

# NAHB National Meeting Resource Guide

The National Meeting Resource Guide prepares members of the National Association of Home Builders for what to expect during the NAHB National Leadership Meetings. It provides information on governance, meeting structure, as well as helpful industry terms and event details.



**5 Pillars of Membership** | Advocacy, Expertise, Knowledge, Networking & Savings



# ..... NAHB Leadership Meetings

The National Association of Home Builders represents the largest network of craftsmen, innovators and problem solvers dedicated to building and enriching communities. NAHB's annual Leadership Meetings bring together the Leadership Council, Board of Directors, committee and council members, and Executive Officers to make decisions and provide guidance on advocacy, membership and the future of the association. The Leadership Meetings are held three times a year: during the Spring Leadership Meeting, Fall Leadership Meeting and during the International Builders' Show (IBS).



# A Message From Our President & CEO

**Jim Tobin**  
Washington, DC

The NAHB Leadership Meetings provide an essential opportunity for the Federation's leaders to make decisions that will shape the future of this association and our industry. We encourage you to attend as many committee and council meetings as possible, and invite you to join us for the NAHB networking receptions.

Please reach out to anyone on NAHB's officer team or staff if there is anything we can do to support you in your personal leadership journey.

We look forward to working with you during these meetings as well as throughout the year as we continue to enhance the Federation and advance the industry.

A handwritten signature in black ink that reads "James M. Tobin". The signature is fluid and cursive, with a large, stylized initial "J".

**Jim Tobin**  
NAHB President and Chief Executive Officer

# NAHB Leadership Team

NAHB's national leadership team includes the Senior Officers of the Board, who are elected annually by the Leadership Council, and NAHB's Chief Executive Officer. Under the direction of CEO Jim Tobin, multiple departments head up the initiatives our association addresses every day.

**Meet the Management Team.**

## Meet the Senior Officers



### **CHAIRMAN**

Carl Harris  
Wichita, KS



### **VICE CHAIRMAN**

Buddy Hughes  
Lexington, NC



### **SECOND VICE CHAIRMAN**

Bill Owens  
Worthington, OH



### **THIRD VICE CHAIRMAN**

Bob Peterson  
Fort Collins, CO



### **IMMEDIATE PAST CHAIRMAN**

Alicia Huey  
Birmingham, AL



### **PRESIDENT & CEO**

Jim Tobin  
Washington, DC

# NAHB Governance

NAHB’s governance is comprised of the Leadership Council and the Board of Directors. The Leadership Council is charged with setting the policy and priorities of the association, furthering the work of NAHB’s committees and councils. The Leadership Council and the committees meet three times each year: during the International Builders’ Show® (IBS), the Spring Leadership Meeting and Legislative Conference, and the Fall Leadership Meeting.

The NAHB Board of Directors is comprised of directors elected by the Leadership Council. This corporate board focuses on the day-to-day business activities of the association. The board will implement the policy decisions of the Leadership Council, develop NAHB’s operating budget, control its property, authorize expenditures and carry out the mission of the Association.

<b>Board of Directors (75 +)</b> <b>Focus: Business Priorities</b>	<b>Leadership Council (1700+)</b> <b>Focus: Issues &amp; Industry Policy</b>
<i>Officers, NACs, Special Voting Members, State Reps, Past Chairs (Ex-Officio).</i>  <i>Directors nominated by the grassroots elected by the Members.</i>	<i>Delegates nominated by grassroots elected by the Members.</i>  <i>Inclusive of all Life and Senior Life Delegates.</i>
<b>State and Local Members</b>	
<b>Committees &amp; Councils</b>	

## Board of Directors

### Officers

The Senior Officers of the Board are elected annually by the Leadership Council. The officers are: Chairman of the Board, First Vice Chairman, Second Vice Chairman, Third Vice Chairman, and the Immediate Past Chairman of the Board. The President and Chief Executive Officer of NAHB shall be a non-voting member of the Board of Directors.

### National Area Chairmen

NAHB’s National Area/Associate Chairmen are elected by the Leadership Council to represent the interests and concerns of members from their area and the interests of Associate members. They work closely with the Senior Officers of the Board, forming a vital communications link between NAHB and the leaders and members in each area as well as Associate members.

### State Representatives

The State Representatives serve as voting members of the NAHB Board of Directors and serve two-year staggered terms. They serve to keep NAHB leadership informed of key developments within their state which may have national implications; and they provide service and information on issues of NAHB policy to the affiliated associations within their respective states. State Representatives also work closely with the National Area Chairmen in seeking solutions to challenges and issues encountered within the Federation.

## Special Voting Members

When a state has a total membership of 7,000 or more builder and associate members, it shall be entitled to a special voting member on the Board of Directors. When a state has a total membership of 11,000 or more Builder and Associate members, it shall be entitled to a second Special Voting Member on the Board of Directors.

## Past Chairmen (Ex-Officio)

Past Chairs/Presidents of the NAHB Board of Directors shall be non-voting, ex-officio members of the Board of Directors.

## Leadership Council

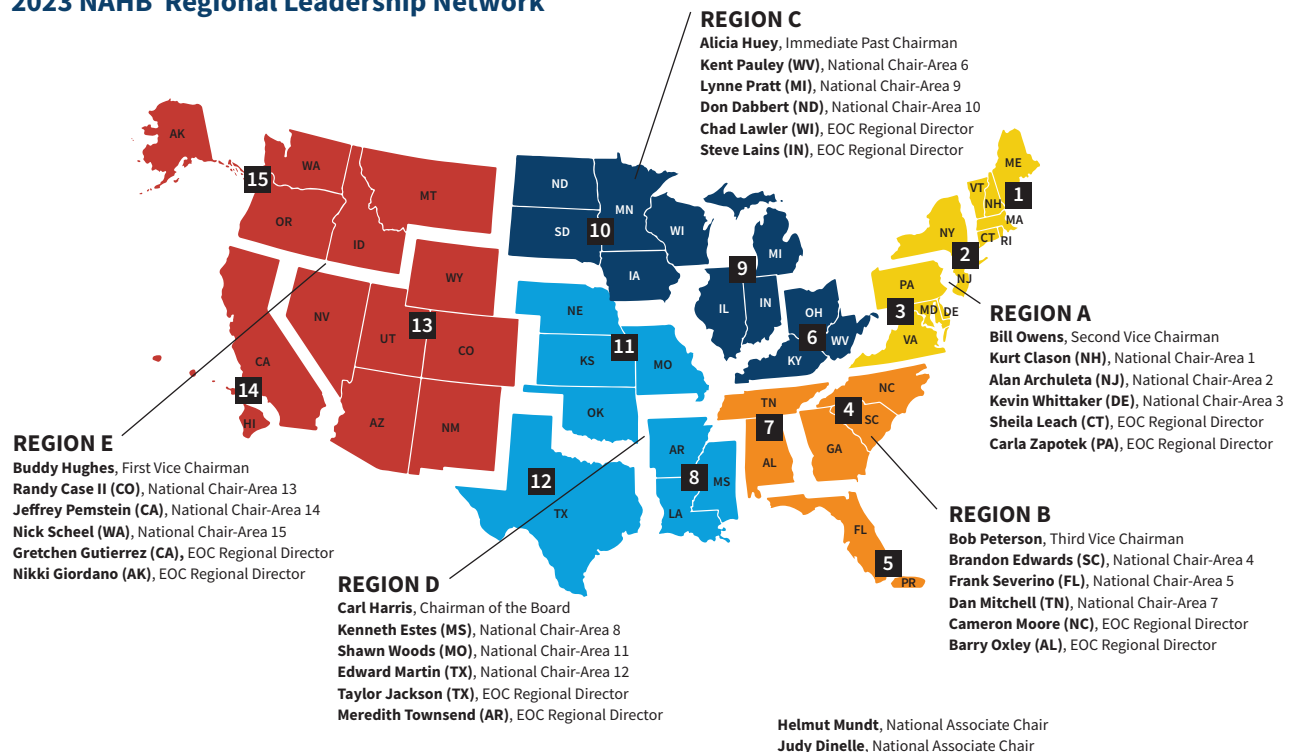
### Delegates

Delegates are Builder and Associate members who have been nominated by their local and state associations to act as the voice of the home building industry as the association discusses industry issues and the policies required to address these issues and elects the leadership of the association. A list of current Delegates can be found [here](#).

### Life and Senior Life Delegates

The Leadership Council may elect Builder and Associate members as Life Delegates, provided they are so recommended by the Affiliated Association of which he or she is a member, and provided they have attended two or more meetings of the Leadership Council in each year for ten or more years.

## 2023 NAHB Regional Leadership Network



The Regional Leadership Map outlines the current NAHB leadership in each region of the country, including each region's Senior Officer of oversight.

# Know Before You Go

Below are helpful tips and information, along with answers to common questions that NAHB receives during the NAHB Leadership Meetings.

## Building Your Schedule

NAHB suggests that all attendees build their daily schedule in the NAHB Meetings App prior to arriving on site at the meeting. This ensures each attendee is making the most of their time spent at the meeting. The IBS App and the NAHB Meetings App typically go live 1-2 weeks prior to the meeting. Details on accessing the app **can be found on the [nahb.org](http://nahb.org) Upcoming event webpage.**

In addition to the sessions or meetings in which the attendees are a stakeholder, all attendees are encouraged to attend the sessions below.

Meeting	Meeting Information
Networking	Build your personal network of peers from across the country during a host of social events including happy hours, networking events and during NAHB’s Leadership Reception.
President’s Council Meeting	Local and state leaders and executive officers gather to receive an update from the NAHB Chairman of the Board and engage in conversation on topics of interests such as culture of membership, leadership, or how to run and effective meeting.
Area Caucus Meeting	Connect with other members from your area to discuss important industry topics specific to your region. This is also where a lot of industry business is discussed that may be voted on during the Leadership Council meeting that follows.
Leadership Council Meeting	All attendees are encouraged to attend as Delegates discuss industry issues and the policies required to address these issues, and to elect the leadership of the association.
Board of Directors Meeting	All attendees are encouraged to attend as the board meets to implement the policy decisions of the Leadership Council, develop the association’s operating budget, control NAHB’s property, authorize expenditures and carry out the mission of the association.
NAHB Annual Member Event	Hear from the NAHB CEO and NAHB chief economist during the NAHB Annual Member Event, held once annually in conjugation with the International Builders’ Show.

## What is my “PIN” and where is it located on my Event Badge?

Every NAHB member has a Personal Identification Number, or PIN. The PIN can be located on your event name badge in the location shown below.



## Key Terms & Acronyms

There are many industry-specific terms and acronyms referenced during the meetings. See below for a list of the most common terms that may be used. Please note that while these are common terms that you should be familiar with, don't hesitate to ask a fellow attendee what a term means if you hear an unfamiliar one mentioned during a meeting.

Acronym	Meaning
AMC	Association Management Conference
BOD	Board of Directors
DBWAM	Doing Business with a Member
EO	Executive Officer
FHFA	Federal Housing Finance Agency
FLM	Fall Leadership Meeting
HBA	Home Builder Association
HBI	Home Builders Institute
HUD	Dept. of Housing & Urban Development
IBS	International Builders' Show
LCM	Leadership Council Meeting
MOM	Meeting of the Members
NAC	National Area / Associate Chairman
NHE	National Housing Endowment
PAC / BUILDPAC	Political Action Committee
PWB	Professional Women in Building
REP	State Representative
SDS	Safety Data Sheet
SLM	Spring Leadership Meeting



# Sample Leadership Meeting Schedules

The format for the NAHB Leadership Meetings typically remains consistent from year to year but is currently under evaluation. A detailed schedule of the upcoming meetings can be found on the [NAHB Upcoming Events webpage](#). Below are samples of how the NAHB Leadership Meeting agendas are organized at the time of publication.

## Spring Meeting

The Spring Leadership Meeting also includes the NAHB Legislative Conference and Hill Day. This being the case, NAHB subcommittees take place prior to the Spring Leadership Meeting dates.

Meeting Day	Meeting Agenda
Day 1	National Area/Associate Chairs Meeting State Representatives Meeting Board Meeting 1
Day 2	NAHB Legislative Conference and Hill Day
Day 3	Committee and Council Meetings
Day 4	Area Caucuses Leadership Council Meeting Board Meeting 2 Leadership Reception

## Fall Leadership Meeting

The Fall Leadership Meeting operates with a compressed schedule. This being the case, NAHB subcommittees take place prior to the Fall Leadership Meeting dates. Below is the general outline of the meeting structure.

Meeting Day	Meeting Agenda
Day 1	National Area/Associate Chairs Meeting State Representatives Meeting Board Meeting 1
Day 2	Committee and Council Meetings
Day 3	Area Caucuses Leadership Council Meeting Board Meeting 2 Leadership Reception

## IBS Meeting

The IBS Leadership Meeting includes onsite subcommittee meetings. The meetings are typically held on the day of the week outlined below.

Meeting Day	Meeting Agenda
Saturday	National Area/Associate Chairs Meeting State Representatives Meeting Board Meeting 1
Sunday	Subcommittee Meetings
Monday	Committee and Council Meetings
Tuesday	Area Caucuses
Wednesday	NAHB Annual Member Event
Thursday	Leadership Council Meeting Board Meeting 2

## Committees

NAHB committees give members with common interests an outlet to exchange ideas and develop policy to support the home building industry. Members are encouraged to attend committee meetings that interest them, even if they are not actively sitting on the committee. The meetings are a great way to learn more about the industry and current business within the Federation. Below is a list of NAHB committees with their descriptions. To learn more, visit the [Committees webpage](#).

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### Associate Members Committee

The Associate Members Committee represents and serves the interests of NAHB members who provide products and services to home builders, developers and remodelers. The committee oversees the development of programs, resources and services that make it easier to do business with a builder, developer or remodeler member. The committee also provides guidance and direction for activities, such as associate Member Appreciation Month, tips and resources, policies and programs that result in increased associate member representation and involvement within the NAHB Federation and the home building and remodeling industry.

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### Association Planning Committee

The Association Planning Committee reviews current operating policies and procedures within the Association, and develops plans and strategies designed to mitigate and manage any problems that may arise within the Association.

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### Audit Committee

The Audit Committee has jurisdiction over the appointment, compensation and oversight of NAHB's external auditors. It is responsible for overseeing the accounting and financial reporting processes of the association, and audits of the association's financial statements.

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### **Budget and Finance Committee**

The Budget and Finance Committee presides over matters related to the association's budget. In particular, the Budget and Finance Committee manages and supervises the balance and administration of the association's budget.

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### **Business Management and Information Technology Committee**

The Business Management and Information Technology Committee is the leading builder resource for business and construction management, finance, information technology and human resources. Its mission is to improve the skills of NAHB members, develop educational programs, prepare manuals such as the Cost of Doing Business Study, and connect members with experts in areas of accounting and financial management, business administration, sales and marketing, manufacturing and production, and business automation and technology tools.

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### **Climate Risk and Sustainability Committee**

The Climate Risk and Sustainability Committee identifies and addresses resiliency, energy efficiency and climate-related risk issues that may impact housing and the residential construction industry. Working in coordination with other relevant NAHB committees, the committee develops and implements comprehensive and collaborative strategies and action plans to address identified issues.

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### **Construction Codes and Standards Committee**

This committee advocates for cost-effective and affordable building codes, standards and regulations, as well as state and federal legislation governing residential construction. It helps HBAs to adopt and amend codes and standards at the state and local levels. The committee advises and directs staff and members in the implementation of NAHB policy as it relates to structural design; resiliency and disaster mitigation; energy conservation and green building; fire and life-safety; electrical, plumbing, and mechanical systems; accessibility and building materials. The committee accomplishes these tasks through the work of three subcommittees. The committee also oversees several working groups, all involved in the International Code Council (ICC) code development process, which includes NAHB members who have volunteered to serve on an ICC Code Development Committee.

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### **Construction Liability Risk Management and Building Materials Committee**

The Construction Liability, Risk Management and Building Materials Committee works to advance the industry's interests related to the risks associated with the construction of new homes and remodeling. The committee helps members manage and minimize risk by identifying, assessing and prioritizing potential, emerging and existing construction-related problems and then identifying research, education and information needs to address those problems, such as construction liability resources produced and maintained by NAHB attorneys. The committee works with manufacturers, insurers, product trade groups and other interested parties on these issues.

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### **Construction Safety and Health Committee**

The Construction Safety & Health Committee provides NAHB members and state and local associations with assistance and resources to help builders operate safe job sites, comply with Occupational Safety and Health Administration (OSHA) regulations and lower workers' compensation costs through injury prevention. The committee guides the association's legislative and regulatory policy actions as it relates to occupational safety and health reform to ensure that OSHA regulations are practical, feasible, cost effective, and have a positive impact on worker safety. The committee also focuses on developing and delivering safety training and OSHA compliance assistance materials specific to the residential construction industry. In partnership with Builders Mutual, the committee annually hosts the Safety Award for Excellence (SAFE) awards program, which acknowledges and honors home building professionals who develop and implement quality safety programs and activities.

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### **Convention and Meetings Committee**

The Convention and Meetings Committee has oversight and responsibility for development, operation, sponsorship, management and promotion of the annual NAHB International Builders' Show (IBS), other specialized trade shows and events, and sponsorship activities. The committee provides staff with direction related to the administration and execution of these responsibilities. Members of this committee are dedicated to the continued development and improvement of IBS and NAHB's sponsorship efforts.

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### **Custom Home Builders Committee**

The Custom Home Builders Committee represents builders who specialize in the planning and design of custom homes. The committee creates strategic alliances that educate builders in areas related to custom homes and reviews proposed NAHB resolutions and policies as they specifically relate to custom home building. The committee also sponsors the NAHB Custom Home Builder of the Year Award showcasing the success, dedication and talent of one custom builder per year.

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### **Design Committee**

The value and importance of good, cost-effective design is top of mind for home builders, developers, architects, sales and marketing professionals, remodelers and land planners. For that reason, NAHB members count on the association's Design Committee to help them understand important design trends and solutions, and to provide expertise on enhancing the sale of their homes and developments. The Design Committee encourages and promotes new and effective design concepts and solutions, and the use of building design to improve housing. Committee members also work to increase and improve communication and interaction between designers and builders.

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### **Education Committee**

The NAHB Education Committee has oversight and responsibility for development, delivery, management and evaluation of all education programs, including the association's professional designations, online learning courses, and content for seminars and workshops at the International Builders' Show and other industry conferences and events. The committee also oversees instructor training and licensing within state and local home building associations, to provide educational programs nationwide.

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### **Environmental Issues Committee**

A recognized leader in environmental reform, the Environmental Issues Committee advances the interests of home builders and home buyers by actively monitoring federal, state and local legislative proposals, judicial decisions and regulatory proceedings on a multitude of environmental issues, high-performance design and green building practices, and green building certifications, and by providing thorough and frequent guidance to stakeholders on these matters. The committee holds expertise on issues including, but not limited to, high-performance design and construction, stormwater management, wetlands, endangered species, lead paint, air quality and floodplains. NAHB staff and committee members regularly conduct critical analysis of proposed rules, scientific reports and technical materials to support housing policy positions, and to expand and build the association's store of research. As the primary source of information and expertise on environmental rules and regulations for home builders and remodelers, the Environmental Issues Committee also provides technical and compliance assistance and educational services to members.

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### **Federal Government Affairs Committee**

The Federal Government Affairs Committee is charged with protecting the global economic progress fostered by the U.S. home building industry. Members work to stave off tax, legislative and regulatory policy changes that threaten the future of the home building industry and, ultimately, that of the American economy. The committee monitors a broad range of federal issues that affect home builders, remodelers, developers, product manufacturers and home building industry service providers. The committee is also responsible for developing and recommending association policy in this area and communicating that information throughout the Federation. The committee also coordinates the Defender of Housing Award, given every two years to federal legislators who advance the industry's priorities.

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### **Housing Finance Committee**

The Housing Finance Committee examines a broad range of issues relating to government-sponsored and private sector single- and multifamily loan programs in addition to issues relating to the nation's financial institutions and capital markets. It monitors all federal and state legislation and regulatory action affecting mortgage, acquisition, development or construction financing. The committee also conducts studies on problems and economic trends affecting or likely to affect the cost and availability of financing for residential, remodeling and light commercial construction and permanent mortgages, and reports recommendations, if any, for improvement of the availability of financing for affordable housing.

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### **Land Development Committee**

Spurred by interest in and concern for economic, environmental and community impacts, the Land Development Committee supports, develops and promotes responsible, innovative, high-quality and cost-effective land development practices, programs and resources. Additionally, the committee reviews and advocates for national, state and local land development legislation, rules and regulation that ensure a balanced approach between economic and environmental systems. Committee members also make recommendations on technical matters such as infrastructure, design and development, and planning, zoning and subdivision regulations.

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### **Legal Action Committee**

The Legal Action Committee presides over matters concerning financial, research and strategic assistance in litigation and other legal matters. A principle objective of the committee is to review and recommend monetary assistance for legal cases of national significance to the housing industry from the Legal Action Fund, and work with members and property owners on the advancement of land use and environmental cases before the United States Supreme Court and lower federal and state courts. The committee authorizes the filing of legal briefs in conjunction with HBA and member company litigation, monitors and disseminates information on important cases, and recommends legal strategies to NAHB-affiliated state and local associations and NAHB membership. In addition, the committee oversees NAHB's litigation, Amicus Brief, Legal Action Network for Development Strategies (LANDS), and Legal Ordinance Review programs.

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### **Membership Committee**

The Membership Committee handles membership development and retention. It sets association policy and makes recommendations with regard to membership activities, and handles matters related to NAHB's relationships with affiliated state and local associations and chapters.

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### **Nominations Committee**

The Nominations Committee has oversight over the election of all of the elective offices of the Board of Directors, including the Senior Officers. The Nominations Committee administers comprehensive campaign guidelines relating to the office of NAHB Third Vice Chairman. The guidelines are updated on an annual basis and available on [nahb.org](http://nahb.org). Through its certification process, the committee reviews the qualifications and background of those seeking certification as a candidate for Third Vice Chairman. At each regular Annual Meeting of the Leadership Council, the Nominations Committee submits the proposed procedural rules for the conduct of the elections for adoption by delegates, and the names of all candidates for the elective offices provided by the bylaws are placed before the meeting for election.

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### **Public Affairs and Association Communications Committee**

The Public Affairs and Association Communications Committee oversees efforts to generate public awareness about the association, and develop and disseminate news and information to members. The committee is also responsible for administering public and media relations activities that help NAHB achieve its goals.

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### **Resolutions Committee**

The Resolutions Committee is charged with reviewing proposed and current association policies and supervising the submission of resolutions made by members or committees and councils.

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### **Single-Family Builders Committee**

The Single-Family Builders Committee is charged with identifying and addressing — via Federation-wide advocacy and communication efforts — the topmost issues facing single-family builders today.

The committee also provides single-family builders with access to resources, programs and products focused on home design, construction, marketing and finance. Additionally, the committee co-sponsors NAHB's Residential Construction Performance Guidelines, identifies warranty support tools, and holds three stakeholder positions on the Knowledge and Innovation Subcommittee.

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### **State and Local Government Affairs Committee**

The State and Local Government Affairs Committee takes an active interest in the actions of state and local governing bodies that have an effect on home building. The committee guides the work of NAHB's State and Local Government Affairs department and helps it create State and Local Advocacy resources for home builders associations (HBAs) and members. The committee also administers the State and Local Issues Fund (SLIF), which provides financial assistance to HBAs involved in advocacy efforts on issues affecting the affordability of homeownership.

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### **Young Professionals Committee**

The Young Professionals committee steers NAHB efforts to make membership more useful and attractive to home building professionals under 45. The committee provides NAHB leadership with guidance on mentoring, leadership training and education for emerging industry professionals. The committee also sponsors the NAHB Young Professional Awards, which recognizes members under age 45 who have dedicated their time, effort and careers to advancing the home building industry.

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## **Councils**

NAHB councils target disciplines within the home building industry and offer members networking opportunities, professional education, recognition and awards, and exclusive products and services. To learn more, visit the [Councils webpage](#).



Visit us at [nahb.org](http://nahb.org)