

# NAHB Staff Resource of the Day



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## HBA Operations Resources for HBA Staff Appreciation Week

### WMS TRAINING

NAHB offers several classes to train EOs and HBA Staff how to use the Web Membership System (WMS). WMS allows HBAs to manage their membership data; process renewals, cancellations and new members; and submit payments all online. [Learn more.](#)

### HBA TOOLKITS

Each toolkit includes adaptable resources and best practices for raising awareness of a specific industry or association issue. Toolkits include the Parade of Homes Toolkit, BUILD-PAC Toolkit, Member Savings Toolkit, and more. [Learn more.](#)

### REVENUE SHARE

Looking for additional income for your HBA? Sign up for revenue share with the NAHB Member Savings Program. Forty percent of all royalties generated from these programs will be distributed to qualifying HBAs in the first quarter of the following calendar year. [Learn more.](#)

### TOUCH PROGRAM

This program is designed to provide small and mid-sized HBAs with the same capabilities to “touch” their members in simple and cost-effective way. Members will receive a variety of communications throughout the year from you, their local association. [Learn more.](#)

### STATE & LOCAL RESOURCES

Association staff can use these government affairs resources to become effective leaders and respected voices for the housing industry in their communities. [Learn more.](#)

### MEETING MANAGEMENT

Meetings are the opportunity for you and your staff to demonstrate what you do. This web page assists in ensuring that all necessary steps are followed to have successful meetings. Also featured on the page is the Running Effective Meetings guide. [Learn more.](#)

### CORPORATE STATUS

After incorporating an HBA, there are ongoing compliance requirements that must be met to maintain good standing with your state’s business entity filing office. This page provides an overview of best practices. [Learn more.](#)

### HBA COMMITTEE & COUNCIL DESCRIPTIONS

This page contains model job descriptions for typical HBA Committees and Councils. Utilize this resource to streamline committee and council operations and ensure your committee or council’s purpose is clear. [Learn more.](#)

### HBA LEADERSHIP POSITION DESCRIPTIONS

This page includes model job descriptions for typical HBA leadership positions. Association Staff can use this resource to assist in assigning role responsibilities and ensuring HBA leadership is operating at its highest capacity. [Learn more.](#)



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