

I. Purpose and Intent

The Executive Board has adopted the following Operating Procedures effective February 12, 2105 . These procedures may be amended as necessary by a majority vote of the Board to conform to such needs as may arise. The re-writing of these procedures to reflect amendments during the term of the document should be noted in the minutes of the respective board meeting. The intent of these operating procedures is to provide the Executive Board and the chapter membership with written statement of the guidelines used by the elected Officers and Board members, and by the various elected officers, elected directors, committees, and appointees to carry out their duties for the Chapter.

The Operating Procedures along with any attachment(s) are meant to supplement the Chapter Bylaws and to provide more specific details and guidelines for conducting Chapter business. The Operating Procedures are intended to be written and interpreted in a manner which supports and promotes the voluntary spirit of the members of the Chapter. It is the intent of the Executive Board that all TXNAHRO Chapter members follow these Operating Procedures and that each member have access to a copy. The Board of Directors may review and interpret the application of the Operating Procedures in its discretion for the benefit of its members and the Chapter. Each year, as soon as possible, the Incoming Board shall review the Operating Procedures, make any necessary revisions, and adopt the newly revised Operating Procedures for the current year. The revised Operating Procedures will be posted on the Chapter website within 30 days of approval by the Executive Board. Suggested revisions should be submitted to the Sr. Vice President of TXNAHRO in writing.

II. Executive Board

Pursuant to Article IV Section 2 of the Chapter bylaws, “The Executive Board shall establish policies and procedures for the efficient and effective administration of all activities of TXNAHRO in a manner that best serves the membership and the affordable housing needs of the citizens of the State of Texas.”

Operating Principles and Guidelines for the Executive Board

- A. The Executive Board shall conduct the Chapter’s financial affairs in the highest ethical standards. It shall, report its financial results according to Generally Accepted Accounting Principles; and shall make its financial records available to any of its members upon reasonable written request.
- B. Financial Records will be posted on the Chapter’s website.
- C. The Executive Board shall approve all chapter expenses (approval of an operating budget shall constitute approval addressed therein).
- D. The Executive Board shall approve the establishment and signature authority of all bank accounts in the Chapter’s name.

Current Members of the Executive Board:

President: Wayne E. Pollard, Jr.; **Sr. Vice President:** Annie Botsford; **Treasurer:** Riza Nolasco; **Secretary:** Sherri McDade; **VP of Housing:** Mark Thiele; **VP of Professional Development:** Johann Schaeffer; **VP of CR&D:** Deborah Sherrill; **VP of Member Services:** Beverly Banks; **VP Commissioners:** Earnest Burke; **Immediate Past President:** Billie Shelburn; **Parliamentarian:** Gary Allsup

Board of Directors (2013 -2015): Yvette Nieto, Sherri McDade, Betty Brewer, Karen Baker Reynolds, Willie Carter, Laura Llanes, Veronica Macon, Albert Sierra

Board of Directors (2014-2016): Debbie Eldredge, Gene Reed, Milet Hopping, Barbara Bozon, Judy Paciocco, Viola Salazar, Daisy Flores, Hilda Benavides, Cynthia De Luna, and Nikki Brennan.

III. Nomination and Election Procedures

A . Call For Nominations (Notification)

1. Not less than 120 calendar days prior to the Annual Meeting of the Chapter, the Nomination Chair shall notify the entire membership of all open Officer and Board of Director positions that are eligible for nomination.
2. This notice may be in the Chapter Newsletter, if published in a timely manner or mailed, faxed or electronically communicated to the members.
3. Members who wish to nominate a candidate shall go to the TXNAHRO website, www.TXNAHRO.org complete a nomination form and submit the form to the Nomination Chair.
4. You can submit the nomination form via mail, e-mail or fax.
5. A member may request a nomination form to be mailed or emailed to them for submission.
6. All nomination forms must be received or post marked by the stated due date in the notice.

B. Duties of the Nomination Committee and Chapter Secretary

1. Not less than 90 calendar days prior to the Annual Meeting of the Chapter in **odd** numbered years, the Nominating Committee shall select one or more nominees for the expiring and vacant Officer(s) positions and Board of Directors. They are as follows:

A. President

B. Senior Vice President

C. Vice President for:

Housing

Professional Development

Member Services

Commissioners

Community Revitalization and Development

D. Treasurer

E. Secretary

F. Parliamentarian

G. Board of Directors (10)

2. Not less than 90 calendar days prior to the Annual Meeting of the Chapter in **even numbered years**, the Nominating Committee shall select one or more nominees for the following positions:
 - A. Board of Directors (10)
 - B. Expiring and/or vacant Executive Board Positions
3. Within 5 calendar days after the final conclusion of the nomination committee meeting, the Chairperson of the Nominating Committee shall submit their report (Slate of Officers and/or Executive Board Members) to the Chapter's Secretary, with copies to all voting members of the Executive Board.
4. This report may be mailed, faxed, or electronically communicated to the Board.
5. Not less than 60 calendar days prior to the Chapter's Annual Meeting, the Secretary shall notify the Chapter's entire membership on record, of the nominations recommended slate by the Nominating Committee.
6. A member may submit a petition to add additional name(s) to the slate of open position(s) (See Petition Procedures).
7. During the Annual Meeting the Nomination Chair will present the nomination report of all names on the slate of Officers and/or Board of Directors for vote by the membership.
8. When there is not a contested race for a position, the Chapter President will ask for a motion to accept all names on the slate of Officers and/or Board of Directors for a vote to elect.

C. Contested Race

1. The Secretary shall prepare a list of individual and agency members in good standing that are eligible to vote as of March 1 prior to the Annual Meeting where an election will be held. Each individual member on this list that is present at the Annual Meeting will be entitled to cast his/her vote.
2. Each Associate Member listed on their Agency member's list (Dues and Renewal Membership Form) that is present at the Annual Meeting and Conference will be entitled to cast one vote.
3. Secretary shall prepare ballots containing the names of all nominees.

4. The Chapter's Secretary, Nominating Committee members and a representative designated by each candidate for each contested race(s) shall constitute a committee for counting the ballots.
5. In the absence of the Secretary and/or the Chairperson of the Nominating Committee, two members of the Nominating Committee shall serve in their place.
6. The Nomination Chair will explain the voting rules listed in the bylaws and voting room location(s) and time.

D. Nomination Petition Procedure

1. Additional nominations will be placed if petitions requesting such action reach the Secretary not less than 45 calendar days prior to the Annual Meeting.
2. The petitioner shall go to the TXNAHRO website, www.TXNAHRO.org download the petition form and submit the form to the Chapter Secretary.
3. You can submit the nomination form via mail, e-mail or fax.
4. Petition(s) in support of a member(s) of the Chapter eligible to hold office must carry the names of at least fifty (50) Chapter Members and ten (10) different Chapter agency members in good standing.
5. The petition must include a written statement from the candidate(s) nominated, that they will serve if elected.
6. Within seven (7) calendar days after receipt, the Secretary must verify the validity of each person signing the petition and notify the nominated candidate(s) of the results and notify the Executive Board and members of the Nominating Committee accordingly.
7. This notice may be mailed, faxed, or electronically communicated.
8. If all requirements are met the petitioned name(s) will be placed on the slate for the annual election.

IV. Chapter President

In addition to the duties as elected president, the President's duties shall include those defined in Article V - Section 2 of the Chapter bylaws as well as the duties listed below:

1. Attend the SWNAHRO Region Chapter Meeting.
2. Provide and present a written report of the TXNAHRO Chapter activities to the SWNAHRO Executive Board.
3. Attend NAHRO State President meetings.
4. Serve as member of the SWNAHRO Regional Steering Committee.
5. Assign committee members to all SWNAHRO committees that require TXNAHRO member's representation.

6. Maintain current membership with State, Regional and National NAHRO.
7. Ensure an Annual Report is submitted to the membership and posted on the website of TXNAHRO Activities.

V. Chapter Sr. Vice President

In addition to the duties as elected Sr. Vice President, the Sr. Vice President's duties shall include those defined in Article V - Section 3 of the Chapter bylaws as well as the duties listed below:

1. Attend the SWNAHRO Region Chapter Meeting.
2. Provide and present a written report of the TXNAHRO Chapter activities in absence of the President.
3. Attend NAHRO State President meetings in absence of the President.
4. Serve as member of the SWNAHRO Regional Sr. Vice President Committee.
5. Arrange training, retreat, and strategic planning meetings for the Executive Board members if requested.
6. Assist with providing training to new Executive Board Members.
7. Updating the TXNAHRO Standard Operation Procedure Manual.
8. Review TXNAHRO Standard Operation Procedure Manual with Executive Board annually.
9. Maintain current membership with State, Regional and National NAHRO.

VI. Chapter Vice President of Housing

In addition to the duties as elected Vice President of the Housing Committee, duties shall include those defined in Article V Section 4 and Article VIII Section 3 of the Chapter bylaws as well as the duties listed below:

1. Develop Agenda and Chair Committee Meetings.
2. Coordinate programs, agendas and projects related to their respective committees.
3. Disseminate agendas to committee members prior to meetings and encourage committee members to attend.
4. Maintain records of attendance and meeting minutes.
5. Maintain current membership with State, Regional and National NAHRO.
6. Provide verbal reports at Chapter Board Meetings and submit the written report to the Chapter Secretary within 30 days after the Chapter meeting.

7. To add new members to a committee, the VP must seek the Executive Board's approval during their committee report.
8. Stay abreast of issues affecting the Housing Committee.
9. Encourage housing agencies within the State to communicate issues, concerns, successes and challenges within their agencies.
10. Ensure resolutions and recommendations are forwarded for approval from your committee to the TXNAHRO Executive Board, and SWNAHRO Housing Committee.
11. Promote training agendas when necessary to ensure HUD's Regulations, State Laws and sound practices are clearly understood for implementation.
12. Encourage open communication with members via e-mail, conference calls, etc.
13. VP's can place recommend additional members to their committee up to the maximum amount according to the bylaws.
14. Serve on the Southwest Regional Committee, of Housing Committee, in order to communicate issues and concerns, as well as serve on National Committees as needed or appointed.
15. Act as a resource to the State President for training and informational purposes.
16. Submit and present a written report to SWNAHRO Housing Committee.

VII. Chapter Vice President of Professional Development

In addition to the duties as elected Vice President of Professional Development Committee duties shall include those defined in Article V Section 4 and Article VIII Section 3 of the Chapter bylaws as well as the duties listed below:

1. Develop Agenda and Chair Committee Meetings.
2. Coordinate programs, agendas and projects related to their respective committees.
3. Disseminate agendas to committee members prior to meetings and encourage committee members to attend.
4. Maintain records of attendance and meeting minutes.
5. Maintain current membership with State, Regional and National NAHRO.
6. Stay abreast of issues affecting the Professional Development Committee.
7. Ensure resolutions and recommendations are forwarded for approval from your committee to the TXNAHRO Executive Board, and SWNAHRO Professional Development Committee.
8. Promote training agendas when necessary to ensure HUD's Regulations, State Laws and sound practices are clearly understood for implementation.
9. Each year Plan and conduct the Call For Presentation Process for the Annual Meeting.
10. Select presenter for all Conferences and seek Input from VPs on training topics and needs.

11. Develop a training schedule and submit to Board for approval.
12. Submit Training Schedule and Conference Presenters to Service Officer.
13. Encourage open communication with members via e-mail, conference calls, etc.
14. VP's can recommend additional members to their committee up to the maximum amount according to the bylaws.
15. To add new members to a committee, the VP must seek the Executive Board's approval during their committee report.
16. Serve on the Southwest Regional Committee, of Professional Development, in order to communicate issues and concerns, as well as serve on National Committees as needed or appointed.
17. Act as a resource to the State President for training and informational purposes.
18. Provide verbal reports at Executive Board Meetings and submit a written report to the Chapter Secretary within 30 days after the Chapter meeting.
19. Submit and present a written report to SWNAHRO Professional Development Committee.

VIII. Chapter Vice President of Member Services Committee

In addition to the duties as elected Vice President of the Member Services Committee, duties shall include those defined in Article V Section 4 and Article VIII Section 3 of the Chapter bylaws as well as the duties listed below:

1. Develop Agenda and Chair Committee Meetings.
2. Coordinate programs, agendas and projects related to their respective committees.
3. Disseminate agendas to committee members prior to meetings and encourage committee members to attend.
4. Encourage open communication with members via e-mail, conference calls, etc.
5. Maintain records of attendance and meeting minutes.
6. Provide verbal reports at Executive Board Meetings and submit the written report to the Chapter Secretary within 30 days after the Chapter meeting.
7. VP's can recommend additional members to their committee up to the maximum amount according to the bylaws.
8. Maintain current membership with State, Regional and National NAHRO.
9. Stay abreast of issues affecting the Member Services Committee.
10. Encourage housing agencies within the State to communicate issues, concerns, successes and challenges within their agencies.

11. Ensure resolutions and recommendations are forwarded for approval from your committee to the TXNAHRO Executive Board, and SWNAHRO Member Services Committee.
12. Based on Committee Discussions, recommend what expenditures should be included in the Member Services Budget, for items such as membership cards, shirts, caps, or other items as desired.
13. Develop marketing plan for the member services committee to develop, promote and increase membership.
14. Develop and monitor membership and conference surveys.
15. Coordinate and collect items for the Texas State Basket to be taken to Annual SWNAHRO Meeting.
16. Review dues structure, as needed, and make recommendations to the Executive Board as to changes that are needed.
17. Serve as the member's advocate to help make sure that TXNAHRO services and benefits meet the member's needs.
18. Maintain a booth at each TXNAHRO Conference, display items for sale, informational items, membership brochures, SWNAHRO materials as provided.
19. Plan "First Time Attendees" functions for Annual Conferences.
20. Promote training agendas when necessary to ensure HUD's Regulations, State Laws and sound practices are clearly understood for implementation.
21. VP's can recommend additional members to their committee up to the maximum amount according to the bylaws.
22. Serve on the SWNAHRO Member Services Committee, in order to communicate issues and concerns, as well as serve on National Committees as needed or appointed.
23. Act as a resource to the State President for training and informational purposes.
24. Submit and present a written report to SWNAHRO Member Services Committee.

IX. Chapter Vice President of Community Revitalization & Development (CR&D) Committee

In addition to the duties as elected Vice President of the CR&D Committee, the VP duties shall include those defined in Article V Section 4 and Article VIII Section 3 of the Chapter bylaws as well as the duties listed below:

1. Develop Agenda and Chair Committee Meetings.
2. Coordinate programs, agendas and projects related to CR&D.
3. Disseminate agendas to committee members prior to meetings and encourage committee members to attend.
4. Maintain records of attendance and meeting minutes.

5. Maintain current membership with State, Regional and National NAHRO.
6. Provide verbal reports at Chapter Board Meetings and submit the written report to the Chapter Secretary within 30 days after the Chapter meeting.
7. To add new members to a committee, the VP must seek the Executive Board's approval during their committee report.
8. Stay abreast of issues affecting the CR&D Committee.
9. Encourage housing agencies within the State to communicate issues, concerns, successes and challenges within their agencies.
10. Ensure resolutions and recommendations are forwarded for approval from your committee to the TXNAHRO Executive Board, and SWNAHRO CR&D Committee.
11. Promote training agendas when necessary to ensure HUD's Regulations, State Laws and sound practices are clearly understood for implementation.
12. Encourage open communication with members via e-mail, conference calls, etc.
13. VP can place recommended additional members to their committee up to the maximum amount according to the bylaws.
14. Serve on the SWNAHRO Committee of CR&D, in order to communicate issues and concerns, as well as serve on National Committees as needed or appointed.
15. Act as a resource to the State President for training and informational purposes.
16. Submit and present a written report to SWNAHRO CR&D Committee.

X. Chapter Vice President of Commissioners

In addition to the duties as elected Vice President of the Commissioners Committee, duties shall include those defined in Article V Section 4 and Article VIII Section 3 of the Chapter bylaws as well as the duties listed below:

1. Develop Agenda and Chair Committee Meetings.
2. Coordinate programs, agendas and projects related to Commissioners.
3. Disseminate agendas to committee members prior to meetings and encourage committee members to attend.
4. Maintain records of attendance and meeting minutes.
5. Serve to broaden constituency.
6. Recommend, develop, support programs to expand the skills of the Commissioners to effectively carry out their responsibilities.
7. Maintain current membership with State, Regional and National NAHRO.
8. Provide verbal reports at Chapter Board Meetings and submit the written report to the Chapter Secretary within 30 days after the Chapter meeting.
9. To add new members to a committee, the VP must seek the Executive Board's approval during their committee report.

10. Stay abreast of issues affecting the Commissioners Committee.
11. Encourage housing agencies within the State to communicate issues, concerns, successes and challenges within their agencies.
12. Ensure resolutions and recommendations are forwarded for approval from your committee to the TXNAHRO Executive Board, and SWNAHRO Commissioners Committee.
13. Promote training agendas when necessary to ensure HUD's Regulations, State Laws and sound practices are clearly understood for implementation.
14. Encourage open communication with members via e-mail, conference calls, etc.
15. VP can place recommended additional members to their committee up to the maximum amount according to the bylaws.
16. Serve on the SWNAHRO Committee of Commissioners, in order to communicate issues and concerns, as well as serve on National Committees as needed or appointed.
17. Act as a resource to the State President for training and informational purposes.
18. Submit and present a written report to SWNAHRO Commissioners Committee.

XI. Chapter Secretary

In addition to the duties as Secretary, the Secretary's duties shall include those defined in Article V - Section 3 of the Chapter bylaws as well as the duties listed below:

1. Ensuring minutes of meetings are taken, recorded and approved.
 - a. Minutes should include date, time, location of meetings, members present and absent, item discussed, reports presented, results of motions (by whom, passed or failed).
 - b. Ensure approved minutes are posted on the chapter website within 30 days after the Executive Board Meeting.
2. Ensure that an up-to-date copy of the bylaws and Standard Operating Procedures are available at all meetings.
3. Ensure that an up-to-date copy of the bylaws, Standard Operating Procedures, and Approved Meeting Minutes are posted on the Chapter's website.
4. Receive all notices of excused absence(s) from Executive Board Members.
5. Ensure the list of all Officers, Board of Directors and Committee Members are up to date on the Chapter's website

XII. Chapter Treasurer

In addition to the duties as elected Treasurer, the Treasurer's duties shall include those defined in Article V - Section 6 of the Chapter bylaws as well as the duties listed below:

1. Review and report financial audit and/or reviews to the Executive Board.
2. After the approved budget inform Officers and Servicer Officer of their travel budget.

3. Review Fee Account Reports and make any needed recommendations.
4. Ensure all required IRS forms regarding the Chapters Nonprofit status are reviewed and submitted timely.
5. Each month review and approve the Chapter's bank statements to ensure expenses are in-line with the approved budget.
6. Work closely with the Service Officer on the budget and financial issues of the Chapter.

XIII. Chapter Parliamentarian

In addition to the duties as elected Parliamentarian, the Parliamentarian's duties shall include those defined in Article V - Section 7 of the Chapter bylaws as well as the duties listed below:

1. Provide training to the Board on parliamentarian procedures when needed.
2. Provide assistance to VP's and committee chairs when requested.
3. Ensure the Chapter transacts business with speed and efficiency.
4. Make sure the will of the majority is carried out and the rights of the minority are preserved.

XIV. Chapter Immediate Past President

In addition to the duties as Immediate Past President, the Immediate Past President's duties shall include those defined in Article V - Section 8 and Article VIII - Section 7 of the Chapter bylaws as well as the duties listed below:

1. Attend the SWNAHRO Winter and Annual Executive Committee Meeting.
2. Serve as voting representative of TXNAHRO to SWNAHRO Executive Committee.
3. Serve as advisor to the Chapter President.

XV. Scholarship Committee and Committee Chair

1. Develop Agenda.
2. Committee Chair will chair the committee meetings.
3. Coordinate programs, agenda and projects.
4. Ensure scholarship applications, eligibility requirements, instructions and submission deadlines are posted on the Chapter's website.
5. Ensure scholarship notifications are sent to all TXNAHRO member agencies by mail, email or Chapter Newsletter.

6. Disseminate agendas to committee members prior to meeting and encourage committee members to attend.
7. Maintain records of attendance and meeting minutes.
8. Encourage open communication with members via e-mail, conference calls, etc.
9. Responsible for reviewing, scoring and selecting scholarship winners.
10. Provide verbal reports at Chapter Board Meetings and submit the written report to the Chapter Secretary within 30 days after the Chapter meeting.
11. Notify by letter all the scholarship applicants of the scoring results.
12. Invite the Scholarship winners to the Annual Meeting.
13. Ensure Scholarship Awards are submitted to Awardees.
14. Present the Scholarship winners during the Annual Meeting.
15. Ensure Scholarship winners are listed on the Chapter's Website.
16. Work closely with the Service Officer on facilitating the scholarship award process.

XVI. Awards Committee and Committee Chair

1. Develop Agenda.
2. Committee Chair will chair the meetings.
3. Coordinate programs, agenda and projects.
4. Ensure Award Entry Form, submission requirement, award categories and deadlines are posted on the Chapter's website.
5. Ensure TXNAHRO Awards notification is sent to all TXNAHRO member agencies by mail, email or Chapter Newsletter.
6. Disseminate agendas to committee members prior to meeting and encourage committee members to attend.
7. Maintain record of attendance and meeting minutes.
8. Encourage open communication with members via e-mail, conference calls, etc.
9. Responsible for reviewing, scoring and selecting Award winners for each category.
10. Provide verbal reports at Chapter Board Meetings and submit the written report to the Chapter Secretary within 30 days after the Chapter meeting.
11. Notify by letter all the applicants who submitted an award entry the results of the scoring.
12. Invite the Award winners to the Annual Meeting.
13. Ensure Awards are submitted to Awardees.
14. Present the Award winners during the Annual Meeting.
15. Ensure Award winners are listed on the Chapter's Website.
16. Work closely with the Service Officer on facilitating the scholarship award process.

XVII. Legislative Committee and Committee Chair

1. Develop Agenda and Chair Committee Meetings.
2. Coordinate programs, agendas and projects related to their respective committee.

3. Disseminate agendas to committee members prior to meeting and encourage committee members to attend.
4. Maintain record of attendance and meeting minutes.
5. Encourage open communication with members via e-mail, conference calls, etc.
6. Serve on Southwest Regional Legislative Committee in order to communicate issues and concerns, as well as serve on National Committees as needed or appointed.
7. Act as a resource to the State President for training and informational purposes.
8. Provide verbal reports at Chapter Board Meetings and submit the written report to the Chapter Secretary within 30 days after the Chapter meeting.
9. Provide a written report to SWNAHRO Committee Meetings to outline committee activities.
10. Oversee the Legislative Liaison Activities.
11. Provide Legislative (State and Federal) updates to the Board.
12. Negotiate Legislative Liaison Annual Contract.
13. Submit Legislative Liaison contract to the Board for approval.
14. Oversee and assist in developing the TXNAHRO Legislative Position Paper.
15. Arrange TXNAHRO member's meetings with State and Federal Legislators (NAHRO Legislative Conference and State of Texas Hill Visit for PHAs).

XVIII. Budget (Finance) Committee and Committee Chair

1. Develop an annual operation budget with the Service Officer.
2. Present financial reports (including proposed budget) to the Executive Board for approval.
3. Monitor and adherence to the budget.
4. Receive and review financial records quarterly and make recommendations if necessary.
5. Assist in selecting a Fee Accountant and Auditor when needed.
6. Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
7. Ensure policies and procedures for financial transactions are documented in a manual.
8. Ensure approved financial policies are followed.

XIX. Small Agency Task Force (SATF)

1. Develop Agenda and Chair Committee Meetings.
2. Coordinate programs, agendas and projects.
3. Disseminate agendas to committee members prior to meetings and encourage committee members to attend.
4. Maintain record of attendance and meeting minutes.
5. Maintain current memberships with State, Regional and National NAHRO.

6. Stay abreast of national legislative issues.
7. Encourage housing agencies within the State to communicate issues, concerns, successes and challenges within their agencies.
8. Ensure resolutions and recommendations are forwarded from the committee to the Housing Committee (for approval), Executive Board (for approval) and Southwest Regional Committees (for approval).
9. Promote training agendas when necessary to ensure regulations are clearly understood for implementation.
10. Encourage open communication with members via e-mail, conference calls, etc.
11. Chair can place additional members to their committee up to the maximum amount according to the bylaws.
12. Additional committee member's names must be approved by the Executive Board during your report.
13. Serve on Southwest Regional Committee of your respective committee in order to communicate issues and concerns, as well as serve on National Committees as needed or appointed.
14. Act as a resource to the State President for training and informational purposes.
15. Provide verbal reports at Chapter Board Meetings and submit the written report to the Chapter Secretary within 30 days after the Chapter meeting.

XX. Bylaws Committee and Committee Chair

1. Creation and maintenance of Chapter's bylaws.
2. Seek necessary recommended changes to the bylaws by the membership.
3. Prepare any draft amendments of the bylaws for review in accordance with the Chapter's bylaws.
4. Present the draft amendments to the membership for approval during the Annual Meeting.
5. Work closely with the Sr. Vice President on the Standard Operating and Procedural Manuel.
6. Ensure the updated bylaws are posted on the Chapter's website.

XXI. Vendors Committee and Committee Chair

1. Develop Agendas and Chair Committee Meetings.
2. Disseminate agendas to committee members prior to the meeting and encourage committee members to attend.
3. Maintain records of attendance and meeting minutes.
4. Encourage open communication with members via e-mail, conference calls, etc.
5. Maintain a list of vendors that works with PHAs.

6. Solicits vendors to become exhibitors at the Annual Conference.
7. Send out an information vendor's packets to our vendor list.
8. Design a layout of vendor's booth locations.
9. Meet and assist vendors with setting up booths, if needed.
10. Request vendor's nametags and conference information.
11. Request vendor's to complete a survey regarding the conference.
12. Work closely with the Service Officer regarding vendor's activities.

XXII TXNAHRO Reimbursement for Officers and Service Officers

1. The following Chapter Officers are eligible for reimbursements for TXNAHRO and SWNAHRO travel activities: President, Sr. Vice President, VPs with Portfolios, Immediate Past President and Chapter Secretary.
2. The President, Sr. Vice President and Service Officer are eligible for reimbursement for NAHRO travel activities.
3. The Treasurer will inform the Officers of their travel budget once the budget is approved by the Executive Board.
4. Officers and the Service Officer must complete and submit a TXNAHRO Travel Reimbursement Form which is located on the Chapter's website.
5. Submit the Travel Reimbursement Form and supporting receipt(s) to the Service Officer for review.
6. Service Officer will submit the Travel Reimbursement Form and supporting receipt(s) to the President for approval (Sr. VP will review and approve the President's travel reimbursement).
7. President will complete the approval process and send a copy to the Service Officer and Treasurer.
8. Service Officer will finalize the reimbursements and submit a check to requestor.
9. Officers and Service Officer must follow the Travel and Reimbursement Policy.

XXIII. TXNAHRO Volunteer Trainer Agreement

For specific training courses TXNAHRO may use qualified volunteer trainers who have met the established requirements to present the curriculum for the specific training. TXNAHRO has established the following guidelines for use of Volunteer Trainers.

1. TXNAHRO Service Officer Responsibilities:

- a. Confirm training location, dates, topic, etc.
- b. Confirm trainer availability for dates prior to marketing.

- c. Prepare and disseminate marketing materials as needed.
- d. Coordinate room setup, AV requirements; break supplies, etc. with Host Agency or Hotel Location.
- e. Arrange for training material to be shipped to Host Agency or Hotel Location in advance of training.
- f. Confirm receipt of training materials and verify accuracy of materials received.
- g. Accept registrations, payments, etc. for training.
- h. Prepare list of registered attendees and send to trainer at least 3 days prior to the training.

2. Volunteer Trainer Responsibilities:

- a. Once training dates and availability are confirmed, make travel arrangements to include hotel accommodations, flight arrangements and any other necessary arrangements.
- b. Arrive early on first day of training to prepare training materials. Training materials should be assembled for each registered attendee.
- c. Present training material in accordance with established NAHRO/TXNAHRO guidelines.
- d. Administer Pre and Post Assessments as well as evaluations, collect and place in provided envelope to be returned to NAHRO/TXNAHRO.

3. Volunteer Trainer Reimbursement of Expenses:

TXNAHRO will reimburse the agency or the volunteer trainer for the following expenses related to the training:

- a. Airfare or mileage to training location.
- b. Hotel accommodations.

TXNAHRO will pay the established GSA rate per day for the location of the training following GSA established guidelines, i.e. travel days at 75%.

The Volunteer Trainer shall submit travel reimbursement request with receipts and documentation to the TXNAHRO Service Officer. Service Officer will submit the travel reimbursement request to the TXNAHRO President for approval.