



RMA Board Member's Duties

Revised on October 9, 2016

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President

1. APPA Travel
 - a. Mid-year meeting in Alexandria, (end of Jan/ early Feb)
 - i. Board orientation meeting on Friday
 1. RMA covers this expense
 - b. APPA annual conference and banquet dinner (July/Aug) - institutional expense
note: requires additional day (APPA pays for this one night)
 - i. Attend APPA board meeting
 1. As President – 1st year as an observer— day before conference starts
 - a. APPA picks up one hotel night
2. RMA Travel
 - a. Spring board meeting (Apr) – institutional expense
 - b. Fall conference (Sept/Oct.) – institutional expense
3. Phone calls
 - a. Monthly Chair - RMA BOD conference calls
 - b. Monthly APPA President phone calls
4. Spring board meeting (April)
 - a. Establish agenda
 - b. Chair meeting
 - c. Task reports
 - d. Engage APPA representative to the board
 - e. Board member gifts (based upon institutional funding available)
5. Fall conference (Sept/Oct.)
 - a. Establish agenda(s) board and Members Meeting
 - b. Chair board meeting
 - c. Kick off conference
 - d. Conduct general membership meeting
 - e. MC Banquet Dinner
 - f. Ship gavel and President's award
6. Action Items:
 - a. When term of the office is over, this individual will automatically become the junior representative to the APPA Board of Directors.
 - b. Recommend replacement of any officer of RMA for any reasons shall become unable to perform the duties of their office and appoint special positions as necessary to accomplish the goals and objectives of RMA with the approval of the board.
 - c. Recommend removal of any board members who is no longer serving the mission and goals of RMA.
 - i. This removal must be approved by 3/5ths of the boards.
 - d. Issue President's award (identify recipient and create plaque)
 - e. Write the conference report following Fall RMA meeting.....submit to APPA in Nov. timeframe (will be tasked by APPA) for *Facilities Manager* magazine.
 - f. sThe President will formally recognize each of the RMA Board Members with a paper "Certificate of Appreciation" from RMA that specifies the position held.

- g. The President will award paper “Certificates of Appreciation” to Volunteers or Committee Chairs for *specific contributions* to the association during the current board term.
 - h. The President will award paper “Certificates of Appreciation” to each of the Regional Representatives to the APPA Board. Specifically, the Junior and Senior Representatives. The same criteria used for “President Appreciation” plaque should apply relative to format, seal and stock as the certificates of appreciation.
 - i. Send out congratulations to individuals for taking professional development training; completion of the APPA Academy or Institute; obtaining the EFP and/or CEF; for being receiving awards from APPA such as the Award for Meritorious Service, Pacesetter, Unsung Hero, etc.
 - j. Send out congratulations to institutions for receiving awards from APPA such as the Award for Excellence, Award for Sustainability, or other institutional awards.
 - k. Sign up and/or use the webpage, Facebook, Twitter, etc.
7. RMA Conference duties
- a. Check with host leading up to event.....any support/assist they need from any Board members?
 - b. Coordinate event kick off remarks and keynote introductions with host
 - c. Consider the many conference events (First Timers, Board Meeting, General Meeting, etc.)—you’re in ‘charge’....with support/assistance from host, secretary, and other board officers, to the extent to delegate/task/engage them
 - d. Prepare the ‘program’ for the Awards Banquet
 - i. Learn what worked best from past presidents and coordinate closely with host
 - ii. Utilize existing/previous year’s banquet agenda template (pass on to president elect each year).
 - e. Establish the agenda for General Meeting, coordinate well in advance with Board to ensure we cover all that’s needed
 - f. Coordinate with host as they develop the conference schedule....ensure they’ve got adequate time for the general meeting and events as you’d like them
 - g. Coordinate with RMA’s APPA Representative and APPA’s President in advance
 - i. How to they wish to take part in event?
 - ii. How do you wish to engage them?
 - iii. Work them into your program in advance of the conference if at all possible. Or do it on the fly during the event.
 - h. Confirm all awards are available/ready for banquet night.
 - i. Check with APPA Representative to see if he/she has any awards on behalf of APPA
 - j. As host, ensure your table and APPA President’s are served dinner early....allowing you to begin the awards program while others still eating.
8. Transitional duties – succession planning/training with president elect.

President Elect

1. APPA Travel
 - a. Encouraged to attend the APPA's annual conference and banquet dinner (July/Aug)- Institutional expense
2. RMA Travel
 - a. Spring board meeting (April) – Institutional expense
 - b. Fall conference (September/October) - Institutional expense
3. Phone calls
 - a. Monthly RMA BOD
 - b. Chair RMA BOD calls if President is unavailable
4. Action Items:
 - a. Maintain and update the strategic goals for the region. To follow-up with those responsible for each goal and issue the document prior to the monthly board meetings.
 - b. Responsible for the update to the duties and responsibilities for board members. To request board members to review their positions and provide an update as necessary on an annual basis.
 - c. Become president automatically after serving a term as president-elect.
 - d. Assumes the duties of the president in the absence or incapacity of the president.
 - e. Discuss and counsel with the board and annual meeting coordinator on arrangements for succeeding annual meeting.
 - f. Serve as liaison between the student and state chapters and the RMA board.
 - g. Award a "Presidential Appreciation" gift that includes name, dates of service and RMA Regional Seal) to the outgoing President. (RMA expense)

Junior Representative

1. APPA Travel
 - a. Mid-year meeting in Alexandria (end of Jan/early Feb)
 - i. APPA covers much of the cost
 - b. APPA annual conference and banquet dinner (July/Aug) – Institutional expense
 - i. Attend two Board meetings (requires additional days)
 1. One meeting day before conference starts -
 - a. APPA pays 1 night
 2. One meeting after conference ends
 - a. APPA pays 1 night
2. RMA travel
 - a. Spring board meeting (April) - Institutional expense
 - b. Fall conference (Sept./Oct.) - Institutional expense
3. Phone calls
 - a. Monthly RMA BOD
 - b. APPA BOD phone
 - i. Spring calls - spring calls TBD
 - ii. Fall calls - 3 times in fall
4. Action items
 - a. APPA By-laws committee
 - b. APPA Board of Directors (not Exec Committee)
 - c. Do anything the senior needs
 - d. Serve as liaison and sponsor the 14ers Club to ensure its membership strives to attain the role as mentor for which it was founded.
 - e. On-boarding of new board members.
5. Transitional duties – succession planning/training with president

Senior Representative

1. APPA Travel
 - a. Mid-year meeting in Alexandria (end of Jan/early Feb)
 - i. APPA covers much of the cost
 - b. APPA annual conference and banquet dinner (July/Aug) – Institutional expense
 - i. Board meeting (requires additional day)
 1. One board meeting before conference starts
 - a. APPA pays 1 night
2. RMA travel
 - a. Spring board meeting (April) - Institutional expense
 - b. Fall conference (Sept./Oct.) - Institutional expense
3. Phone calls
 - a. Monthly RMA BOD
 - b. APPA BOD phone
 - i. Spring calls - spring calls TBD
 - ii. Fall calls - 3 times in fall
4. Reports Due
 - a. Mid-year Board report (January 10?)
 - b. Summer board report (June 30?)
5. Action items
 - a. Identify board positions coming vacant (April)
 - b. Solicit interest from wider membership (May – Aug)
 - c. Solicit interest from Board (at least a month before spring board meeting in regards for President Elect interest.
 - d. APPA Nominating committee
 - e. APPA Board of Directors (not Exec Committee)
 - f. Serve as the liaison with the Emeritus members.
6. Transitional duties – succession planning/training with Jr. Rep

Communications Coordinator

1. RMA Travel
 - a. Spring board meeting (April) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Phone calls
 - a. Monthly RMA BOD
3. Action items:
 - a. Responsible for all of the RMA Web Page
 - b. Allow conference hosts to access the web page to update conference information for present and future conferences
 - c. All necessary updates to web page
 - i. New webinars
 - ii. RMA Newsletter - develop and institute a newsletter (quarterly or semi-annually)
 - iii. Business Partners page
 - iv. Information and policy changes
 - v. President's message
 - vi. Board Members page
 - vii. Committee information
 - viii. Membership information and applications
 - ix. Information on scheduled professional development offerings such as the Supervisor's Toolkit, Drive-In Workshops, Leadership Academy, etc,
 - x. Scholarship information and links
 - xi. Awards and Recognition information and links
 - xii. Other special events/happenings in regions and nationally
 - xiii. Update History page
 - xiv. Email communications with the RMA membership: President's message, upcoming training, scholarships, initiatives, newsletters, etc.
 - xv. Post to RMA's Facebook page, and develop and utilize an RMA Twitter feed to recaps events, trainings, workshops, etc.
 - d. Transitional duties – planning/training with successor

Secretary

1. RMA Travel
 - a. Spring board meeting (April) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Phone calls
 - a. Monthly RMA BOD
3. Action items:
 - a. Keep minutes of and ensure availability minutes to all members via RMA website for
 - i. Board of Directors meetings
 - ii. Annual membership meeting
 - b. Keep the official correspondence file.
 - i. at which time the oldest files will be transmitted to the Historian for retention and archiving.
 - c. Work with host chair/committee for annual RMA meeting.
 - d. Update by laws
 - e. Transitional duties – planning/training with successor

Treasurer

1. RMA Travel
 - a. Spring board meeting (April) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Phone calls
 - a. Monthly RMA BOD
3. Action items:
 - a. Manage RMA Assets. Balance & Reconcile Monthly
 - i. Checking Account
 - ii. Money Market Account
 - iii. Fidelity Money Market
 - iv. Capital Income Builder Account
 - b. Make Reimbursements for all RMA expenses.
 - i. Ensure expenses are fair and accurate
 - ii. Obtain & retain reimbursement documentation
 - iii. Issue checks
 - c. Manage RMA Budget
 - i. Draft and propose new year budgets
 - ii. Monitor and disseminate budget information to committees and board
 - iii. Try to keep expenditures within current year budget
 - d. Prepare monthly financial report at RMA Board Monthly Board Meetings
 - i. Participate in monthly board meeting conference calls
 - ii. Present financial report
 - iii. Participate in discussion and voting
 - e. Participate in discussion and voting Spring Board Meeting
 - i. Give RMA Board status of financial status
 - ii. Attend board meeting giving input and voting on issues
 - iii. Give Board financial recommendations
 - f. Annual Meeting
 - i. Attend Annual RMA Meeting in September
 - ii. Give written and verbal report of RMA's Financial Status
 - iii. Present the next year budget for approval
 - g. Taxes
 - i. Keep detailed financial records necessary for accurate tax preparation
 - ii. Secure an accountant to prepare previous fiscal year taxes prior to August the following year.
 - iii. Make sure taxes are filed promptly and accurately
 - iv. Pay accountant
 - v. Maintain return for records
 - h. Charitable Organization Status
 - i. Maintain status by Filing yearly with the state of Colorado
 - ii. Provide Financial status
 - iii. Pay renewal fee
 - i. Maintain Business Status with State of Colorado

- i. Update Officers
- j. Transitional duties – planning/training with successor

Business Partner Representative

1. RMA Travel
 - a. Spring board meeting (April) – Business’s expense
 - b. Fall conference (Sept/Oct) – Businesses’ expense
2. Phone calls
 - a. Monthly RMA BOD
 - b. APPA Business Partner Advisory Committee
3. Action items:
 - a. Business Partner Representative represents the BP membership and reports at the RMA Spring and Fall Board meetings.
 - b. Strive to Enhance Business Partner Benefits – by talking, listening and sharing ideas.
 - c. Corresponds with the BP membership the resources and opportunities of being a BP RMA member.
 - d. Work with the Membership Chair with Business Partner membership new and existing.
 - e. Work with Host Committee on obtaining sponsorships including booths
 - f. Investigate regional business partner code of ethics and determine if RMA should adopt policy.
 - g. Investigate the creation of an “RMA Business Partner Handbook” that could enumerate benefits, programs, procedures, and expectations for Business Partners.
 - i. This “handbook” could be a separate page or link on the RMA website
 - ii. Electronic file that could be e-mailed to existing or potential Business Partners
 - h. Transitional duties – planning/training with successor
4. Initiatives:
 - a. Investigate regional business partner code of ethics and determine if RMA should adopt policy.
 - b. Investigate the creation of an “RMA Business Partner Handbook”.

Historian

1. RMA Travel
 - a. Spring board meeting (April) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Phone calls
 - a. Monthly RMA Board conference calls
3. Action items:
 - a. Provide annual report at fall board meeting activities.
 - b. Compose, publish and distribute an addendum to the RMA History, originally authored by H. Val Petersen, commencing with the 50th anniversary and for each successive decade thereafter.
 - c. Coordinate with the Secretary to maintain a repository of RMA's historical documents, papers, reports, publications, annual meeting proceedings, etc. It is preferable that records be scanned rather than retained in a hard copy. The scanned records would then be accessible in the RMA webpage
 - i. Any hardcopy records that can't be scanned will be passed on to the new Historian at the end of the Historian's tenure.
 - ii. Examples of records that will be scanned and retained include:
 - Copies of previous bylaws
 - Newsletters
 - Meeting minutes
 - Treasurer reports
 - Annual proceedings and program schedules
 - Annual meeting attendance
 - Records of RMA presidents
 - Award recipients
 - Membership numbers (institutions only)
 - Meeting locations
 - Award pins
 - Annual RMA reports that are published in the *APPA Facilities Manager*
 - Photos old and new
 - Previous Historian reports / publications
 - d. Recommend to the Board of Directors those hardcopy and scanned records, documents, etc., that should be destroyed in accordance with good records management processes.
 - i. Only records, documents, etc., approved by the Board of Directors shall be destroyed.
 - e. Submit any costs associated with the preparation, publication and distribution of any historical documents for approval by the Board of Directors.
 - f. Anniversary reports (the following items help when writing)
 - i. Annually maintain the historical data such as financial reports, membership and conference attendance metrics, award records, etc.
 - ii. Maintain the Appendix A report that summarizes each annual conference.
 - iii. Collect pins and logos.
 - iv. Download annual RMA president's report that is published in the *APPA Facilities Managers* magazine.
 - g. Transitional duties – planning/training with successor

Membership Chair

1. APPA Travel
 - a. Mid-year meeting in Alexandria, (1st weekend of Dec)
 - i. APPA covers 2 nights hotel and travel
 - ii. Board meeting is typically all day Friday and ½ day Saturday
 - b. APPA annual conference (July/Aug) – Institutional expense
 - i. Attend membership committee meeting (day before conference starts)
2. RMA Travel
 - a. Spring board meeting (Apr) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
3. Phone Calls
 - a. Monthly RMA phone calls
 - b. Monthly APPA phone calls (APPA Membership Director run these meetings)
 - c. In development:
 - i. Quarterly RMA State membership rep phone calls (RMA Membership Director run these meetings)
 - ii. Share updates from APPA's monthly meetings
 - iii. Constitute a RMA Membership Committee consisting of additional members representing different states/provinces in RMA.
4. Action items
 - a. Author article: Write one article a year on membership for "Facility Manager" magazine
 - b. Develop and coordinate Regional membership program/committee and support for the APPA Membership Committee's various programs.
 - i. Meetings will be held at least once a year at the annual RMA Educational Forum.
 - ii. Coordinate date/time for breakout committee with state membership reps
 1. Develop agenda for meetings
 2. Provide membership materials for reps
 - c. Serve as liaison between the APPA Membership Committee and the RMA Board of Directors.
 - d. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
 - e. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Regional committee.
 - f. Working closely with the Secretary, maintain an up-to-date and accurate membership list by Institutions and Members, including State and student chapters.
 - g. Update membership lists – correct email accounts for member/institutions.
 - h. Work with APPA office on obtaining duplicate electronic invoices for non-renewed schools.
 - i. Typically the reason for non-renewal is a lost invoice.
 - ii. Then call and speak with institution and re-send invoice electronically – and/or track down new primary contact for institution.
 - i. Use APPA's (Data base) for obtaining up-to-date membership lists.
 - j. Provide APPA with updated contact information to update data base.
 - k. Try to recruit new institutions, community colleges and K-12's.
 - i. Make initial contacts
 - ii. E-mails
 - iii. Phone calls

- iv. Meet and Greet
- v. Try to attend "local" Drive In Workshops – Network and recruit
- vi. APPA Campaigns i.e....Get Six Campaigns
- I. Work with RMA Business Partner Board member in regards to recruiting new RMA business partners.
 - i. Provide liaison with up-to-date information on membership
 - ii. Advantages flyers
 - iii. Updated yearly Dues Matrix
 - iv. Updated yearly business partner applications
 - v. Renewal information - past due invoices for current RMA business partners.
 - vi. Work with liaison and have them follow up with partners (as needed)
 - a. *Usually the issue is lost invoices - or invoices went to wrong person*
- m. Work with each annual host committee on recruiting RMA Business Partners
 - i. Set goal to have every booth hosted by an RMA business partner – preferential booth selections (first come first served)
 - ii. Open up remaining booths at higher rates for non-RMA partners with goal to entice them to join RMA for \$250 vs higher booth rate.
 - iii. Stress the price break on booth rate and that they are now an RMA partner!
- n. Work with each host committee regarding RMA attendance.
 - i. Provide committee with up-to-date membership list
 - ii. Lists of schools by size categories
- o. Provide RMA Business Partners a copy of the membership list annually.
- p. Assist other committees by sending out e-mails to membership list(s) as requested/needed.
- q. Work with communications/website board member to keep membership information, applications and business partners updated/accurate.
- r. Transitional duties – planning/training with successor
- 5. Assist RMA conference committee
 - a. Check with host leading up to event.....any support/assist they need from any Board members?
 - i. Provide updated membership lists
 - ii. Provide updated business partner lists
 - iii. Provide potential business partner lists
 - iv. Provide membership institution counts
 - b. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on the committee actions during the past year.

Annual Meeting Coordinator

1. RMA Travel
 - a. Spring board meeting (April) – Institutional expense
 - b. Fall conference (September/October) - Institutional expense
2. Phone calls
 - a. Monthly RMA BOD
3. Action items
 - a. Ensure consistency in the annual meetings from year-to-year.
 - b. Seed money amount – work with hosts to determine needs
 - c. Develop milestones / dates needed to meet contract needs
 - i. Future contract dates
 - ii. Se
 - d. Answer any questions each host committee has.
 - e. Assist each host committee in any way they request.
 - f. Site selections for future conferences.
 - g. Negotiate contracts with the help of Suzanne Healy at APPA
 - h. Maintain the Annual Meeting guidelines, including the archives of historical documents so future host committees have a resource.
 - i. Schedule and chair committee meetings to address current Educational Forum issues.
 - j. Meetings may be scheduled at the discretion of the Annual Meeting Coordinator and current Annual Meeting Host Committee Chair.
 - k. Assist in coordination of Educational Forum physical arrangements and, with Educational Forum Host Chair, submit to the Treasurer an itemized report of funds needed for the annual meeting.
 - l. Recommend to the Board of Directors the Year 1, Year 2 and Year 3 Annual Meeting Host Committee Chair, Host Institution, and meeting location.
 - m. Coordinate with the Year 1 and Year 2 Annual Meeting Host Committees and the Professional Development Committee Chair canvassing of members for suggestions and help for upcoming program, instruct contributors on form of papers to be presented at their respective meetings.
 - n. Prepare reports for the Board of Directors regarding the current Educational Forum.
 - o. Serve as liaison between the current Annual Meeting Host Committee and Business Partners.
 - p. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Annual Meeting Host Committees.
 - q. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
 - r. Be responsible for Business Partner members, ensure compliance with Business Partner policies and procedures, and maintain business partner membership records annually by obtaining from membership chair.
 - s. Obtain feedback from Business Partners at annual conference.
 - i. What worked
 - ii. What opportunities there are for improvement
 - iii. Work with following year's host committee to implement suggestions
 - t. Transitional duties – planning/training with successor

Professional Development

1. APPA Travel
 - a. Mid-year meeting in Alexandria, usually first weekend of December (APPA covers)
 - i. APPA covers 2 nights hotel and travel
 - ii. Board meeting is typically all day Friday and ½ day Saturday
 - b. APPA annual conference (July/Aug) – Institutional expense
 - i. Attend membership committee meeting (day before conference starts)
2. RMA Travel
 - a. Spring board meeting (Apr) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
3. Phone Calls
 - a. Monthly RMA phone calls
 - b. Monthly APPA phone calls
 - c. State PD Committee calls (in development):
 - i. Constitute a PD Committee consisting of additional members representing different states/provinces in RMA.
 - ii. Chair Quarterly RMA State Professional Development rep phone calls
 - iii. Share updates from APPA's monthly meetings
4. Action items:
 - a. The RMA Professional Development Committee is charged with setting up learning opportunities for the RMA membership. Learning opportunities, whether it be supervisory or management training, drive-in workshops, classroom training or any other educational enhancement can lead to personal and professional growth and advancement. One thing about RMA members is that we are never too old to learn.
 - b. Provide low cost training and development opportunities for all RMA members and institutions.
 - c. Provide a source of revenue to RMA through the successful CERP renewals by members.
 - d. Invite non-RMA institutions to experience the benefits of RMA sponsored professional development, with the hopes of encouraging these institutions to consider becoming RMA members.
 - e. The cost differential for non-members who participate in RMA training will be remitted to RMA.
 - f. Create and maintain an energetic and enthusiastic committee to seek out new ideas for professional development and growth.
 - g. Reach out to the APPA and RMA Business Partners to engage them in learning opportunities for the RMA membership.
 - h. Provide three to four toolkit training opportunities per year depending on the availability of funds
 - i. Develop one to two toolkit trainers per year until there are between 10 to 12 active and committed trainers available and willing to teach. Qualify two trainers at one session to optimize qualification costs.
 - j. Align trainers to regional locations to lower trainer costs due to travel.
 - k. Work with the RMA Master Trainer to determine number of trainers required for each session. The preference is for two trainers, or one trainer along with a trainer-intern per training session. The exception would be when there are two trainer-interns presenting with the Master Trainer in order to be qualified.

- I. Training locations should, but are not required to, match location with the climate to provide the best environment and opportunities to have the optimal class size. While the training sessions are work sessions, after each session the students should be able to enjoy the campus they are visiting and the surrounding amenities. The goal would be to provide sessions in the southern region of RMA during the cooler or cold months and the northern region in the summer and fall months.
- m. Types of development include Supervisor's Toolkit, Drive-in Workshops, Leadership Academy – four levels, EFP and CEFP training at host institutions
 - i. Supervisor's Toolkits - Encourage sessions to have at least 30 students. This helps the institution spread the cost of the training over a greater number of students, providing low cost training. The host institution is responsible for reserving a room and the set-up for the training, organizing meals and snacks, gratuities, equipment such as easels, paper goods, etc. The number of students should extend up to a maximum of 40 but would need approval by the lead trainer to be sure the training staff is comfortable handling that size class.
 - ii. Goal for maximum training class – 40
 - iii. Goal for minimum training class – 25
 - iv. The chair of the professional development will provide templates to the host institution for establishing budgets; developing flyers announcing the training; and, the registration forms that will be placed on the APPA and RMA webpages.
 - v. Drive-in Workshops
 - vi. Leadership Academy
 - vii. EFP / CEFP training and certification
- n. Committee role and make-up
 - i. Large universities
 - ii. Small universities
 - iii. Community colleges
 - iv. Specific tasks and assignments for committee members
 - v. Working with university coordinators
 - vi. Getting volunteers to host training sessions
 - vii. Getting volunteers to become trainers
 - viii. Meetings, 1 on 1 with smaller colleges, community colleges and K-12 facilities directors
- o. Advertising in APPA and RMA
- p. Succession planning for the chair, committee members, trainers
- q. Record keeping of training sessions – participant's names & institutions
- r. Developing trainers across the region for better alignment with training opportunities – show locations of trainers and 1) state population; 2) RMA institutions by state; 3) approximate number of higher education institutions by state.
- s. Have a goal of xx% of host institution's participants – try to have 1-xx% for outside institution's participants to promote collegiality and exposure to other university's cultures and staff – getting to know other RMA members. The in-house % could increase if unable to fill with external participants within 4 weeks of event.
- t. Variation on above item – include other institution departments in training to promote healthy relationships and collegiality amongst university employees

- u. Develop schedule for organizing a training session for
 - i. Rooms
 - ii. Trainers
 - iii. Binders
 - iv. Advertisement
 - v. Budgets
- v. Transitional duties – planning/training with successor

Awards and Recognition

1. APPA Travel
 - a. Mid-year meeting in Alexandria, (1st weekend of Dec) (TBC – at the call of the APPA VP PAC/A&R)
 - i) APPA covers 2 nights for lodging and travel
 - ii) Board meeting is typically all day Friday and ½ day Saturday
 - b. APPA annual conference (July/Aug) – Institutional expense
2. RMA Travel
 - a. Spring board meeting (Apr) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
3. Phone Calls
 - a. Monthly RMA **Board conference** calls
 - b. **Monthly** APPA phone calls - **PAC/A&R Committee(s)**
4. Each year, at the Annual RMA Meeting, individuals, groups and business partners will be presented awards in recognition of their outstanding service and achievement to the RMA and/or the profession.
5. Action items:
 - a. Read and understand the APPA Awards & Recognition Committee Charge / Expectations / Responsibilities for Committee Members on the APPA website.
 - b. **Seek out recommendations for RMA individual awards and review these with the A & R committee for recommendations to the RMA Board.**
 - c. **Request RMA Board and remind membership to submit applications for the following APPA Individual Awards as part of the APPA Awards and Recognition Committee:**
 - i) **MERITORIOUS SERVICE AWARD (APPA)**
The Meritorious Service Award was instituted in 1958 and is APPA's highest award for individual service. It is presented to APPA members in recognition of their outstanding contribution to their institution, their profession/ and the association. The award is presented at APPA's Annual Meeting.
 - ii) **THE PACESETTER AWARD (APPA)**
The Pacesetter Award is the newest addition to APPA's awards profile. This award is designed to encourage further participation in APPA among those who have already made significant contributions at their region or chapter.
 - iii) **APPA FELLOW AWARD (APPA)**
While most awards recognize past achievements, the APPA Fellow designation brings with it both recognition for specific accomplishments to date and expectations for continued involvement in APPA's leadership program through research and mentoring. The Fellow is APPA's highest individual achievement award. Nominees must demonstrate active membership in APPA for a minimum of ten years; graduation from APPA's Institute for Facilities Management; completion of APPA's Leadership Academy; completion of an approved research project under APPA's Center for Facilities Research; authorship of an article submitted for publication by APPA; and submission of two references from colleagues in the educational facilities profession that describe the individual's successes and dedication to the field.
 - d. **RMA Scholarships for APPA Institute and Academy attendance:**
 - i. **Annually review the *Scholarships* section of the RMA website for errors or emissions regarding the:**

- ii. Guidelines for Selection
- iii. Procedure for Scholarship Application
- iv. Procedure for Scholarship Application Review
- v. Scholarship Awards
 - ii) Annually by 15 January send out a request for submissions to the RMA community by e-mail
 - iii) Within one week of the annual deadline (15 February) ensure that all submissions are complete and accurate
 - iv) Review and rank submissions for scholarships
 - v) Involve at least two other board members in ranking of scholarship applications
 - vi) Ensure that the assessment website reflects the review committee membership
 - vii) Bring the rankings to spring board meeting for board vote and approval
- e. Solicit the board for nominees for the RMA Individual Awards for the H. Val Peterson Award and the Lee Newman. Provide nominees to the board for review and approval prior to the Annual Fall Board meeting and conference. Have awards made for those selected and provide to the RMA president for the presentation at the Fall Conference Awards Recognition and Banquet. The cost of the awards will be reimbursed by the RMA treasurer upon presentation of the receipts.
 - i) THE H. VAL PETERSON AWARD (RMA)
 The H. Val Peterson Award recognizes the person who has contributed the most to the effective development, stability and furtherance of communications, using any type of communications' media (i.e. e-mail, Facebook, Twitter, Snapchat, websites, or newsletters), throughout the RMA membership, as selected by the Board of Directors. This award was initially known as the Authorship Award, but was renamed in honor of the first recipient, H. Val Peterson, for his extraordinary record of newsletter contributions. H. Val Peterson has been noted to be the regions' most prolific humorist and raconteur.
 - ii) THE LEE NEWMAN AWARD (RMA)
 The Lee Newman Award recognizes the greatest contributions to the RMA by a Business Partner, as selected by the Board of Directors.
- f. Transitional duties – planning/training with successor

Information and Research

1. APPA Travel
 - a. Mid-year meeting in Alexandria, (1st weekend of Dec)
 - i. APPA covers 2 nights hotel and travel
 - ii. Board meeting is typically all day Friday and ½ day Saturday
 - b. APPA annual conference (July/Aug) – Institutional expense
2. RMA Travel
 - a. Spring board meeting (Apr) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
3. Phone Calls
 - a. Monthly RMA phone calls
 - b. Monthly APPA phone calls
4. Action items:
 - a. In coordination with the Board of Directors, constitute a RMA Information and Research Committee consisting of at least 4 but not more than 8 additional members representing different states/provinces in RMA. One committee member may be a representative of a RMA member institution from adjoining states, provinces, or countries.
 - b. Schedule and chair committee meetings to address key issues and business of the committee. Meetings will be held at least once a year at the annual RMA Educational Forum.
 - c. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on the committee actions during the past year.
 - d. Develop and coordinate Regional information and research programs and support for the APPA Information and Research Committee's various programs.
 - e. Serve as liaison between the APPA Information and Research Committee and the RMA Board of Directors.
 - f. Develop and present to the Board of Directors for approval the Committee charge for the upcoming year at the annual meeting.
 - g. Develop and present to the Board of Directors for approval any budget item deemed necessary by the Regional committee
 - h. Transitional duties – planning/training with successor

Host Committee Chairs

1. RMA Travel
 - a. Spring board meeting (Apr) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
2. Phone Calls
 - a. Monthly RMA phone calls
3. Action items
 - a. Attend at least one RMA Annual Meeting/Conference to use as a model.
 - b. Become a full member of the Board three years prior to the Annual Meeting that they will be hosting, and remain a full member of the Board until replaced at the annual meeting following the Annual Meeting that they have hosted.
 - c. Consult the Annual Meeting Guidelines and provide updates from experiences; use historical documents, including prior year budget and membership and Business Partner databases.
 - d. Assist the Annual Meeting Coordinator in selecting the host venue and negotiating the contract. Contract includes Spring Board and Fall Board meetings.
 - e. Establish host committee three years prior to annual meeting. Comprised of members from the State or Province selected
 - i. Major responsibilities for team members:
 1. Awards and Gifts
 2. Registration
 3. Webpage, Program and GuideBook, Printing, AutoCAD
 4. Transportation
 5. Fishing
 6. Golf Tournament
 7. Entertainment, Signage, Decorations, AV Equipment
 8. Education Sessions, Keynote Speakers, Mobile Sessions
 9. Accounting/Budget
 10. Sponsorship
 11. Theme Dinner
 12. Awards Banquet
 13. Opening Ceremony
 - f. Secure two-year commitment from your team (and institution) of monthly meetings and planning. Be prepared to spend 20-60 hours per week during the six months leading up to the annual meeting/conference date (i.e. spread over a team of 8-10 people).
 - g. First action of the team is to establish a conference theme and design a conference pin to commemorate and market the conference.
 - h. With President, plan and host the annual Board of Directors Spring meeting and dinner the year that they host the conference.
 - i. Board meeting location
 1. Breakfast, lunch, snacks and refreshments
 2. Projector, screen, flip chart and easel
 - ii. Board dinner location
 1. Pre-selected menu options
 2. Transportation to dinner

- i. Coordinate with the Communications Representative on creating and updating (sometimes weekly) RMA webpage with annual meeting/conference information. The conference hosts will be responsible for webpage content on the conference.
- j. Coordinate with Business Partner Representative in dealing with Business Partner issues, sponsorship and participation in the annual meeting/conference.
- k. Coordinate with the Treasurer regarding scholarships, board expenses and other accounting issues relative to the annual meeting/conference.
- l. Establish a banking/funding mechanism either with your institution or set up a separate banking account for annual conference.
 - a. Checking account
 - b. Ability to process credit cards
 - c. Use APPA for Registration
 - i. Coordinate with APPA it is a free service to the Region and APPA/RMA membership is automatically verified before any booth discounts are applied.
 - ii. Plan to open registration 11 months prior to the annual meeting/conference date.
 - d. Authorize.net for credit card processing
- m. Market the annual meeting/conference to the regions - use the location advantage to engage your state for first timers, new institutions, business partners, and return members.
- n. Plan the programs to be presented at meeting
- o. Follow the counsel of the Board of Directors in arranging the program for their respective annual meeting and have it approved before authorizing the preparation of papers.
- p. Plan their respective annual meeting and prepare a budget for approval by the Board of Directors.
- q. Submit to the Treasurer an itemized report of funds needed for their respective annual meeting, and at the end of the annual meeting submit an itemized report of actual revenues, donations, and expenses including information such as the final attendance figures.
- r. Working closely with the Professional Development Committee, select appropriate educational sessions and presenters.
- s. Working closely with the Historian, be diligent in preparing the proceedings of the annual meeting. Ensure that each RMA annual meeting is appropriately documented with photographs of the meeting and activities.
 - i. These photographs, taken by the hosting institution or professional photographers, shall be placed in an electronic album (Shutterfly) or computer disc and combined with the annual meeting proceedings to highlight the annual meeting including awards and presentations, social activities, education sessions, business partners, etc.
 - ii. When compiled and completed a copy of the proceedings will be made available to the Communications Coordinator for placement of the RMA website.
- t. Transitional duties – assist other host committees by providing lessons learned, guidance, and answer questions as they arise.

Professional Affairs

1. APPA Travel
 - a. Mid-year meeting in Alexandria, (1st weekend of Dec)
 - i. APPA covers 2 nights hotel and travel
 - ii. Board meeting is typically all day Friday and ½ day Saturday
 - b. APPA annual conference (July/Aug) – Institutional expense
 - c. Possible Site visit to qualifying AFE institution (Mar/Apr)
2. RMA Travel
 - a. Spring board meeting (Apr) – Institutional expense
 - b. Fall conference (Sept/Oct) - Institutional expense
3. Phone Calls
 - a. Monthly RMA phone calls
 - b. Monthly APPA phone calls
4. Action items:
 - a. Prepare reports and report to the Board of Directors at the mid-year and annual meetings on actions during the past year.
 - b. Serve as liaison between the APPA Professional Affairs and the RMA Board of Directors.
 - c. Develop and coordinate regional professional affairs programs and support for the APPA Professional Affairs Committee's various programs.
 - d. Transitional duties – planning/training with successor
 - e. Review and rate submissions for Institutional Awards
5. Institutional Awards:

THE AWARD for EXCELLENCE

APPA's highest institutional honor, The Award for Excellence in Facilities Management, provides educational institutions with the opportunity to receive national and international attention for their outstanding achievements in facilities management.

Since 1992, The Award for Excellence is awarded to any institution submitting a detailed self-evaluation that successfully meets the established criteria. An institution may be awarded an overall award, an award in any of the nine categories of excellence, or an award for a combination of categories. The award is valid for a period of five years.

THE EFFECTIVE and INNOVATIVE PRACTICES AWARD

APPA's Effective and Innovative Practices Award recognizes programs and processes that enhance service delivery, lower costs, increase productivity, improve customer service, generate revenue, or otherwise benefit the educational institution. Entries can describe either of an existing program or process.

SUSTAINABILITY AWARD (APPA)

APPA's Sustainability Award in Facilities Management is designed to recognize and advance sustainability excellence in educational facilities. This is APPA's newest award and is reflective of APPA's "Sustainability Statement" and was introduced for the first time in the 2012 annual award cycle. This award recognizes the facilities management department that has integrated sustainable policies and "green" practices throughout all facets of the organization and embedded them within the educational institution.

14ers Club Lead Climber

1. RMA Travel
 - a. Fall conference (Sept/Oct) - Institutional expense
2. Phone calls
 - a. Monthly RMA BOD
 - b. APPA quarterly regional mentoring coordinators
3. Actions Items:
 - a. Provide an annual report shall include an update on the program's development, mentoring prospects and recruitment status.
 - b. Ensure applications for new membership and Climbing Buddy requests are available on the RMA website.
 - c. Receive and process application requests.
 - d. Initiate new members into the 14ers Club.
 - e. Coordinate Climbing Buddy assignments.
 - f. Maintain records of 14ers Club membership and Climbing Buddy assignments.
4. Activities:
 - a. Maintain metrics of members and climbing buddies, along with pairings.
 - b. Announce the new members and awards pins at the annual RMA conference awards banquet.
 - c. Lead the annual 14ers Club meeting held at the annual RMA conference.
 - d. Attend the annual First Timers meeting to promote the 14ers Program.
 - e. Coordinate with the Chair of the Membership Committee and the Professional Development Committee to ensure the program is being promoted at events such as Drive-in Workshops, Supervisor Toolkits, on campus Tracks 1, 2 and 3, etc.
 - f. Provide an annual report to the Junior Rep for the Annual Board of Directors meeting.
 - g. Ensure the 14ers Club portion of the RMA website is current.
 - h. Ensure the 14ers Club application forms are current and available on the website.
 - i. Work to continuously improve the RMA mentoring program.
 - j. Follow-up with program participants to ensure pairings are effective.
 - k. Transitional duties – planning/training with successor