotion of the industry, and just plain fun. Through sponsorships and marketing opportunities, our member firms can put their name in front of the industry with which they do business. Listed below are a few of the opportunities you can take advantage of.

### **SPONSORSHIP SUPPORTING BCCAH (Berks County Committee for Affordable Housing)**

- Legislative Luncheon
- Lobsterfest
- Spring Golf Outing
- Foundation Club Member

### **SPONSORSHIP @ EVENTS**

- Parade of Homes
- Installation & Awards Night
- HBA Annual Meeting
- Educational Seminars & Mixers

### **ADVERTISING OPPORTUNITIES**

- HBA Newsletter . **“Builders Minutes”**
- HBA Directory
- HBA Website

For more information on these opportunities check your monthly newsletter or go on the website @ [www.HBAberks.org](http://www.HBAberks.org) and click the tab marked sponsorship opportunities.

## **Present Officers, Directors, Committee Chairs & Staff**

### **OFFICERS**

**President** – Kevin Kozo, Turnberry Custom Homes  
**1<sup>st</sup> Vice President** – Cathy Sloan . Hartman Home Improvements  
**2<sup>nd</sup> Vice President** – Patrick Dolan . Dolan Construction, Inc.  
**Secretary** – Chad Camburn . Bursich Associates, Inc.  
**Treasurer** – John Schmoyer . Fulton Mortgage Co. /Division Fulton Bank  
**Past President** – Kert Sloan, Aluminum Associates  
**Legal Council** – John W. Roland, Esq. . Roland Stock, LLC

### **BUILDER DIRECTORS**

Ed Anewalt . Anewalt Landscape Contracting  
Marco Folino . Folino Homes, Inc.  
Diane Salks . Riverview Tree & Landscaping, Inc.  
Daphne Frownfelter - Deer Mountain Kitchens

### **ASSOCIATE DIRECTORS**

Greg Eshbach . Malsnee Tile & Stone, Inc.  
Jim Patterson . Lezzer Lumber, Inc.  
Jim Gavin . Masano Bradley Attorneys At Law

### **COMMITTEE CHAIRMEN**

**Governmental Affairs** – Mike Rodino, MDR Construction, Inc.  
**Education** – Steve Weber, Reading Muhlenberg Career & Technology Center  
**Golf Tournaments** – Marty Mager . Berks Products  
**Home Show** - Robert Holt . Holt Remodeling  
**Parade of Homes**  
**Ethics** – Patrick Dolan, Dolan Construction, Inc.  
**Finance** – John Schmoyer - Fulton Mortgage Co. /Division Fulton Bank  
**Building Task Force** - Patrick Dolan, Dolan Construction, Inc.  
**Membership & Communications** – Peter Hart, Kohl Building Products  
**Past President's Council** – Kert Sloan, Aluminum Associates  
**Remodelers Council** – Kert Sloan, Aluminum Associates  
**PAC Treasurer** – Kenneth Keiser

## **PBA DIRECTORS**

### **Ex-Officio**

Kevin Kozo, Turnberry Custom Homes

### **Life Directors**

Ron Rohrbach . RAR Consulting Services

Tom Kearse . Kohl Building Products

Michael Rodino . MDR Construction, Inc.

### **At Large Directors**

Jill Nagy . Nagy Law Offices

Larry Kehres . L.A. Kehres Building & Remodeling

Kert Sloan . Aluminum Associates/Sloan Corp.

Dean Ramich . Sell Construction

## **NAHB**

Kert Sloan . Aluminum Associates/Sloan Corp.

Cathy Sloan . Hartman's Home Improvements

Tom Kearse . Kohl Building Products

## **HBA OFFICE STAFF**

Christian Malesic . Executive Officer

Katie Mauer . Membership Coordinator/Office Manager

### **\*\*\*NOTE:**

To become an NAHB Life Director you need to serve on the Board of Directors for 10 years and attend at least 2 meetings out of the 3 scheduled meetings each year.

To become an NAHB Senior Life Director you need to serve on the Board of Directors for 20 years and attend at least 2 meetings out of the 3 scheduled meetings.

# Benefits



## **Money-Saving Programs**

Sunoco Fleet Management Program

Energy Plus Electricity Savings Program

Builder Rebate Program

Staples Office Supply Discount

PA One Call Savings Program for Builders

Complete College Solutions

Member Rebate Program

## **Insurance Benefits**

Health Insurance

Workers' Compensation Program

## **Other Benefits**

Networking

Access to Expert Resources

Advocacy and Legislative Efforts

**\*\*\*\* Check out websites for up to date benefits.**

## **THE STRUCTURE OF THE PENNSYLVANIA BUILDERS ASSOCIATION**

Since 1952 the Pennsylvania Builders Association has been an effective and respected voice for the residential construction industry. They are an organization run BY members FOR members.

PBA represents over 7,000 homebuilders, trade contractors, suppliers, industry professionals and advocates for the building industry through legislative action, heightened standards and consumer awareness.

PBA deals with a wide range of government regulations and policies that affect members, their businesses and their customers. They provide access to industry experts, as well as information and publications on the latest industry news and trends. Board involvement and awards programs give members an opportunity to meet and network with peers across the state.

### **Getting Active**

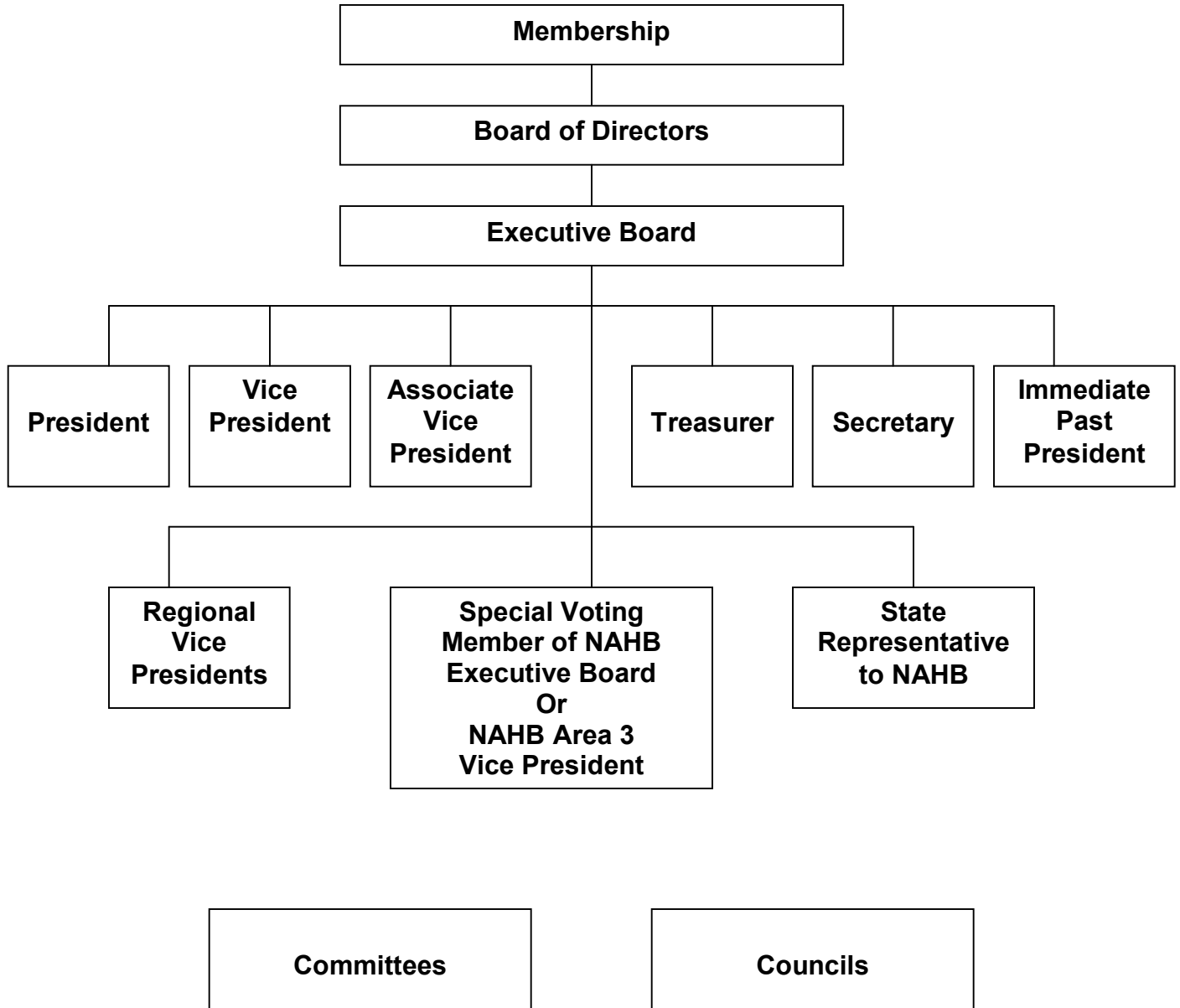
Any Member can attend a PBA Board or committee meeting. Virtually all meetings are open to members. Only a call for %Executive Session+will require credentials to attend. Meeting rooms include seating for guests. PBA staff will normally be present at all meetings.

Only after attending actual meetings should one decide an area of interest or participation. Make your interest known to the committee, board leadership or staff and you will be given information about participation

The attached Organizational Chart and Board and Committee Descriptions is a general description of the PBA structure of the association.

In summary, the meeting of the PBA Board is to provide the consumer optimum value for the housing dollar, serve as a pro-active force for positive regulatory and legislative change, be an effective provider of support services to local associations and their members, be the source of the latest industry information, be the source of education and professional development for the industry and maintain a positive image for the industry and the membership.

**PBA MEMBERSHIP ORGANIZATIONAL CHART**



## **Duties and Responsibilities of Executive Board, Board of Directors**

### **Executive Committee**

The PBA Executive Committee conducts the affairs of the Association in accordance with the instructions of the Board of Directors. It is the steering body of PBA responsible for proposing budget for financing and for all matters of policy and public statement, subject to the approval of the Board of Directors.

### **Board of Directors**

The PBA Board of Directors is responsible for managing the affairs of the Association, which includes electing officers, establishing policy; monitor the effectiveness of all committees and councils, approving the strategic plan and operation and activities of the board.

### **Committees**

PBA Committees monitor and over see the matters affecting the association and housing industry are accountable to the Board of Directors.

### **Councils**

PBA councils are a strong voice in protecting the interests of the building industry and positive force to support local, state and national goals and activities.

## **PBA Regions**

PBA operates with eight geographical regions by counties who meet throughout the year to bring back information to be discussed at the three annual state meetings. The regions are listed below:

### **SOUTHEAST REGION**

Berks, Lehigh, Northampton, Philadelphia, Delaware, Chester, Bucks and Montgomery

### **NORTHEAST REGION**

Lackawanna, Luzerne, Monroe, Pike, Carbon, Susquehanna, Wyoming, Wayne

### **MIDEAST REGION**

Dauphin, Perry, Cumberland, Lebanon, Schuylkill, Mifflin, Juniata and Huntington

### **SOUTHCENTRAL REGION**

Lancaster, Adams, Franklin, Fulton and York

### **NORTHCENTRAL REGION**

Potter, Northumberland, Tioga, Snyder, Columbia, Montour, Centre, Union, Sullivan, Bradford, Lycoming and Clinton

### **MIDWEST REGION**

Clearfield, Cambria, Elk, Indiana, Armstrong, Jefferson, Blair, Somerset, Cameron and Bedford

### **NORTHWEST REGION**

Clarion, Crawford, Erie, Forest, McKean, Mercer, Lawrence, Venango and Warren

### **SOUTHWEST REGION**

Allegheny, Westmoreland, Butler, Beaver, Fayette, Washington and Greene



# Benefits

General Motors \$500 Rebate

Lowe's

FedEx

Budget

Dell

Liberty Mutual

Office Depot

Omaha Steaks

Endless Vacation Rentals

Solveras

Wyndham

HP

Avis

Hertz

FTD

YRC

\*\*\*\* Check out websites and/or [www.nahb.org/ma](http://www.nahb.org/ma) for up to date benefits.

## THE STRUCTURE OF THE NATIONAL HOME BUILDERS ASSOCIATION

The National Association of Home Builders is a federation. As such it exists to represent all of the state and local organizations. How NAHB as a federation works from the local HBA through the state organization to the purposes of the national associations important to your understanding and leadership success and enjoyment. Much of the process is procedural, some is political and being familiar with the operational structure is essential. All committee and council positions are filled by appointment of senior officers.

### Getting Active

Any Member can attend an NAHB committee meeting during the board meetings. Virtually all meetings are open to members. Only a call for ~~%Executive Session+~~ will require credentials to attend. Meeting rooms include seating for guests and in some cases there will be seats at the committee table. NAHB staff will normally be present at all meetings as each committee or council has assigned staff. NAHB staff will have blue ribbons on their badges.

Candidates should attend as many of the committee or council meetings as time permits. Only after attending actual meetings should one decide an area of interest or participation. Make your interest known to the committee or board leadership of staff and you will be given information about participation.

The attached Membership Organizational Chart and Board and Committee Description is a general description of the NAHB structure of the association. Once involved you will find there is several different organization charts within the different councils and committees. NAHB Remodelers Council Organizational Chart is just one example, which is also attached.

In summary, the meeting of the NAHB Board transacts business of the membership, hearing, debating and voting upon measures either brought forward by committees or councils. Economical and political reports are made; awards, elections, appointments and accomplishments are presented.

# NAHB MEMBERSHIP ORGANIZATION CHART

**Membership**

**Board of Directors**

**Officers**  
 Chairman of the Board  
 First Vice Chairman  
 Second Vice Chairman  
 Third Vice Chairman  
 Immediate Past President

**Association Planning Committee**

**Executive Board Voting Members**

- 5 Senior Officers of the Board
- 16 national Area / Associate Chairman
- 51 State Representatives
- Special Voting Members
- Committee Council Chairs
- Vice Chairman of Budget & Finance Committee
- 5 Chairmen's Advisors

**Non-Voting Members**

- Past Presidents/Chairman
- Honorary Members
- CEO
- Chairs & Presidents of Subsidiaries & Affiliates

**Association Support Group**

**Industry Groups**

**Single Family**  
 Custom  
 Production  
 Small Volume

**Diversified**  
 Commercial Bldrs  
 Building Systems  
 Land Development  
 Multifamily  
 Remodelers  
 50+ Housing  
 Sales & Marketing

**Business**  
 Board of governors  
 Audit  
 Budget / Finance  
 Convention & Meetings  
 Education  
 Membership  
 Nominations  
 Public Affairs

**Leadership**  
 Presidents Council  
 Past President/Chairman

**Policy**  
 Fed. Gov. Affairs  
 Housing Finance  
 Resolutions

**Membership Groups**

**Members**  
 Associates  
 NAHB Leading  
 Suppliers Council

**Subsidiaries/Affiliates**  
 Professional Women in  
 Building Council  
 Build Pac  
 Exec. Officers Council  
 Home Bldrs Institute  
 NAHB Research Center  
 National Housing  
 Endowment

**Member Service Group**  
 Exhibitions, Marketing & Sales  
 Business Management &  
 Information Technology  
 Construction, Codes &  
 Standards  
 Design  
 Legal Action  
 State/Local Govt Affairs  
 Construction Health & Safety  
 Building Product Issues  
 Environmental issues

## **Duties and Responsibilities of Executive Board, Board of Directors and Committees**

### **Executive Board**

The NAHB Executive Board exercises the authority of the Board of Directors in the management of the Association between meetings of the Board of Directors. The Executive Board is accountable to the Board of Directors.

Detailed responsibilities are described @ the following link  
<http://www.nahb.org/page.aspx/category/sectionID=443> .

### **Board of Directors**

The NAHB Board of Directors is responsible for managing the affairs of the Association, which includes electing the Senior Officers, setting policy, approving the Long Range Strategic Plan and NAHB's Budget, establishing dues, and communicating with constituents. Other duties delegated to the Board are specified in the Bylaws.

For more information go to <http://www.nahb.org/page.aspx/category/sectionID=442> .

### **Committees**

NAHB Committees give members with common interests the opportunity to exchange ideas, further their education, and develop policies that benefit their areas of interest.

Take a moment to explore the different Committees available from NAHB @  
<http://www.nahb.org/page.aspx/category/sectionID=468> .

You must fill out a committee or council application and be accepted in order to participate on the committee or council.

Go to the following link for applications  
[http://www.nahb.org/showpage\\_details.aspx?sectionID=447&showPageID=6365](http://www.nahb.org/showpage_details.aspx?sectionID=447&showPageID=6365) .

### **Councils**

NAHB councils and other special interest groups target specific disciplines within the home building industry and give members with common interests the opportunity to exchange ideas, further their education, and develop policies that benefit their areas of interest.

For more information go to the following link  
<http://www.nahb.org/page.aspx/category/sectionID=432>

## Example of a Council's Responsibilities and Structure

### REMODELERS COUNCIL

Founded in 1982, the NAHB Remodelers of the National Association of Home Builders represents and serves the interests of more than 14,000 remodeling industry members. Membership gives you access to valuable resources and offers opportunities to network with others in the remodeling industry

#### Getting Active

All NAHB committee and council member positions are appointments by a senior officer. For the most part, each senior officer has 7 appointments to each committee or council each year. Appointments are made so that appointees may attend the full NAHB year which runs from the spring board meeting in Washington through the other meetings in the fall and the winter meeting at the International Builders Show.

Appointments are made for a year at a time. Typically, a senior officer (SO) will appoint the person who will serve and chair during the SO's year as president; typically this is done by appointing the vice chairman of each committee the year before. Some councils such as the NAHBR have requested that the appointing senior officer appoint a 2nd vice chair giving more time for that person to learn the job. NAHB now follows that procedure for all standing committees.

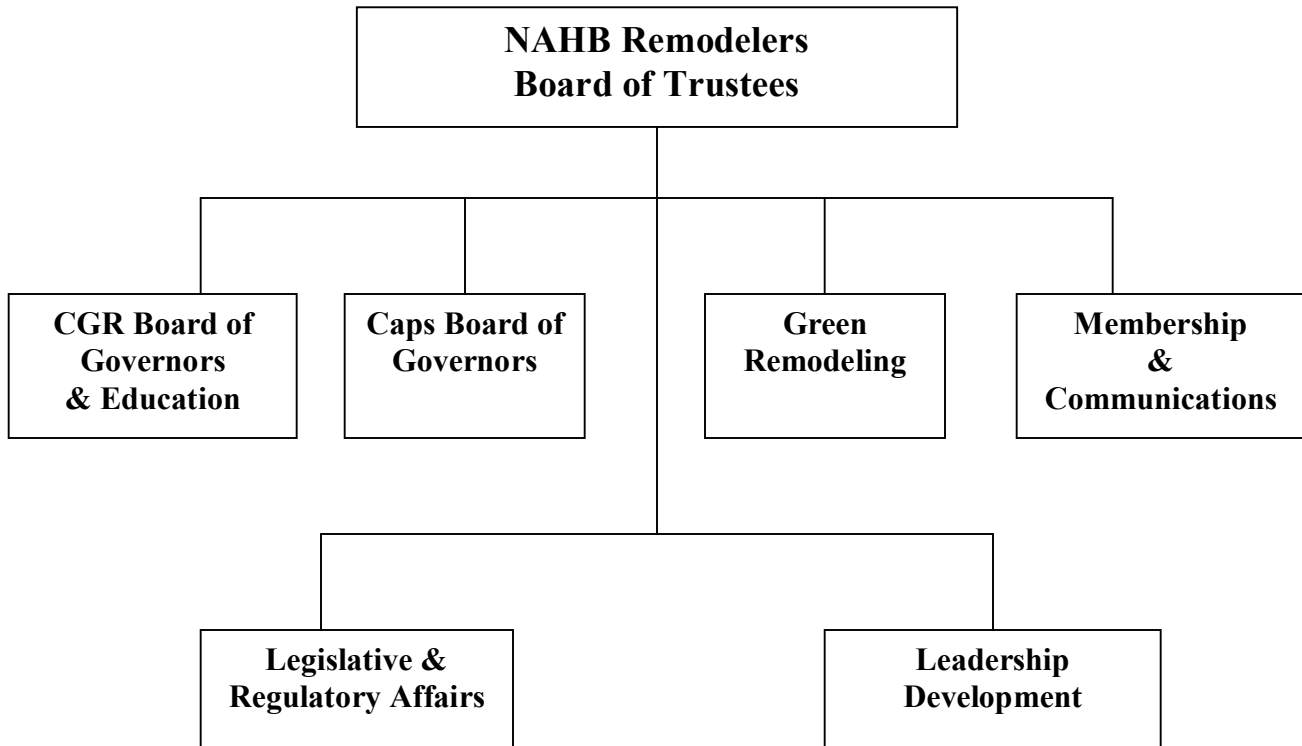
Consequently, the NAHBR Board of Trustees (21) is made up of senior officer appointments. The current chair will have been appointed by the senior officer of NAHB who is president that year.

The attached Organization Chart is a description of the NAHB Remodelers standing committees and boards as well as the Executive Committee NAHB Remodelers Committees are made up of members appointed by the NAHBR leadership. The Leadership Development Committee members are all past chairs of NAHBR. The governors of CGR and CAPS Boards are elected by the CGR and CAPS boards and approved by the NAHBR Board of Trustees.

In summary, the meeting of the Board of Trustees transacts the business of the council, hearing, debating and voting upon measures either brought forward by committees or boards as well as NAHB issues needing consideration. The Trustees also consider applicable Resolutions and Recommendations brought before the Board. The General Session is held to both gather and disseminate Council and industry information. Economic and political reports are made; awards, elections, appointments and accomplishments are announced and there is a public forum held for the news of chapters around the country.

For more information go to [www.nahb.org/remodelers](http://www.nahb.org/remodelers).

## NAHB Remodelers Council Committee Structure



\*\*Note: There is a Mentoring Program for this Council and can be found @ <http://www.nahb.org/generic.aspx?genericContentID=137270&fromGSA=1>

**NAHBR**  
REMODELERS

## **Leadership Mentor Program**

### **Purpose:**

HBA Members Mentor program is designed to identify and support new members at various events & committee meetings. By assigning a qualified senior member volunteer to a new member, an orientation process can begin. This process will enable the new member to understand the purpose of the HBA, PBA & NAHB, its organizational structure and value of participation. This will help in the process for the HBA to attract new participants for committees, chair positions and possible board positions.

### **Mentor Qualifications:**

1. Must have held a leadership role or served on a committee
2. Understand the organization and structure of the HBA, PBA & NAHB
3. Must have attended an orientation

### **Mentor Duties and Responsibilities:**

1. When a new member joins the HBA, a mentor will be assigned. The Mentor is to make contact with the new member as soon as possible to guide him/her and answer any questions. The responsibilities of the Mentor are as followed:
  - a. Keep new member informed of up and coming committee meetings and events
  - b. Exchange contact information
  - c. If new member has opportunity to attend and event or committee be there to make them feel welcomed
  - d. Get them the Mentor booklet for them to review and start understanding the value of the HBA

### **Summary:**

The rewards of being a mentor to a new member are many. One is the hope that during the next few months, you and your mentor will build a working relationship as well as an ongoing, supportive friendship. The ability to develop a new member into a possible committed participant and observing their growth in understanding the true workings and benefits of the HBA, PBA & NAHB.

If you have any questions regarding membership in the HBA of Berks County please contact us by phone at 610-777-8889 OR send an e-mail to [HBAberks@comcast.net](mailto:HBAberks@comcast.net).