



## BOMA BC Committee Guidelines

### Role and Function of Committees

BOMA BC provides opportunities for members to contribute more to the industry by volunteering on an association committee. This leadership opportunity provides members a chance to learn how to run and contribute to meetings, and to help us reach our goals, including ways to better serve our members.

Volunteers must share a commitment to accomplish these goals using the committee process. Below is a guideline to the formation, responsibilities, and the structure of a well-functioning committee.

### Committee Formation

- Committee members must be an employee of a current BOMA BC member company. When special expertise is required, non-members may be appointed but without voting privileges.
- If more than one person is on a waitlist to join a committee, priority is given to:
  - Members with skills and/or experience directly related to the committee.
  - Members who are not currently participating on any BOMA BC committees.
  - Members who have never participated on a BOMA BC committee.

*Our goal is to involve as many BOMA members as possible in the association.*
- The committee should have no more than 12 members. This number would vary depending on the needs of each committee.
- The committee will appoint a Chair, a Secretary to take minutes, and may appoint a Vice Chair as needed.
- The members will be appointed at the discretion of BOMA BC. The Chair will be determined by the committee members through an anonymous vote, annually. Members will serve for a minimum of 1 year, and reapply every year to continue on the committee, allowing other members to participate.
- In the event that a committee member has engaged in an unacceptable behaviour, removal of that member may occur at the discretion of BOMA staff.
- Committee members must attend at least 50% of the committee meetings. Frequent absenteeism from committee meetings will be assumed as resignation from the committee.
- A member will be permitted to serve simultaneously on more than one committee.

### Chair/Vice Chair Responsibilities

- Develop relevant and productive agendas in consultation with the committee.
- Listen and facilitate; manage difficult people, complicated issues, and time.
  - This includes asking Committee members who miss more than 50% of meetings to step down from the Committee.
- Ensure that the committee stays focussed on the meeting objectives and committee mandate.
- Make sure that all are heard from on major issues.
- Build a consensus on the topics.
- Provide reports and offer helpful information (without dominating the discussions).
- Ensure that workload is delegated fairly amongst the members.

## **Secretary Responsibilities**

- Take minutes of each meeting which include: date, place, name of Chair member(s), members present and absent, and any other key people in attendance.
- Minute content should contain: all formal motions, decisions reached, and follow-up actions along with deadlines for implementation.
- Minutes should be sent out between 15 to 30 days after the meeting, depending on the needs of the committee.

## **Member Responsibilities**

- Understand the committee's mandate and action plan and stay focused.
- Review all relevant material before committee meetings.
- Attend all committee meetings and contribute by participation.
- Pay attention to events and activities that affect or are affected by the committee's work.
- Support the efforts of the committee Chair and carry out individual assignments.
- Catch up if you miss all or part of a meeting.
- Respect others opinions and allow everyone to speak.

## **BOMA Staff Responsibilities**

- Select meeting dates in consultation with the Chair.
- Send out meeting invites no less than 14 days and no more than 30 days prior to the meeting or can be set at the beginning of the year or as needed depending on the preference of the Chair.
- Send communications to the general membership.
- Organize meeting space.
- General financial oversight and planning for required expenses.
- Provide updates to the BOMA President to update the Board as necessary.
- Ensure proper records are kept.

## **Responsibilities of All**

- Act accordingly and respect other's opinions and ideas.
- Not to be disruptive (eg. side conversations).

## **\*Annual Voting of Chair/Vice Chair**

1. BOMA representative will request committee members to submit their expression of interest in the position by email.
2. BOMA representative sends list of nominees to committee members.
3. Members will vote anonymously via email to the BOMA representative.
4. The ideal candidate will be selected by majority vote.
5. BOMA representative will let the committee know who was voted as Chair.  
*\*Members may chair more than one committee as long as no other eligible committee members are interested in that role. To be eligible, the other person must receive a vote.*

*\* All committee processes and governance are subject to change at the discretion of BOMA BC.*