RESPONSIBILITIES AND EXPECTATIONS OF PRIA LEADERS

Board Members

The PRIA Board of Directors consists of five government sector members representing recorders, five business sector members and three at-large members representing either government or business. Board members may serve three consecutive two-year terms before rotating off the board.

Board Member Qualifications:

❑ The individual must be a regular member in good standing, with dues for his/her respective organization current for the membership year.

❑ Preferably, the individual should have recently served as a co-chair of one of the association's committees or work project teams, and/or served actively as a committee or work project team member for a period of not less than one year.

❑ The organization by which the individual is employed must have been a regular member of PRIA for at least one full fiscal year (August 1 – July 31).

❑ If the individual is not self-nominating, the person making the nomination must also be a regular member in good standing.

❑ If the individual is not self-nominating, the person making the nomination should confirm with the nominated individual that s/he is interested in serving on the Board of Directors and meets the established criteria.

❑ Each candidate must complete the Candidate Nomination Form below for review and consideration by the PRIA Nominating Committee. For each candidate, this completed Candidate Nomination Form will be available on the website for review by the membership prior to the election.

Board members are expected to attend both Winter Symposiums and Annual Conferences during their board tenure and are strongly encouraged to participate in annual board strategic planning, a two-day meeting held at various locations around the country. They are assigned facilitator tasks during the conferences, as well as hospitality responsibilities. Board members are responsible for their own expenses for travel and hotel to attend the conferences and planning meetings, although PRIA does cover the cost of most meals in conjunction with the annual planning meetings.

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The board meets each month for approximately one hour, via virtual platform, with the exception of the months during which there is a face-to-face meeting (Winter Symposium and Annual Conference). Board members are expected to review the board agenda packet in advance of the monthly meetings and to engage in discussion and vote on issues presented.

A director who cannot attend a board meeting may be excused by notifying the association's chief staff officer prior to the board meeting. Board members whose unexcused absences exceed four in any 12-month period may be subject to removal.

Each director is assigned to serve as a liaison for one of PRIA's five standing committees. Board liaisons are encouraged to participate in the meetings of the committee for which they are the liaison and provide guidance, as applicable, to the committee chairs if issues arrive.

Board members receive no monetary compensation for their service.

Committee Chairs

PRIA has five standing committees: Communication, Education, Governance, Membership, and Standards and Best Practices. The function of a committee is to further the mission of the association and, when appropriate, comment and recommend alterations to achieve PRIA's mission through the committee's area of responsibility or expertise. The committee shall keep the board apprised of developments within its area of responsibility or expertise.

There is no term limit for committee chairs but generally, chairs serve for a minimum of two years. One chair represents government, and one represents business. Committee chairs generally have served as a work project chair before becoming a committee chair.

Chairs are responsible for the working groups or, in some cases, sub-committees assigned to their committee. Committee chairs provide leadership to these working groups or sub-committees and at least one of them participates in the calls. In addition, committee chairs are expected to:

- Recruit additional members for their committee, as appropriate; regular or associate members may participate in any committee or project team
- Keep in touch with work project co-chairs via participation on work project calls or at least monthly check-in calls or Emails
- Confer with or assist work project co-chairs if obstacles develop
- Provide information or updates on work project teams within scope of committee for board monthly meetings
- Review/consider proposed new projects and help complete the Work Project Request form for new projects
- Stay alert for developing issues within the property records industry in order to identify new projects
- Observe work project co-chairs and participants for likely candidates for new projects or roles
- Attend at least one conference per year; preferably both conferences
- Provide input for conference session programs, helping to secure speakers or panel members and reviewing presentations in advance

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- Provide current information about the committee's activities and progress on work products to the authors and editors of PRIA publications.

Specific to Communication Committee
- Facilitate branding and awareness
- Ensure consistent messaging
- Provide content and oversight for social media platforms

Education Committee
- Oversee PRIA Local
- Participate in planning for conference programs
- Develop monthly webinars and Zooming-In topics
- Provide educational materials for website

Specific to Governance Committee
- Review and propose updates, as appropriate, to PRIA Bylaws and Operating Rules
- Oversee Nominating Committee
- Oversee Awards Nominations
- Oversee annual budget preparation

Specific to Membership Committee
- Plan annual membership renewal efforts
- Identify new member targets
- Evaluate membership dues, at least every other year
- Develop membership recruitment materials
- Make personal contact with any member who doesn't renew membership

Specific to Standards and Best Practices
- Clarify with work project teams the different PRIA products being developed
- Guide work project teams towards timely completion of work project
- Be aware of any potential conflicts or overlaps developing between teams

Work Project Co-chairs

Any PRIA member may propose a work project. Work project co-chairs, one government and one business, are identified at the time the Work Project Request is approved by the PRIA Board of Directors. Project co-chairs have indicated an interest in the subject matter for the work project and have typically served a work project volunteer previously.

Project co-chairs serve until the project is completed, typically 6-18 months, depending on the scope of the project. They guide the development of the project, always keeping in mind the scope of the project, which the board approved.

Any member may participate in a committee or project team. Subject Matter Experts (SME) may be invited to provide a project team with intellectual resources on a specific topic for a limited period of time, but have no vote.

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Work project meetings take place via conference call and on-line meetings with screen sharing typically used to include all participants in the meeting activities.

Work project co-chairs are expected to:

- Help recruit additional volunteers for their work project
- Prepare for work project conference calls which are typically held every two weeks or twice each month
- Work with staff to plan agenda and create record of project products (drafts, data accumulation and analysis, future plans and deadlines)
- Propose and prepare for any sessions at conferences, including recruiting panel members or speakers, as well as creating presentation materials
- Establish timelines and goals for work project completion
- Serve as the focal point to get projects completed
- Encourage participation by all work project members, controlling talkers and eliciting comments from silent members
- Encourage and solicit varying perspectives from the PRIA membership
- Encourage and solicit nationwide views and perspectives
- Provide a balance between government and business participants
- Seek consensus (but not necessarily unanimity) on positions, best practices and papers
- Ensure timely communication with work project team
- Report to committee co-chairs approximately monthly on work project progress
- Provide update materials for monthly board meetings, as appropriate

Work Project Participants

The function of a project team is to produce a work product(s). PRIA relies on members to offer their knowledge to all work projects. Volunteers are expected to participate in periodic calls whenever possible and to contribute to project development. Generally, work project teams meet twice each month for an hour.

Work project participants are expected to:

- Review agenda to prepare for each meeting
- Volunteer, based on understanding of the project, to outline, expand or summarize a particular section(s) of the work product under development, using realistic timelines for completion
- Have strong interest in, or a desire to learn more about, the topic
- Share information and opinions with other Work Project participants, respecting varying views
- Participate in and contribute to the sessions at conferences

When a project team completes its assigned work product, the project team shall be dissolved by the board or begin a new work project approved by the board.

Expectations for All Leaders

Those in PRIA leadership positions are expected to possess the highest personal and professional ethics and demonstrate a willingness to devote the required time to the duties and responsibilities of their position.

Members should agree to serve only if they are willing to make the time commitment necessary and engage based on outlined expectations. If based on extenuating circumstances, volunteers at any level are unable to fulfill their responsibilities, they should notify a chair, board liaison, PRIA president or chief staff officer so a replacement can be quickly identified.

Volunteers should be familiar with all PRIA processes and expectations, particularly those serving as a board member or committee/work project co-chair. As a standard-setting body, there are required steps and protocols to bring a PRIA document to publication.

All PRIA leaders are expected to emulate good leadership practices:
- Keep PRIA values and mission in mind
- Be dependable
- Communicate with others above and below
- Listen
- Create positive work atmosphere
- Guide, mediate, probe and stimulate discussion
- Take the initiative as appropriate
- Carry out assigned responsibilities
- Support orderly procedures
- Lead and report
- Foster discussion
- Facilitate, lead, and manage conversations without dominating or micro-managing
- Seek consensus
- Provide updates thorough appropriate channels

Only the PRIA board can commit to an expenditure of funds; any PRIA member can make recommendations to the board about expenditure of funds.

For additional information about the function of the PRIA board and committees, download the PRIA Operating Rules here.

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