

# YOUR GUIDE TO MEMBERSHIP

## Three In One Membership

### LOCAL ASSOCIATION



### STATE ASSOCIATION



### NATIONAL ASSOCIATION



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**Welcome to the Home Builders Association of Berks County!** This handbook provides you with relevant and useful information to support and help guide you during your first few months in the association.

**We, the Membership Committee and HBA Staff** are 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 new member, helpful tips for how to build your business through your membership, and the available cost saving programs.

I believe you will find the membership guide 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 contact us if you have any questions at the HBA office @ 610-777-8889 or [Info@HBA.org](mailto:Info@HBA.org)

Thank you for becoming a member and we look forward to seeing you at events!

# **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.

## **STUDENT CHAPTER ALUMNI MEMBERSHIP**

Any graduate from an NAHB-affiliated Student Chapter program shall be eligible to be a Student Chapter Alumni member for a period of three (3) years immediately following the month and year of the individual's graduation.

## **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 bi-monthly magazine.

## **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.

## **PROFESSIONAL WOMEN IN BUILDING COUNCIL**

The Professional Women in Building Council of the Home Builders Association of Berks County, known as PWB, was Chartered in August 2016 at the Midyear NAHB PWB Board of Trustees Meeting. The Professional Women in Building Council is dedicated to promoting, enhancing and supporting home building and women within the industry.



# Benefits:

Online Buyer's Guide  
Member to Member Discount  
Insurance Programs  
Sponsorship Opportunities  
Education  
Legislative  
Networking  
Bi-Monthly Magazine  
Invaluable Business Contacts



# 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



# Benefits

Building Women Magazine – Published three times a year

We-Connect – E-newsletter is distributed bi-monthly to members

Webinars – Council Sponsors webinars on timely topics

Networking – Face-to-Face Events held both Nationally and Locally

“Women of the Future” Education Grant – Educational grant for tuition at any approved industry related educational program

[\\*\\* check out websites for updates to benefits](#)

## THE STRUCTURE OF HOME BUILDERS ASSOCIATION OF BERKS COUNTY

### History of HBA

The Home Builders Association of Berks County (HBA) was accepted as an Affiliate Local Association of the [National Association of Home Builders](#) (NAHB) and received our charter on May 26<sup>th</sup>, 1957. Byron W. Whitman, Whitman Builders (Berkshire Greens), served as our first President.

In the next six decades, we grew from a small group of home builders to over 350 companies strong, representing all aspects of residential construction and related business services. The HBA of Berks County is the 6<sup>th</sup> largest out of 37 builders associations in the Commonwealth of Pennsylvania and in the top 120 of the 747 builders associations nationwide.

We continue to be guided by our mission, the goals of which are to: inform, educate, take legislative action, provide a forum for business and professional interaction, and assist HBA Members in the operation of their businesses.

One word which exemplifies our mission is EDUCATION because all of the mission goals are a form of education

### Mission Statement

The HBA of Berks County is a leading advocate for the building industry by promoting trust and value for the community.

### 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.

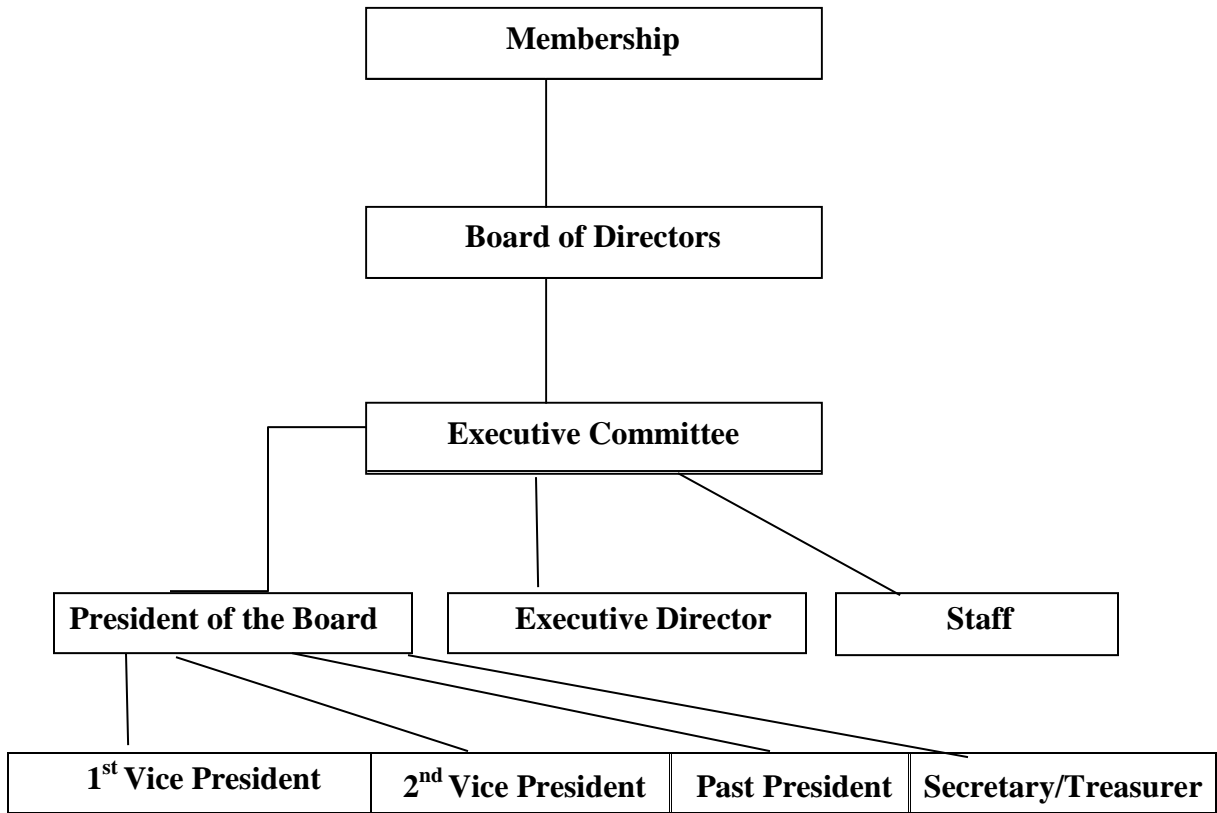
Only after attending actual meetings should one decide an area of interest or participation. If you decide to become active make your interest known to the committee, board leadership or staff and you will be given information about participation.

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 and Communications  
Committee

Property Management Committee

Education Committee

Ethics Committee

Events Committee

Governmental Affairs (GA) Committee

Golf Outing Committee

Home Show Committee

Parade of Homes Committee

Professional Woman in Building  
Council

Remodelers Council

Nominations Committee

Finance Committee

## **; 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.

### **Events Committee**

Promote the enhancement and the good will of the HBA by developing and planning first-class events that will provide professional and personal enjoyment to members of the HBA, including identifying the place and time of the event, creating a budget for the event, create invitations, assess the feasibility of producing an ad book for the event and/or another type of booklet memorializing the event for participants, develop press releases for the event, develop menus, procure underwriting and donations (as necessary), and submit any proposed budgets to the Board of Directors for approval.

### **Education Committee**

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

### **Golf Outing Committee**

Organize and oversee all aspects of a spring and fall event

### **Home Show Committee**

Organize and oversee all aspects of the Home & Garden Show in the Spring.

**Parade of Homes Committee**

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

**Property Management Committee**

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

**Ethics Committee**

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

**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.

**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.

**Professional Women in Building Council**

Serves as the voice of women in the building industry all facets of industry as builders, developers, remodelers, trade contractors, architects, marketers, designers, mortgage brokers, and much more.

**Builders Education Scholarship Foundation**

Designed to foster interest in continued Education and provide funding for individuals that wish to continue their education in the construction trades.

**Finance Committee**

Be chaired by the Secretary/Treasurer and shall include the 1<sup>st</sup> Vice-President and any other members selected with the approval of the Board of Directors. Shall be responsible for ensuring compliance with Article IV (Finance) of these By-Laws, and provide the Board of Directors with a report at the Board's regularly scheduled meeting regarding the financial condition of the HBA. The Committee shall further assist the Executive Officer in the preparation of an annual budget. The Finance Committee shall meet prior to each regular meeting of the Board of Directors or at any other time as directed by the Finance Committee Chair.

**Nomination Committee**

Be chaired by the Immediate Past President and made up of Members appointed by the President. A slate of candidates from the Nominations Committee shall be presented to the Board of Directors at the September Board Meeting and the election notice given to the Membership in November. The Committee shall solicit the Membership, consider recommendations, and shall nominate at least one candidate for each office to be filled. 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. This Committee has no governing authority. It may only make recommendations to the Board of Directors.

**\*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 HBA's (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, Home Show, Various Networking Events** just to name a few. These events can be found either in your bi-monthly magazine 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 two 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 Association Leadership Institute 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)**

Annual Sponsorship  
Foundation Club Member

### **ANNUAL SPONSORSHIP OPPORTUNITIES**

See Website

### **ADVERTISING OPPORTUNITIES**

*"At Home in Berks"* Magazine  
HBA Membership Directory  
HBA Website at Online Buyer's Guide

For more information on these opportunities check your bi-monthly magazine 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** – Brian Bogert - Advanced Construction Solutions

**Vice President** – Pete Bonargo – SAH, Inc.

**1<sup>st</sup> Vice President**– Position Available

**Secretary /Treasurer**- Lee Prussman – Prussman – Goss CPA

**Past President** – Larry Kehres – L.A Kehres Building & Remodeling

### **BUILDER DIRECTORS**

Kert Sloan – Aluminum Associates/ Sloan Corp.

### **ASSOCIATE DIRECTORS**

James Gavin– Masano Bradley

Jason Jenkins – Bursich Associates, Inc.

John Schmoyer– Fulton Mortgage Company

### **COMMITTEE CHAIR**

**Membership & Communications** – TBD

**Events Committee** – TBD

**Education** - Steve Weber - Reading Muhlenberg Career & Technology Center

**Golf Tournaments** – Larry Kehres – L.A. Building & Remodeling

**Parade of Homes Committee** – TBD

**Property Management Committee** – Brian Bogert – Advanced Construction Solutions

**Ethics** – Brian Bogert – Advanced Construction Solutions

**Governmental Affairs** – Patrick Dolan – Dolan Construction, Inc.

**Professional Women in Building Council** – TBD

**Remodelers Council** – TBD

**Finance Committee** – Lee Prussman – Prussman-Goss

**Home Show** – Brian Bogert – Advanced Construction Solutions

**Nominations Committee** – Larry Kehres – L.A. Kehres Building & Remodeling

**Executive Committee** – Brian Bogert – Advanced Construction Solutions

## **HBA Life Directors**

Larry Kehres – L.A. Kehres Building & Remodeling

Kert Sloan CGR, CAPS, CGP – Aluminum Associates/Sloan Corp.

## **PBA DIRECTORS**

### **Ex-Officio**

Brian Bogert – Advanced Construction Solutions

### **Life Directors**

Kert Sloan CGR, CAPS, CGP - Aluminum Associates/Sloan Corp.

### **At Large Directors**

Cathy Sloan CGR, CAPS, CGP – Aluminum Associates /Sloan Corp.

## **NAHB DIRECTORS**

### **Life Directors**

Kert Sloan CGR, CAPS, CGP - Aluminum Associates/Sloan Corp.

Cathy Sloan CGR, CAPS, CGP -Aluminum Associates/Sloan Corp.

## **HBA OFFICE STAFF**

Cathy Sloan – Executive Officer

Linda Rothenberger – Membership Coordinator

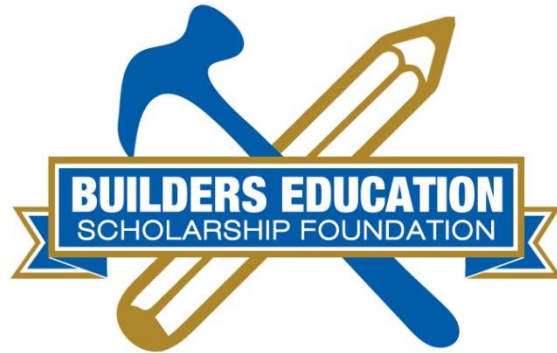
### **\*\*\*NOTE:**

To become an **HBA Life Director**, you need to have served on the Board of Directors for a minimum of ten years or served as President for a minimum of two years

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 2 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 2 scheduled meetings.

# Builders Education Scholarship Foundation



## History of the Foundation

The Foundation was founded in 2017. It was designed to make scholarships available to graduates from three (3) Berks County vocational schools – Reading Muhlenberg Career and Technology Center, Berks Career and Technology Center – East, and Berks Career and Technology Center – West who are pursuing careers in the Building Industry. The Foundations Executive Officers and Board of Directors consist of The President, Vice President, 1<sup>st</sup> Vice-President, Secretary/Treasurer, and Past President, and no more than 9 Directors. The Board shall consist of the current HBA of Berks County, Executive Committee and four (4) other Directors to be appointed by the Executive Committee.

## Mission Statement

The Builders Education Scholarship Foundation is designed to foster interest in continued education and provide funding for individuals that wish to continue their education in the construction trades.

## Executive Officers & Board of Directors

### Officers

**President: Brian Bogert** – Advanced Construction Solutions, LLC.

**Vice President** - Pete Bonargo – SAH, Inc.

**1st Vice President** – Position Available

**Secretary/Treasurer – Lee Prussman** – Prussman-Goss

**Past President – Larry Kehres** – L.A. Kehres Building and Remodeling

### Directors

**Four (4) Vacancies**



# Benefits

Advocacy and Legislative Efforts

Access to Expert Resources

Networking Opportunities

Credibility

Health Insurance

Workers' Compensation Program

PA One Call Program

Bonded Builders Warranty Group

Member Rebate Program for Builders

National Purchasing Partners

Energy Plus Electricity Savings Program

PSECU Credit Union Membership

Sample Contracts

Home Builders University

BDX

Snazzy Travelers

\*\*\*\* Check out website for up to date benefits and explanations:  
[www.pabuilders.org](http://www.pabuilders.org)

## **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**

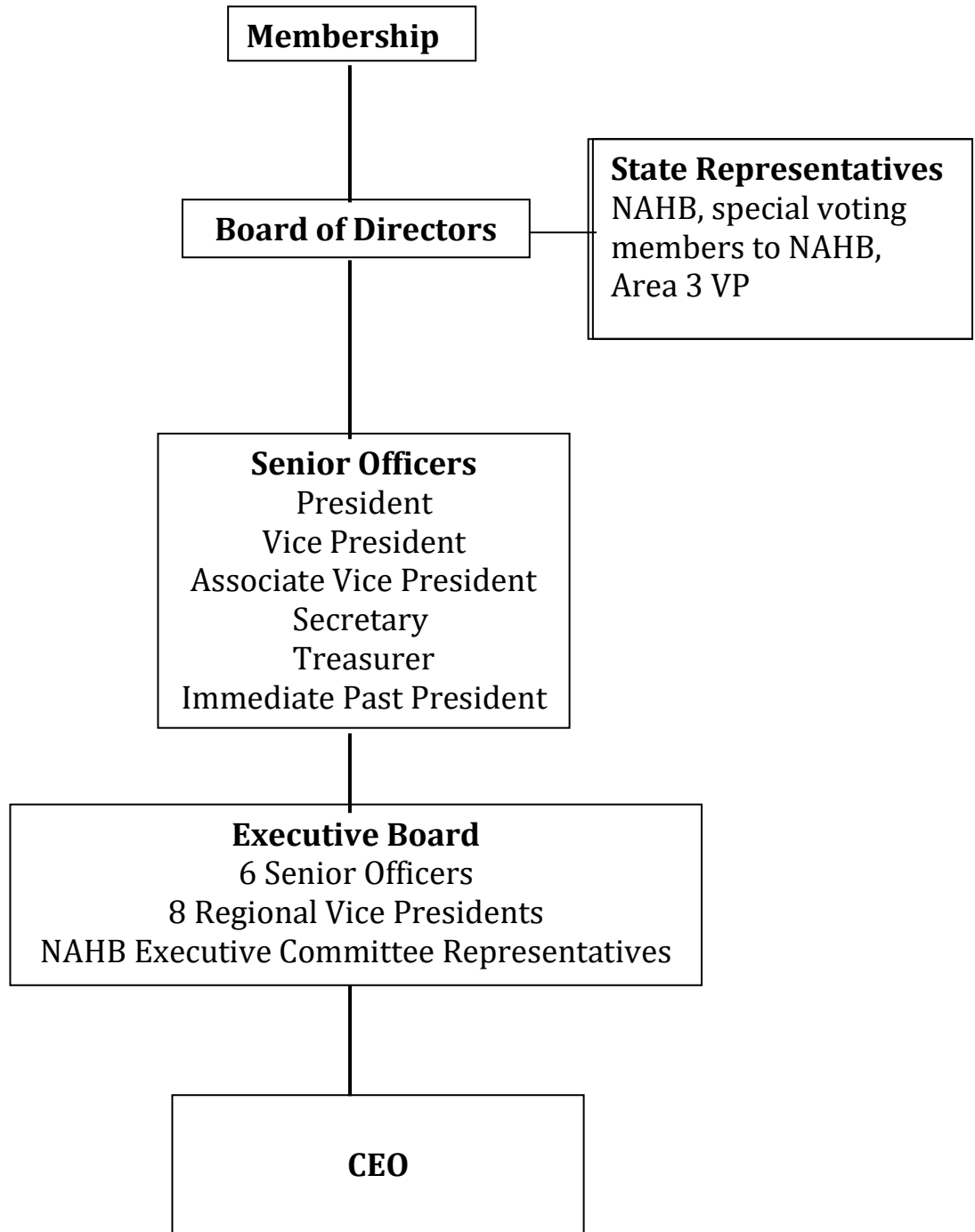
Any Member can attend a PBA Board or committee meeting. Virtually all meetings are open to members. Only a call for "Executive Session" will require credentials to attend. Meeting rooms include seating for guests. PBA staff will normally be present at all meetings.

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 its bylaws and the policies and instructions of the Board of Directors consistent with the strategic plan. 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, reporting to membership, overseeing resources, evaluating performance and monitor the effectiveness of all committees and councils, approving the strategic plan and operation and activities of the board.

### **Committees**

PBA Committees monitor and oversee 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**

HBA of Berks County, Lehigh Valley BA, BIA of Philadelphia, HBA of Chester/Delaware Counties, HBA of Bucks and Montgomery Counties

### **NORTHEAST REGION**

Carbon BA, Wayne Pike BIA, HBA of Northeastern PA, Pocono BA, Bradford County BA

### **MIDEAST REGION**

HBA Metro Harrisburg, Lebanon County BA, Schuylkill BA

### **SOUTHCENTRAL REGION**

BA of Adams County, BIA of Lancaster County, Franklin County BA, York BA

### **NORTHCENTRAL REGION**

BA of Central Pennsylvania, Central Susquehanna BA, West Branch Susquehanna BA

### **MIDWEST REGION**

Blair-Bedford BA, Clearfield County Chapter, Greater DuBois Area BA, HBA of Alleghenies, Indiana-Armstrong BA, Somerset County BA

### **NORTHWEST REGION**

BA Northwestern PA, Lawrence County BA, Mercer County BA, Tri-County BA

### **SOUTHWEST REGION**

BA of Metro Pittsburgh, BA of Fayette County

\*\*\* To view more in depth information on PBA please visit their website @ [www.pabuilders.org](http://www.pabuilders.org) and sign on as a member and go to **Tools for Members**.





# Benefits

General Motors \$500 Rebate

Lowes Pro Services

Houzz

2-10 Home Buyers Warranty

Nissan/Infiniti

BF Goodrich

Kabbage

Hertz

Avis

Budget

FTD.com

Freight Shipping

Office Depot

Omaha Steaks

UPS

Ticket Monster

Geico

Amazon Business

Dell

TSYS

Construction Job.com

FCA

**Check out [www.nahb.org](http://www.nahb.org) for up to date benefits & additional information regarding these discount programs!**

## **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**

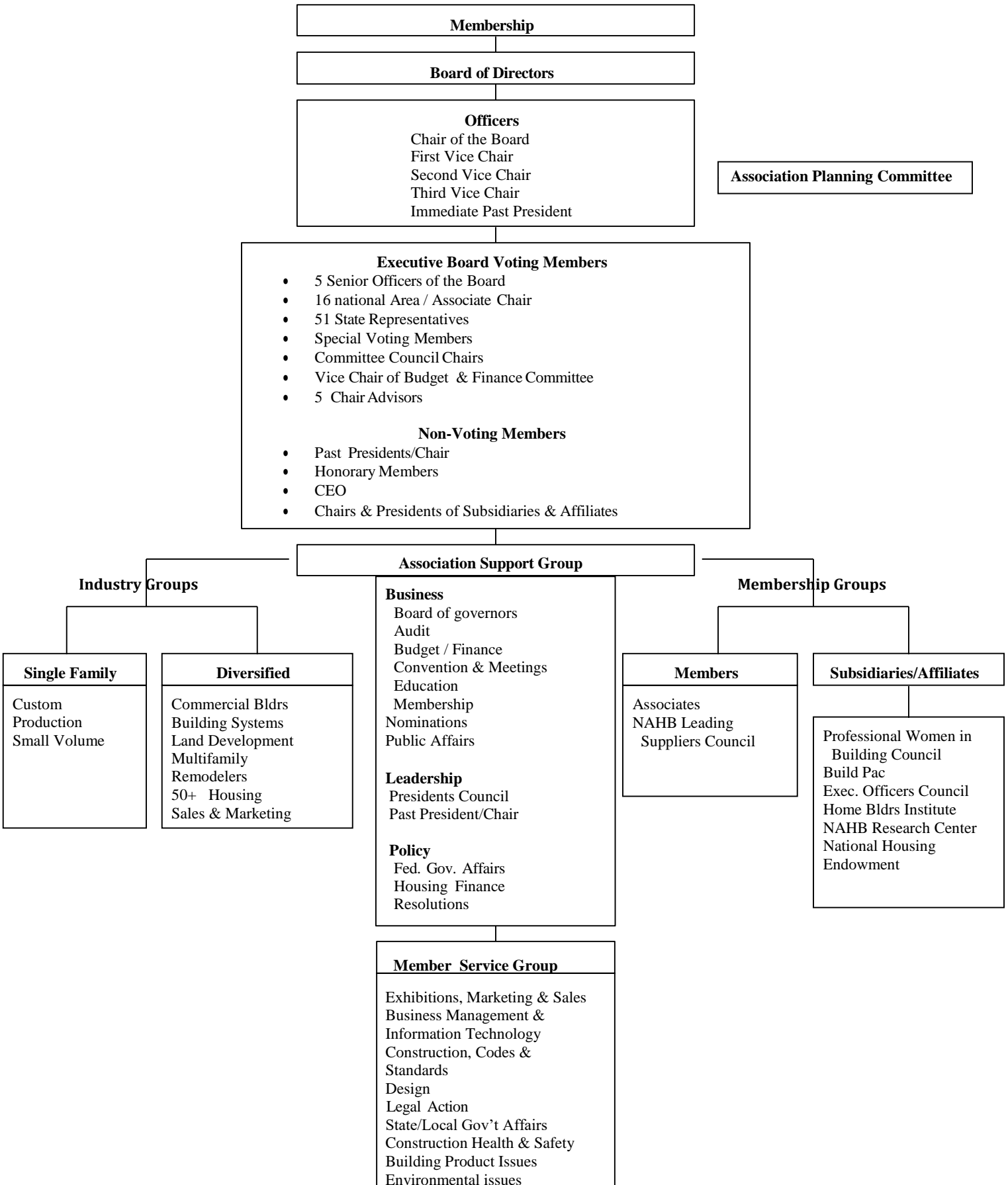
Any Member can attend an NAHB committee meeting during the board meetings. Virtually all meetings are open to members. Only a call for "Executive Session" will require credentials to attend. Meeting rooms include seating for guests and in some cases there will be seats at the committee table. NAHB staff 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. Economic and political reports are made; awards, elections, appointments and accomplishments are presented.

# NAHB MEMBERSHIP ORGANIZATION CHART



**Membership**

**Board of Directors**

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

**Association Planning Committee**

**Executive Board Voting Members**

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

**Non-Voting Members**

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

**Association Support Group**

**Industry Groups**

**Membership 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/Chair

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

**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 Gov't 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.

### **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.

### **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. A yearly application process usually done in fall.

### **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 chair 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.

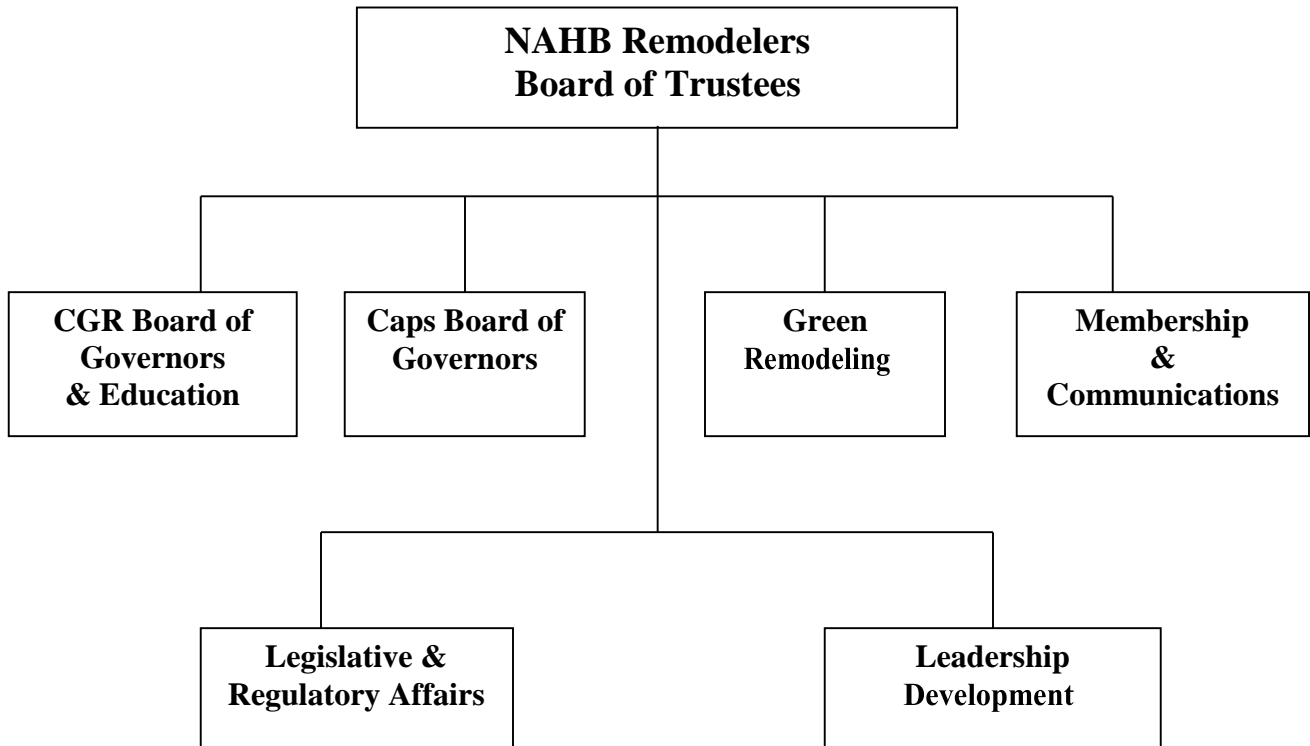
Consequently, the NAHBR Board of Trustees (21) is made up of senior officer appointments. The current chair will have been appointed by the senior officer of NAHB who is president that year.

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>

Member



NAHB Remodelers

## **Professional Women in Building Council**

The NAHB Professional Women in Building Council (PWB) is the voice of women in the building industry—dedicated to promoting industry professionalism and supporting members at the local, state and national levels. Through education, professional development and networking opportunities, PWB helps members acquire and develop invaluable leadership and business management skills that boost career success. The NAHB PWB of the National Association of Home Builders represents and serves the interests of more than 7,000 women industry members. Membership gives you access to valuable resources and offers opportunities to network with other women in the 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 midyear meeting in 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 chair of each committee the year before. Some councils such as the PWB have requested that the appointing senior officer appoint a 2nd vice chair giving more time for that person to learn the job.

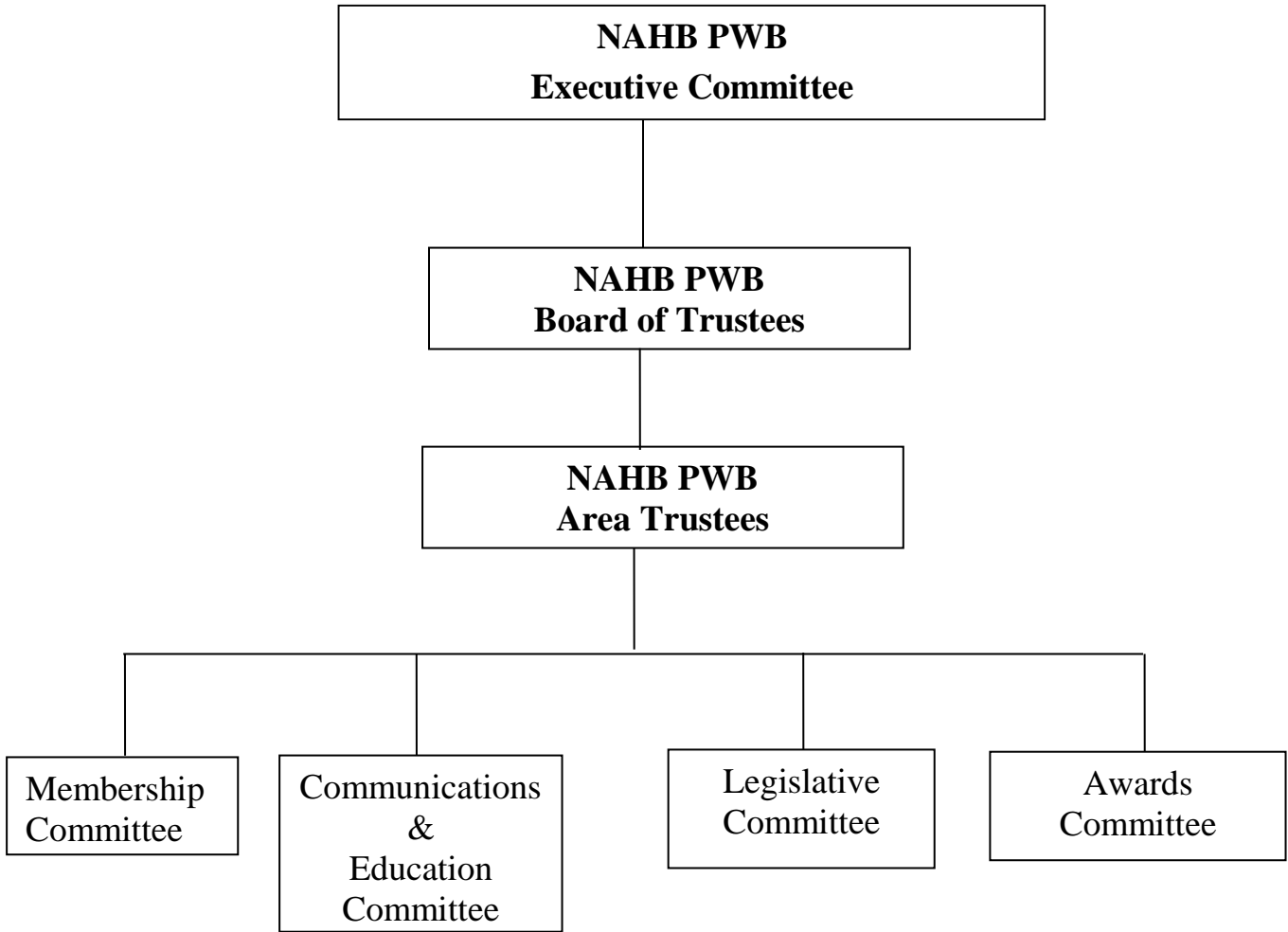
Consequently, the PWB Board of Trustees is made up of senior officer appointments. The current chair will have been appointed by the senior officer of NAHB who is president that year.

The attached [Organization Chart](#) is a description of the NAHB PWB standing committees and boards as well as the Executive Committee NAHB PWB Committees are made up of members appointed by the PWB leadership.

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/womeninbuilding](http://www.nahb.org/womeninbuilding)

**NAHB PWB Council Committee Structure**



NAHB Professional  
Women in Building



## **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 [Info@HBABerks.org](mailto:Info@HBABerks.org).