

# Workgroups

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## **General Workgroup Guidelines:**

- The Workgroup Lead/Co-Lead will be appointed by the President/Vice President (depending on the year of service). The Board of Directors will ratify the nominees at the December Board Meeting.
- The Vice President, with the approval of the current BOMA Oakland-East Bay President, may choose to appoint specific task forces in the fall to serve for their term. The task force would not be “activated” until January of the Vice President’s year of taking office as President.
- Three members of the Board of Directors should be appointed to serve as the Board Liaison on every Workgroup.
- All reasonable consideration should be given to assigning to a Workgroup or sub-Workgroup any member who volunteers for Workgroup service.
- There should be a balance between the number of members of each member subgroup appointed to a Workgroup. In addition, consideration should be given to making sure a variety of member types and career stages are represented on each Workgroup.
- Workgroups should be kept to a manageable size of no more than 15. Unless approved by the Executive Committee or Board of Directors.
- The Lead of each Workgroup should be engaged in the Workgroup member assignment process.
- Workgroup Members will serve two-year terms with half of the Workgroup rotating off each year to keep continuity.
- No member may serve on any one Workgroup more than four consecutive years; unless the President/President-Elect determines that an exception is warranted.
- The Lead of each Workgroup will be responsible for providing the following:
  - Mission Statement to be approved by the Board of Directors.
  - Strategic Goals & Activities Input (annually)
  - Workgroup Roster (annually/when changes occur)
  - Workgroup Agenda and Minutes for every meeting (incl.: Sub-Workgroups) using the BOMA template. (Leadership Toolkit)
  - Working with Board Liaison, prepare a Board Report every other month for the Board meeting.
  - Event Template for every event to be posted online with or without registration. Events must be organized at a minimum two months in advance.
  - Budget for every activity to be submitted to the Executive Director and/or Treasurer.
- Workgroups may not make any financial commitment nor sign any contract.
- Workgroups will meet on a monthly basis unless the Board approves an alternative schedule with a minimum 6 times per year.

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## **Stakeholder Engagement Workgroup:**

Organize and plan member engagement events and initiatives. This group is made up of volunteers who work on membership recruitment and retention, community outreach, emerging professionals, CREATE, Awards and networking events (Spring Golf, Holiday Party, mixers).

## **Education & Careers Workgroup:**

Determine content for BOMA OEB's education sessions. Plans and organizes workshops, tours, seminars, RPA classes, luncheon content and backpack to briefcase sessions. This group includes members with expertise in emergency preparedness, environment, industrial, medical office building, asset management, emerging professionals, and codes and standards.

## **Strategic Planning Workgroup:**

Manages the finance, taxes, succession planning, leadership planning, strategic shaping, association management, BOMA International and BOMA Cal. This group includes members of the Executive Committee, nominating, finance, strategic advisory council, leadership academy, and government affairs leads.

## **Marketing & Collaboration Workgroup:**

Collaborates with staff and workgroup leads to promote BOMA OEB events, strategic initiatives, and members via social media channels. This group works closely with the three other workgroups by having a member attend other workgroup meetings.