



PAA West Committee Descriptions

January 2019

Membership Committee-The Membership Committee evaluates PAA West's current membership benefits and advises on the development of new programs and services. The committee focuses on establishing strategies that support and grow the PAA West membership. Membership engagement is also a focus of this committee's goals. There is one conference call per month and 1 in person meeting per quarter. You must make phone calls and some visits to potential members.

2019 Membership Committee Chair-Angela Franco

Legislative Committee-The Legislative Committee is the focal point for deliberations with PAA and NAA. Committee members, representing our region and constituencies, discuss trending federal, state and local issues, recommend advocacy resources to the PAA West and propose official industry positions on important topics. The Legislative Committee should attend both the Advocate Conference in Washington DC and the Advocate Conference in Harrisburg PA. The Legislative Committee may be asked to meet with our local lobbyist and lawmakers within the state of Pennsylvania. There is one conference call per month and 1 in person meeting per quarter.

2019 Legislative Committee Chair-Chuck Colletti

Holiday Gathering Committee-The Holiday Gathering Committee is responsible for the largest social event honoring award winners, designation graduates and the induction of the 2020 PAA West Board of Directors. The Holiday Gathering Committee will choose a location, menu, theme and entertainment for the event. The committee organizes the entire event and works with board directors to create invitations and sponsorship opportunities for the event. The committee may also work with the awards committee to make sure all is organized for that portion of the program. There is one conference call per month and 1 in person meeting per quarter. The Holiday Gathering Committee is required to attend the event and help in hosting the event for the members. This committee may be required to call membership and allow for personal invitations.

2019 Holiday Gathering Committee Chair-Linnaea Bongiorno

Awards Committee-The Awards Committee is responsible for reviewing each of the awards criteria from the past year to determine awards criteria for the current year. The Awards Committee is responsible for introducing new member awards should the committee elect to do so. The committee works to market these awards and gain interest from the general membership. The Awards Committee will organize the selection of judges and provide the property location and property names to the judges. The committee will review all judges forms and determine winners of the First Impression Awards. The committee is responsible for the design and ordering of all awards for the Holiday Gathering. Both the Holiday Gathering Committee and Awards Committee may need to work together to organize the event and timing. There is one conference call per month and 1 in person meeting per quarter. The Awards Committee is required to attend the Holiday Gathering to distribute the awards to recipients.

2019 Awards Committee Chair-TBD

Education Committee-The Education Committee is responsible for all of the education provided to membership for the calendar year. The Education Committee works behind the scenes to arrange speakers, locations and topics of interest to the membership. The Education Committee arranges designation courses for the year with possible instructors. Designation courses include NALP, CAMT, CAM and CAPS classes. The Education Committee is responsible for handing out the designation certificates at the Holiday Gathering and will work with the Holiday Gathering Committee and Awards Committee to schedule timing and organization of this part of the program. There is one conference call per month and 1 in person meeting per quarter. The Education Committee should attend the Holiday Gathering to distribute certificates.

2019 Education Committee Chair-Brad Mawhinney



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Nominations Committee-The Nominations Committee is solely responsible for speaking with members who are interested in joining the PAA West Board. This committee is instrumental in interviewing the candidates to make sure that the board is the right fit and the next step for a member of the PAA West. This committee make several call throughout the year to speak with members about their availability for the board and to determine their interests. The committee creates timelines for the nominations process and for the overall elections. The committee will have one conference call per month and one in person visit in August 2019. The committee will work with Board Director to create the nominations brochure to be distributed in September 2019.

2019 Nominations Committee Chair-Brian Berner

Maintenance Mania Committee-The Maintenance Mania Committee is responsible for the biggest maintenance competition of the year. This committee works hard to plan the event location, games, entertainment and menu. The committee makes site visits and phone calls to increase awareness of this event and promote the contestants for the games. In 2019, we will open the event to property managers and maintenance technicians to add a bit of fun for the games. The Maintenance Committee works closely with the board director and the NAA to make sure rules are followed at the location. Sponsorships are a big portion of the responsibilities for this event. The Maintenance Mania Committee will meet via conference call twice a month January through April 2019. The committee should also meet in person once a month January through April 2019. After the event has concluded the committee no longer meets.

2019 Maintenance Mania Committee Chair-TBD

Welcoming Committee-The Welcoming Committee is responsible for being a point of contact for new members who are looking to navigate all of the information they receive about the PAA West. This committee can rotate who is the responsible party. The committee should script the welcome they are providing to the new member. The committee can determine if there is a gift warranted to the new member. A site visit may be required if the committee determines to do so. The committee has a conference call once a month and a general point of contact will be established for the board director to contact as soon as a new member joins. The committee should meet once a quarter in person.

2019 Welcoming Committee Chair-TBD

Business Exchange Committee-The Business Exchange Committee is the committee responsible for the event, Business Exchange and the bridge between vendor members and property members. The event responsibilities include location, general format of the event, sponsorships and contact lists (including emails.) The business exchange committee will make contact with each vendor to establish rapport and ask how we can increase awareness for the vendors as part of our membership. The committee will have one conference call per month and one on person meeting per quarter. The Business Exchange Committee is required to attend the event to help with organization and planning.

2019 Business Exchange Committee Chair-Justin Horvat

Community Outreach Program Committee-The Community Outreach Program Committee is solely responsible for the community food drive that the PAA West hosts each year. The committee will work with the Salvation Army to increase awareness of the program and reach out to properties and vendors to get their involvement. The committee will organize dates for the event and work with the board director to plan the distribution of the materials for the event. The committee with also need to organize the pick-up of the food and drop off to the Salvation Army Locations. The committee will have one call per month and 1 in person meeting per quarter. The committee is responsible to participate in this event.

2019 Community Outreach Program Committee Chair-TBD