BOMA Dallas Committee Descriptions

BOMA Dallas and the Dallas BOMA Education Institute (DBEI) have multiple committees that provide important services to the organizations. This document was developed to give each group direction and to ensure they are operating effectively and according to the organization’s governing documents.

Each committee is assigned a liaison from the BOMA Dallas Board of Directors or the DBEI Board of Trustees as well as a staff liaison. The committee chair and co-chair should review this document, as well as the full Policies & Procedures Manual, with his/her Board liaison on an annual basis. The committee chair and co-chair should also work with his/her staff liaison in reviewing each program and event checklist.

There are times when committee charges overlap. In this case, committee chairs are asked to communicate in order to avoid duplication of events and programs.

**Allied Advisory Council**

Council Charge – The Allied Advisory Council was formed to act as a liaison between BOMA Dallas allied members and the Board of Directors. The Allied Advisory Council is not a committee of the corporation. The Council reports to the Board of Directors.

Council Composition – Membership on the Allied Council is governed by the BOMA Dallas bylaws. Per the Bylaws:

- Members on the Allied Advisory Council are recommended by the Nominating Committee and appointed by the Board of Directors;
- The Council consists of four allied members and a chair;
- Two members are appointed each year; and
- Terms are two years.

*Note – The chair’s duties include acting as interim allied director on the Board of Directors in the absence of the duly appointed allied director. However, serving as chair of the Allied Advisory Council does not guarantee a future position as allied director on the Board of Directors. The allied director on the Board of Directors is recommended by the Nominating Committee and approved by the Board of Directors (the current allied director does not vote).*

**Awards Committee (Lone Star Awards)**

Program Description – The Dallas BOMA Lone Star Awards honor those in commercial real estate who exemplify the highest levels of professionalism. Award categories are:

<table>
<thead>
<tr>
<th>Property Manager</th>
<th>Assistant Property Manager</th>
<th>Administrative Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Engineer</td>
<td>Assistant Chief/ Lead Engineer</td>
<td>Building Engineer</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Committee Chair*</td>
<td>Allied Member*</td>
</tr>
<tr>
<td>Outstanding Member*</td>
<td>President’s Award*</td>
<td></td>
</tr>
</tbody>
</table>

Committee Charge – The Awards Committee is responsible for overseeing all aspects of The Lone Star Awards, including award requirements, process for submission and judging of categories. The exception to this process are those awards above noted with an asterisk (*), which are reviewed and approved by the Board of Directors.
or the President. The Awards Committee also works with the TOBY Committee and staff in planning the annual awards dinner. This Committee reports to the Board of Directors.

Committee Composition – Membership on the Awards Committee is subject to the policies and procedures established by the Board of Directors. Per existing policy:
- The Committee should have between four and 10 members;
- The Committee will have a chair and a co-chair;
- It is preferable that both the committee chair and co-chair be real estate members;
- Under no circumstances should both the chair and co-chair be an allied member; and
- The composition of the committee must be at least 50% real estate and no more than 50% allied members.

**Dallas BOMA PAC Board of Directors**

Program Description – The Dallas BOMA Political Action Committee supports candidates for political office.

Committee Charge – The Dallas BOMA PAC Board is responsible for raising funds for this PAC and for making contributions on behalf of the association.

Committee Composition – Per the Dallas BOMA PAC constitution:
- The PAC Board consists of 5 members, who are appointed by the BOMA Dallas Board;
- At least one member will be a member of the BOMA Dallas Board;
- One member must be a past president;
- One member must be part of the Government Relations Committee;
- There are three officers – chair, vice chair and secretary/treasurer;
- Officers are appointed by the BOMA Dallas Board and are also part of the 5 person PAC Board;
- Board members serve two year terms; and
- Initially terms were staggered to ensure overlap when terms expired.

Note – The treasurer and assistant treasurer are staff positions and are also considered part of the committee.

Protocol for Distributing Funds – The protocol for distributing funds for Dallas BOMA PAC is:
- The GR Committee must make a recommendation to the PAC Board regarding contribution; and
- Both the PAC Board and the BOMA Board must approve.

**DBEI Community Service Committee**

Program Description – Community service is one of the BOMA Dallas and DBEI core values. The goal of this program is to give back to the community in areas where there is a proven need. Current community service programs include:

- Holiday Halos
- Backpack Drive
- Cell Phone Drive
- Adopt-A-Block
- Easter Basket Drive
- The Gala*

*The Gala is managed by a separate subcommittee.*
Committee Charge – The DBEI Community Service Committee supports the organization’s “community service core value” by managing the programs listed under the program description. The group also selects the BOMA Dallas “sponsored charities”.

The Community Service Committee is encouraged to review all programs annually to ensure they support the organization’s mission. The Committee is allowed to develop new programs upon approval by the DBEI Board of Trustees.

Committee Composition – Membership on the Community Service Committee is subject to the policies and procedures established by the DBEI Board of Trustees. Per existing policy:
- The Committee should have between four and 10 members;
- The Committee will have a chair and a co-chair;
- It is preferable that both the committee chair and co-chair be real estate members;
- Under no circumstances should both the chair and co-chair be an allied member;
- The Community Service Committee may have “volunteers” who are not committee members but assist with program and event preparation; and
- The composition of the committee must be at least 50% real estate and no more than 50% allied members.

**DBEI Education Committee**

Program Description – Education is one of the BOMA Dallas and DBEI core values. Through the Dallas BOMA Education Institute Education Committee, the organization provides education related to BOMI designations as well as education designed for professional enhancement.

Committee Charge – The Education Committee is responsible for the development and management of local classes for the RPA, FMA and SMA/SMT designation programs as well as ongoing continuing education classes and seminars. Specific duties include developing the education calendar, selecting instructors and promoting the classes. The committee also works: to increase awareness of the designations; establish and conduct training programs as needed for building managers and their staff; and coordinate with local public schools to develop training programs in building engineering, property management, and real estate leasing and brokerage.

Committee Composition – Membership on the Education Committee is subject to the policies and procedures established by the DBEI Board of Trustees. Per existing policy:
- The Committee should have between four and 10 members;
- The Committee will have a chair and a co-chair;
- It is preferable that both the committee chair and co-chair be real estate members;
- Under no circumstances should both the chair and co-chair be an allied member; and
- The composition of the committee must be at least 50% real estate and no more than 50% allied members.

**DBEI Fundraising Committee**

Program Description – A 501c(3) tax exempt organization relies on the generosity of individuals and businesses to support the daily management and the mission of the association. A solid fundraising program works to ensure the funds are secured for these purposes.
Committee Charge – To develop and implement individual giving programs to support the mission of DBEI.

Committee Composition – Membership on the Fundraising Committee is subject to the policies and procedures established by the DBEI Board of Trustees. Per existing policy:
- The Committee should have between four and 10 members;
- The Committee will have a chair and a co-chair;
- It is preferable that both the committee chair and co-chair be real estate members;
- Under no circumstances should both the chair and co-chair be an allied member; and
- The composition of the committee must be at least 50% real estate and no more than 50% allied members.

**DBEI Gala**

Program Description – The annual DBEI Gala is a fundraising event designed to support BOMA Dallas sponsored charities and the organization’s mission related to community service and networking.

Committee Charge – The Gala Committee is charged with creating and conducting a networking and fundraising event to benefit the BOMA Dallas sponsored charities. This committee reports to the DBEI Community Service Committee.

Committee Composition – Membership on the The Gala Committee is subject to the policies and procedures established by the DBEI Board of Trustees. Per existing policy:
- The Committee should have between four and 10 members;
- The Committee will have a chair and a co-chair;
- It is preferable that both the committee chair and co-chair be real estate members;
- Under no circumstances should both the chair and co-chair be an allied member;
- The Gala Committee may have “volunteers” who are not committee members but assist with event preparation; and
- The composition of the committee must be at least 50% real estate and no more than 50% allied members.

**DBEI Scholarship Committee**

Program Description – DBEI offers a number of scholarships to cover costs associated with professional development, including BOMI course fees as well as professional seminars. These scholarships can also cover tuition and other fees associated with enrollment in a college or technical school.

Committee Charge – To develop and manage the scholarship program on behalf of DBEI.

Committee Composition – Membership on the Scholarship Committee is subject to the policies and procedures established by the DBEI Board of Trustees. Per existing policy:
- The Committee should have between four and 10 members;
- The Committee will have a chair and a co-chair;
- It is preferable that both the committee chair and co-chair be real estate members;
- Under no circumstances should both the chair and co-chair be an allied member; and
- The composition of the committee must be at least 50% real estate and no more than 50% allied members.
**Government Relations**
Program Description – Advocacy on the local, state and federal levels is one of the core values of BOMA Dallas. The organization seeks to represent BOMA Dallas members and advocate for rules, regulations and legislation that serves in the best interest of commercial real estate.

Committee Charge – The Government Relations Committee is responsible for the association’s advocacy and emergency preparedness programs. The Committee works with Texas BOMA and BOMA International in advancing the legislative and regulatory goals of the association. The Committee monitors local issues and represents the association as needed and raises money for the BOMA International Political Action Committee. This Committee reports to the Board of Directors.

Committee Composition – Membership on the Government Relations Committee is subject to the policies and procedures established by the Board of Directors. Per existing policy:
- The Committee should have between seven and 10 members;
- The Committee will have a chair and a co-chair, who must be real estate members; and
- The composition of the committee must be at least 50% real estate and no more than 50% allied members.

**Membership Committee**
Committee Charge – The Membership Committee is charged with monitoring BOMA Dallas membership and developing and implementing plans for increasing membership in all real estate categories. This Committee reports to the Board of Directors.

Committee Composition – Membership on the Membership Committee is subject to the policies and procedures established by the Board of Directors. Per existing policy:
- The Committee should have between seven and 10 members;
- The Committee will have a chair and a co-chair, who must be real estate members; and
- The composition of the committee must be at least 50% real estate and no more than 50% allied members.

**Networking Committee**
Program Description – BOMA Dallas holds a number of social events designed to: encourage interaction among members, support the association’s core value of networking and provide value for all members.

These events also provide a source of non-dues revenue for the association and a forum for allied members to reach real estate members. Current events include:
- Dart Tournament
- Sporting Clay
- Bowling Tournament
- Golf Tournament
- Top Golf

Committee Charge – The Networking Committee is responsible for developing and managing networking events according to the association’s guidelines and policies. The Committee is also encouraged to evaluate all networking events on an annual basis to determine if current programming is appropriate for the association. This Committee reports to the Board of Directors.
Committee Composition – Membership on the Networking Committee is subject to the policies and procedures established by the Board of Directors. Per existing policy:

- The Committee should have between seven and 10 members;
- The Committee will have a chair and a co-chair;
- It is preferable that both the committee chair and co-chair be real estate members;
- Under no circumstances should both the chair and co-chair be an allied member; and
- The composition of the committee must be at least 50% real estate and no more than 50% allied members.

Committee Protocol – The committee will adhere to the following protocol for development of events:

- The Networking Committee chair will appoint “Event Leaders” for each of the networking programs.
- This person (or persons) will research facilities, pricing, etc. and will present information to the committee.
- The full committee votes on the selection for each event.
- The chair will forward the committee’s selection to the Board for information purposes.
- The chair will forward any contracts to the executive director for review and execution.
- The committee will follow all BOMA Dallas policies when selecting event facilities. This includes, but is not limited to, obtaining three bids for any purchase in the amount of $1,500 or more. Exceptions will be made if there are not three viable options.
- The removal or addition of any networking events must be approved by the Board of Directors.

Programs Committee
Program Description – BOMA Dallas offers between eight to 10 membership luncheons per year. These events are designed to provide the latest industry information, educate and/or entertain attendees.

Committee Charge – The Programs Committee establishes program content and selects the speaker for each monthly membership meeting. This Committee works closely with the president and vice president in selecting programs that fulfill the president’s theme for the year. This Committee is also responsible for working with other committees and staff to develop programming for the Engineer Lunch & Learn programs. The Programs Committee reports to the Board of Directors.

Committee Composition – Membership on the Programs Committee is subject to the policies and procedures established by the Board of Directors. Per existing policy:

- The Committee should have between seven and 10 members;
- The Committee will have a chair and a co-chair;
- It is preferable that both the committee chair and co-chair be real estate members;
- Under no circumstances should both the chair and co-chair be an allied member;
- The president and vice president serve as ex-officio members of this committee; and
- The composition of the committee must be at least 50% real estate and no more than 50% allied members.

Trade Show Committee
Program Description – The BOMA Dallas Trade Show was established to provide a forum for allied members to network with real estate members and to provide a source of non-dues revenue for the association. The organization seeks to produce a show that:

- Provides value to those companies that participate as exhibitors;
• Operates in a manner that is fair and consistent to all exhibitors;
• Promotes the association and its members in a positive manner; and
• Adheres to national trade show industry standards.

Committee Charge – The Trade Show committee oversees all aspects of the Trade Show and produces an event that follows association policies & procedures, industry protocol and local, state and federal laws. This Committee reports to the Board of Directors.

Committee Composition – Membership on the Trade Show Committee is subject to the policies and procedures established by the Board of Directors. Per existing policy:
• The Committee should have between seven and 10 members;
• The Committee will have a chair and a co-chair, who must be real estate members;
• Allied members serving on the committee must be current trade show exhibitors; and
• The composition of the committee must be at least 50% real estate and no more than 50% allied members.

TOBY Committee
Program Description – The Outstanding Building of the Year (TOBY) was created in 1985 by BOMA International. This is the most prestigious and highly celebrated program of its kind in commercial real estate, recognizing quality in commercial real estate buildings and rewarding excellence in building management.

Committee Charge – The TOBY Committee is responsible for all aspects of managing the TOBY process at the local level and providing TOBY judges at the regional and international levels. Specific assignments include, but are not limited to:
• Marketing the program to potential candidates;
• Working with property managers to ensure correct information is submitted in a timely manner; and
• Coordinating judges and their assignments at the local level.

The TOBY Committee also works with the Awards Committee and staff in planning the annual awards dinner. This Committee reports to the Board of Directors.

Committee Composition – Membership on the TOBY Committee is subject to the policies and procedures established by the Board of Directors. Per existing policy:
• The Committee should have between seven and 10 members;
• The Committee will have a chair and a co-chair;
• It is preferable that both the committee chair and co-chair be real estate members;
• Under no circumstances should both the chair and co-chair be an allied member; and
• The composition of the committee must be at least 50% real estate and no more than 50% allied members.

Young Professionals Committee
Program Description – The BOMA Dallas young professionals program is designed to recruit members under age 40 and to identify and provide programming appropriate for this age group.
Committee Charge – The Young Professionals Committee recruits young professionals as life-long members of the association and develops programs specifically for those members under age 40. The Committee is a subcommittee of the Membership Committee.

Committee Composition – Membership on the Young Professionals Committee is subject to the policies and procedures established by the Board of Directors. Per existing policy:

- The Committee should have between seven and 10 members who meet the association’s definition of “young professional”;
- The Committee will have a chair and a co-chair;
- It is preferable that both the committee chair and co-chair be real estate members;
- Under no circumstances should both the chair and co-chair be an allied member; and
- The composition of the committee must be at least 50% real estate and no more than 50% allied members.