



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

2005 AAHOA BOARD OF DIRECTORS

Manhar P (MP) Rama – Chairman
Mukesh Mowji – Vice Chairman
Dilipkumar (Danny) Patel – Secretary
Ashwin (Ash) Patel – Treasurer
Fred Schwartz – President
Kaushik S Patel
Hemalata (Hema) Patel
Tarun S Patel
Surekha C Patel
Saroj K Patel
Ketan Patel
Naresh (Nash) Patel
Paresh Bhakta
Chandrakant (CK) Patel
Suresh (Sam-Sarpanch) Patel
Vipin Patel
Kirit Bhakta
Anil N Patel
Anil R Patel
Jayesh (Jay) Patel
Jay Trini Patel
Devang Patel
Mehul (Mike) Patel
Dinesh (Dinsha) Patel
Alkesh Patel
Bankim M Patel
Hasu Patel
Sanjay Patel
Satish (Sunny) Gabhawala
Shailesh (Sly) Patel
Mark M Davidoff



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA GOVERNANCE COMMITTEE

Co-Chairmen: Ravi Patel and M P Rama

Committee:

- All Past Chairmen of AAHOA

- 2005 AAHOA Officers and the AAHOA President
 - M P Rama, Chairman
 - Mukesh Mowji, Vice Chairman
 - Danny Patel, Secretary
 - Ash Patel, Treasurer
 - Fred Schwartz, President

- Five (5) 2005 Board members appointed by the AAHOA Chairman
 - Alkesh Patel
 - Hema Patel
 - Mehul Patel
 - Nash Patel
 - Tarun Patel

- Industry Professionals
 - A V Patel
 - Ramesh Gokal
 - Tarun Kapoor



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA BOARD and BOARD OF DIRECTORS (BOD) JOB DESCRIPTION

| | |
|----------------------|---|
| Position: | AAHOA Board of Directors |
| Reports to: | AAHOA Membership |
| Term length: | 3 Years |
| Requirements: | |
| BOD: | Attend a minimum 3 of 4 (or 75%) Board meetings held annually, be ethical and transparent at all times, avoid conflicts of interest, maintain line between policy and implementation. |
| .BOARD: | Shall hold meetings as agreed upon but no less than 4 times a year. |

General Responsibility:

The fundamental responsibility of the AAHOA Board and individual members of the Board is to represent the interest of the Association by setting policies and guidelines and ensuring that the business and affairs of AAHOA are operated within such guidelines.

Primary Functions:

1. Enforce the Association's mission by setting strategic direction for the Association
2. Set, review, confirm and monitor the attainment of the Association's Strategic Plan
3. Enforce the Association's bylaws, policies & procedures, and rules & regulations
4. Create and oversee committees, both standing and ad-hoc
5. Select, evaluate and assess the performance of the AAHOA President
6. Provide a forum for member issues

Specific Responsibilities:

BOD:

1. Represent the membership
2. Fulfill fiduciary responsibility as outlined in AAHOA's governing documents
3. Be knowledgeable of the bylaws and policies governing AAHOA
4. Be knowledgeable and appropriately prepared on Board issues and agenda items
5. Fulfill committee responsibilities as assigned by the Board
6. Regional Board members shall support regional meetings, town halls, other local functions and the Director of Membership on membership growth and retention.



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA BOARD and BOARD OF DIRECTORS (BOD) JOB DESCRIPTION (continued)

Specific Responsibilities:

BOARD:

1. Represent the membership
2. Establish long-range direction
3. Approve management's Business Plan
4. Fulfill fiduciary responsibility as outlined in AAHOA's governing documents
5. Approve rules and regulations
6. Approve annual operating and capital budgets
7. Ensure proper use of AAHOA resources
8. Fill vacancies on the Board and the Executive Committee

Optimum Attributes:

1. Willing to commit time
2. Rational, prudent, practical
3. Listens, takes duties seriously
4. Knows and honors bylaws, policies, rules & regulations and procedures
5. Consistent and congruent
6. Empathetic and tolerant
7. Votes conscience & supports consensus
8. Has a variety of interests inside and outside the hospitality industry
9. Honors and respects the management concept and clearly recognizes the delineation in the advisory and oversight responsibilities and authority of the Board and the execution and management responsibilities and authority of the AAHOA President and staff
10. Open with praise, discrete with criticism



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA EXECUTIVE COMMITTEE JOB DESCRIPTION

| | |
|----------------------|---|
| Position: | Executive Committee |
| Reports to: | AAHOA Board |
| Term length: | 1 Year |
| Requirements: | Attend a minimum 75% of Executive Committee meetings which shall be held as agreed upon, fulfill ethical responsibilities |

The Executive Committee shall consist of five (5) members as follows:

1. Chairman
2. Vice Chairman/Chairman Elect
3. Secretary
4. Treasurer
5. AAHOA President

Vacancies of elected members on the Executive Committee shall be filled as follows:

1. Each officer shall ascend to the next higher vacant position and shall complete the unfinished term of the vacant position
2. The vacant unfinished term of the Treasurer shall be filled by the candidate with the next highest votes at the last election of the Treasurer
3. If such candidate is not available, unable or unwilling to serve, the Board shall fill the vacant unfinished Treasurer position with a current Board member, by a majority vote
4. At the next Annual meeting, the Association members shall elect a Treasurer and the remaining officers shall fill positions they would have filled if no vacancy had occurred

General Responsibility:

The fundamental responsibility of individual members of the Executive Committee is to perform and fulfill the job responsibilities of their respective office in directing the business and affairs of the Association. The Executive Committee shall convene only when a decision or action is time critical (time if of the essence) and/or circumstances dictate the requirement of confidentiality.

Primary Functions:

1. Guide and hold accountable the AAHOA President
2. Maintain Executive Committee minutes and distribute them to the full AAHOA Board within 2 weeks of meeting



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA EXECUTIVE COMMITTEE JOB DESCRIPTION (continued)

Specific Responsibilities:

1. Address urgent matters that must be acted upon before a full AAHOA Board meeting can be held.
2. Address sensitive matters that warrant initial discussion and/or discreet investigation prior to presentation to the entire AAHOA Board.



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA CHAIRMAN JOB DESCRIPTION

| | |
|----------------------|--|
| Position: | AAHOA Chairman |
| Reports to: | AAHOA Board of Directors |
| Term length: | 1 Year |
| Requirements: | Leadership skills and demeanor, attend a minimum of 75% of all board meetings, attend all Executive Committee meetings |

General Responsibility:

The Chairman shall preside at all meetings of the Board of Directors and the Executive Committee, shall be the guardian of all fiduciary, moral and ethical areas of the Association and shall perform such other duties as the Board of Directors may from time to time prescribe

Primary Functions:

1. Set the agenda for all meetings of the AAHOA Board and the Executive Committee
2. Preside at all meetings of the AAHOA Board and the Executive Committee
3. Generally supervise the affairs of the AAHOA Board and the Executive Committee
4. Serve as the tie breaking vote at AAHOA Board meetings
5. Serve as AAHOA Board's representative in overseeing the AAHOA President

Specific Responsibilities:

1. Perform such duties as are incidental to the AAHOA office of the Chairman or are properly required or assigned by the AAHOA Board
2. Act as official internal (to the membership) spokesperson for AAHOA
3. Act as support spokesperson, when elected official support is required, to the AAHOA President, the official external spokesperson for AAHOA.
4. Serve as support to the AAHOA President, the official AAHOA representative to the hotel industry
5. Ensure establishment and co-ordination of Committees in accordance with the AAHOA governing documents. The AAHOA Chairman shall be a non-voting, ex-officio member of all Committees.



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA CHAIRMAN JOB DESCRIPTION (continued)

Optimum Attributes:

1. Willing to commit time
2. Rational, prudent, practical
3. Listens, takes duties seriously
4. Knows and honors bylaws, policies, rules & regulations and procedures
5. Consistent and congruent
6. Empathetic and tolerant
7. Votes conscience & supports consensus
8. Has a variety of interests inside and outside the hospitality industry
9. Honors and respects the management concept and clearly recognizes the delineation in the advisory and oversight responsibilities and authority of the Board and the execution and management responsibilities and authority of the AAHOA President and staff
10. Open with praise, discrete with criticism



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA VICE CHAIRMAN JOB DESCRIPTION

| | |
|----------------------|--|
| Position: | AAHOA Vice Chairman |
| Reports to: | AAHOA Board of Directors |
| Term length: | 1 Year |
| Requirements: | Leadership skills and demeanor, attend a minimum of 75% of all Board meetings, attend a minimum of 75% of all Executive Committee meetings |

General Responsibility:

The AAHOA Vice Chairman shall perform the duties of the AAHOA Chairman whenever the AAHOA Chairman shall be sick, absent, or otherwise unable to act, or upon the death or resignation of the AAHOA Chairman. The AAHOA Vice Chairman shall perform such other duties as may be prescribed upon this office by the AAHOA Chairman or the AAHOA Board, and shall also serve as the chief advocate and overseer of AAHOA's on going Strategic Planning process. In the event of the death or resignation of the AAHOA Chairman, the Vice Chairman shall become AAHOA Chairman and fill the unexpired term of that office.

Primary Functions:

1. Perform Chairman's duties and functions whenever the Chairman is absent or otherwise unable to act
2. Serve as Chairman of the Annual Convention committee

Specific Responsibilities:

1. Perform such duties as are properly required or assigned by the AAHOA Chairman or the AAHOA Board
2. Facilitate AAHOA's on-going Strategic Planning process, which shall include a review and oversight of goals realized and the addition of new long-term goals; and shall serve as the AAHOA Board's champion and liaison to the Strategic Planning committee.



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA VICE CHAIRMAN JOB DESCRIPTION (continued)

Optimum Attributes:

1. Willing to commit time
2. Rational, prudent, practical
3. Listens, takes duties seriously
4. Knows and honors bylaws, policies, rules & regulations and procedures
5. Consistent and congruent
6. Empathetic and tolerant
7. Votes conscience & supports consensus
8. Has a variety of interests inside and outside the hospitality industry
9. Honors and respects the management concept and clearly recognizes the delineation in the advisory and oversight responsibilities and authority of the Board and the execution and management responsibilities and authority of the AAHOA President and staff
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ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA SECRETARY JOB DESCRIPTION

| | |
|----------------------|---|
| Position: | AAHOA Secretary |
| Reports to: | AAHOA Board of Directors |
| Term length: | 1 Year |
| Requirements: | Attend a minimum of 75% of all Board meetings, attend a minimum of 75% of all Executive Committee meetings, be knowledgeable of AAHOA's governing documents and Roberts Rules |

General Responsibility:

The AAHOA Secretary shall be the keeper and general custodian of all records of the Board pertaining to the business of AAHOA, shall oversee compliance with AAHOA's bylaws and shall perform such other duties as may from time to time be assigned to this office by the AAHOA Chairman or AAHOA Board.

Primary Functions:

1. Give timely and proper notices of all meetings in a manner consistent with AAHOA's governing documents
2. Distribute and post minutes in accordance with AAHOA's governing documents
3. Advise and assist the AAHOA Chairman and the AAHOA Board in observing and enforcing the bylaws, process, policies, and rules and regulations of AAHOA

Specific Responsibilities:

1. Keep and maintain true and proper minutes of AAHOA Board and Executive Committee meetings
2. Ensure all AAHOA Board decisions, resolutions and actions are appropriately documented and timely communicated for execution when the responsibility is specifically assigned
3. Ensure governing documents are revised, when appropriate, to reflect Board decisions, resolutions and actions
4. Perform such duties as are incidental to the office or are properly required or assigned by the AAHOA Chairman or the AAHOA Board
5. Sign or counter-sign all conveyances and contracts to which AAHOA is a party as properly directed by AAHOA's governing documents.



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA SECRETARY JOB DESCRIPTION (continued)

Optimum Attributes:

1. Willing to commit time
2. Rational, prudent, practical
3. Listens, takes duties seriously
4. Knows and honors bylaws, policies, rules & regulations and procedures
5. Consistent and congruent
6. Empathetic and tolerant
7. Votes conscience & supports consensus
8. Has a variety of interests inside and outside the hospitality industry
9. Honors and respects the management concept and clearly recognizes the delineation in the advisory and oversight responsibilities and authority of the Board and the execution and management responsibilities and authority of the AAHOA President and staff
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ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA TREASURER JOB DESCRIPTION

| | |
|----------------------|--|
| Position: | AAHOA Treasurer |
| Reports to: | AAHOA Board of Directors |
| Term length: | 1 Year |
| Requirements: | Must be bondable, scrupulously ethical, attend a minimum of 75% of all Board meetings, attend a minimum of 75% of all Executive Committee meetings, be knowledgeable of generally accepted accounting practices (GAAP) for not for profit associations |

General Responsibility:

The Treasurer shall act as the Board's representative in guiding the financial affairs of the Association, shall submit to the Board of Directors, at each meeting, and to the members at each Annual Meeting, a written report of the financial condition of the Association and shall perform such other duties as may from time to time be assigned to this office by the AAHOA Chairman or the AAHOA Board. The Treasurer must be bonded in such amount as the governing documents require and shall sign or counter-sign such instruments as require signature as properly directed by AAHOA's governing documents.

Primary Functions:

1. The AAHOA Treasurer shall be the Chairman of the Finance and Audit Committee
2. Ensure management's proper maintenance of AAHOA's portfolio
3. Ensure regular financial reporting to the Finance, Budgets & Audit Committee, the AAHOA Board and the membership

Specific Responsibilities:

1. Ensure proper maintenance of all financial records of AAHOA in accordance with the governing documents
2. Ensure timely and accurate fiscal reporting and regulatory compliance
3. Ensure that the AAHOA President is operating within the approved budgetary and fiscal guidelines
4. Ensure internal and external audits are conducted
5. Perform such duties as are incidental to the office or are properly required or assigned by the AAHOA Chairman or the AAHOA Board



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA TREASURER JOB DESCRIPTION (continued)

Optimum Attributes:

1. Willing to commit time
2. Rational, prudent, practical
3. Listens, takes duties seriously
4. Knows and honors bylaws, policies, rules & regulations and procedures
5. Consistent and congruent
6. Empathetic and tolerant
7. Votes conscience & supports consensus
8. Has a variety of interests inside and outside the hospitality industry
9. Honors and respects the management concept and clearly recognizes the delineation in the advisory and oversight responsibilities and authority of the Board and the execution and management responsibilities and authority of the AAHOA President and staff
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ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA PRESIDENT JOB DESCRIPTION

| | |
|----------------------|---|
| Position: | AAHOA President |
| Reports to: | AAHOA Board of Directors |
| Term length: | Subject to employment/service contract |
| Requirements: | Leadership skills and demeanor, must be bondable, attend all Board and Executive Committee meetings |

General Responsibility:

The President shall be accountable for the operation of AAHOA, and shall make all decisions and take all actions in connection with the operation of AAHOA and in compliance with Board directives, all within the guidelines as prescribed by the AAHOA governing documents and budgets approved by the AAHOA Board.

Primary Functions:

1. Implement the Strategic Plan through the annual Business Plan
2. Support the operations of the AAHOA Board, Committees, Special Interest Groups and Regional Meetings
3. Be accountable to the Board or the Association

Specific Responsibilities:

1. Perform such duties as are incidental to the business of AAHOA
2. Shall be a non-voting member of the Executive Committee
3. Operate within AAHOA's approved budget
4. Serve as official AAHOA representative to the hospitality industry
5. Serve as official AAHOA representative to the lodging franchiser community
6. Serve as the official external spokesperson for AAHOA
7. Serve as support internal (to the membership) spokesperson to the AAHOA Chairman, the official internal spokesperson for AAHOA



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA PRESIDENT JOB DESCRIPTION (continued)

Optimum Attributes:

1. Willing to commit time
2. Rational, prudent, practical
3. Listens, takes duties seriously
4. Knows and honors bylaws, policies, rules & regulations and procedures
5. Consistent and congruent
6. Empathetic and tolerant
7. Votes conscience & supports consensus
8. Has a variety of interests inside and outside the hospitality industry
9. Honors and respects the management concept and clearly recognizes the delineation in the advisory and oversight responsibilities and authority of the Board and the execution and management responsibilities and authority of the AAHOA President and staff
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ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP) JOB DESCRIPTION

Position: AAHOA Committees
Reports to: AAHOA Board of Directors
Term length: Committees shall be perpetual unless dissolved by Board action. Committee members shall serve three (3) year terms with a third of the voting members rotating off the committee each year. No member shall serve more than two (2) consecutive terms on the same committee. With the exception of the Election Committee, all committees are recommended to have a minimum of five (5) members.

Requirements:

Committee Members: Must be an active, current, paid AAHOA member with a valid membership number and be approved by the AAHOA Board.

Code of Conduct: Be ethical and transparent at all times, avoid conflicts of interest (shall excuse self from discussions and decisions when a conflict or an appearance of conflict exists), maintain line between policy and implementation, must attend a minimum of 75% of regular meetings, be willing to perform committee specific requirements as listed in the specific committee job descriptions, which shall prevail when an exception or in conflict with the requirements listed herein. Any infractions of conduct code, AAHOA code of ethics or the AAHOA governing documents shall be cause for ethics committee referrals and disciplinary action.

Committee: Minimum one (1) current Board member as liaison, one (1) management/staff liaison, and no more than eleven (11) other members. The Board and management liaison shall be non-voting members of the committee. Selection of committee members shall be pursuant to the AAHOA committee appointment process. The AAHOA Chairman shall be a non-voting, ex-officio member of all committees.

General Responsibility:

Committees shall perform committee specific functions as defined in the specific job descriptions and shall deliberate on issues as properly required or referred/assigned by the AAHOA Board.

Primary Functions:

1. Provide a forum for review and exchange of ideas
2. Provide a venue for focused discussion, feedback and recommendations for the AAHOA Board (Board sounding board)
3. Investigate, report on proposed AAHOA initiatives and/or AAHOA Board directives



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP) JOB DESCRIPTION (continued)

4. Serve as a resource for AAHOA management (membership sounding board)
5. Implement approved Strategic Plan initiatives that properly fall within the jurisdiction of the committee

Specific Responsibilities:

1. Committee members elect a committee chair by majority vote. To be elected, the candidate must have served on the committee for a minimum of one (1) full year.
2. Based on Board charge develop goals for the year with time lines and submit to the President within thirty (30) days of commencement of the new committee term
3. Ensure continuity and consistency in ongoing deliberations
4. At least thirty (30) days prior to each quarterly board meeting submit written reports, to the President (for inclusion in the Board Meeting Packet), including all of the following:
 - a. Agenda and minutes on all committee deliberations
 - b. Goals tracking statement
 - c. Position statements with appropriate justifications on any Board or Management issues charged to the committee for deliberation
 - d. Position statements/recommendations on any proposed Board initiative that impacts the committee's arena of specialty
 - e. Other specific reports as required under the committee specific job descriptions
5. Unless specifically charged with action items, all Committees' function shall be strictly of an advisory nature
6. Committees shall not direct management or management liaison to perform any functions. However, the management liaison shall provide the administrative and research resources and support to the committee in compliance with the committee deliberation guidelines
7. Must not and cannot commit AAHOA resources

Optimum Attributes:

1. Willing to commit time
2. Rational, prudent, practical
3. Listens, takes duties seriously
4. Knows and honors bylaws, policies, rules & regulations and procedures
5. Consistent and congruent
6. Empathetic and tolerant
7. Votes conscience & supports consensus
8. Has a variety of interests inside and outside the hospitality industry



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

9. Honors and respects the management concept and clearly recognizes the delineations in the advisory, research, feedback and recommendation function of a committee, the advisory and oversight responsibilities and authority of the Board and the execution and management responsibilities and authority of the AAHOA President and staff
10. Open with praise, discrete with criticism



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – BYLAWS & GOVERNANCE JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH
THE AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)*

Position: AAHOA Bylaws & Governance Committee
Reports to: AAHOA Board of Directors
Term length: Per ACGP
Requirements:
Committee Members: Be knowledgeable of the AAHOA bylaws and governing documents.
Committee: AAHOA Secretary shall be voting member and could be the Chair, minimum one (1) current Board member as non-voting liaison, one (1) management/staff liaison, and no more than ten (10) other members

General Responsibility:

The Bylaws & Governance Committee shall be the guardian of the Association's bylaws and governance, shall deliberate on bylaw revisions and updates when necessary or appropriate and shall deliberate on issues as properly required or referred/assigned by the AAHOA Board. Bylaw changes shall only be approved by the membership in accordance with the governing documents.

Primary Functions:

1. Provide a forum for review of bylaws and governance issues
2. Investigate and report on bylaws and governance implications on proposed AAHOA initiatives and/or AAHOA Board directives

Specific Responsibilities:

1. When appropriate, provide bylaw revisions and/or updates, with justifications, for Board approval



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – STRATEGIC PLANNING JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)*

Position: AAHOA Strategic Planning Committee
Reports to: AAHOA Board of Directors
Term length: Per ACGP
Requirements:
Committee Members: Be knowledgeable of AAHOA Strategic Plan and the AAHOA governance process
Committee: AAHOA Vice Chairman shall be the Board liaison on the committee and shall serve as voting co-chairman of the committee; the AAHOA President shall be the non-voting management liaison, and no more than eleven (11) other members

General Responsibility:

The committee shall conduct AAHOA's on-going Strategic Planning process, which shall include ongoing planning, guidance and oversight of implementation and the assessment and realignment of the Strategic Plan and shall perform duties and/or deliberate on issues as properly required or assigned by the AAHOA Board. The AAHOA Vice Chairman shall serve as the AAHOA Board's champion and liaison to the Strategic Planning committee.

Primary Functions:

1. Provide a venue for focused discussion, feedback and recommendations for the strategic direction of AAHOA
2. Investigate, report on AAHOA initiatives and/or AAHOA Board directives that are long term and strategic in nature



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – STRATEGIC PLANNING JOB DESCRIPTION (continued)

Specific Responsibilities:

1. Committee members elect a committee chair, by majority vote. The Chair shall serve for three (3) years and shall be the keeper of the Strategic Plan, the committee's charge and the process.
2. The AAHOA Vice Chairman shall serve as the co-chair of the committee for a period of one (1) year and shall be the keeper and developer of the agenda for the next year.
3. Update and push forward the five (5) year Strategic Plan
4. Goals of the committee shall include:
 - a. A review of past year's business plan
 - b. A review of current year's business plan
 - c. Identification and acknowledgement of strategic plan goals realized/achieved
 - d. Appropriate research to identify future strategic needs of the Association
 - e. Realign the Strategic Plan based on the success and progress of initiatives to date.



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – EDUCATION & PROFESSIONAL DEVELOPMENT JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)*

Position: AAHOA Education & Program Development Committee
Reports to: AAHOA Board of Directors
Term length: Per ACGP
Requirements:
Committee Members: Must be an educator, CHA certified, CHO certified, or a hospitality college graduate
Committee: Management/staff liaison shall be the AAHOA Director of Education and Professional Development

General Responsibility:

Ensure that the Association continues to provide meaningful, consistent and current education and professional development programs to the membership.

Primary Functions:

1. Provide a forum for exchange of educational and professional development ideas
2. Provide a venue for focused discussion, feedback and recommendations (sounding board for AAHOA Director of Education and Professional Development) on education and professional development programs

Specific Responsibilities:

1. Serve as a resource for the AAHOA Director of Education and Professional Development



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – NOMINATING JOB DESCRIPTION

THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)

| | |
|----------------------|--|
| Position: | AAHOA Nominating Committee |
| Reports to: | AAHOA Board of Directors |
| Term length: | Period not to exceed 1 Year, which may be extended with approval of the succeeding AAHOA Board |
| Requirements: | Committee Members: Must be impartial and be knowledgeable of the AAHOA bylaws and governing documents relating to nominations and elections. Must attend all regular meetings |
| Committee: | Committee members shall be the AAHOA President, a non-voting member of the Association selected by the President, two (2) Past Chairmen appointed by the Chairman of the Past Chairman's Council, and three (3) members selected one (1) each by the Women's Special Interest Group, the Youth Special Interest Group and the Independent Hoteliers Special Interest Group |

General Responsibility:

Committee shall ensure the integrity and proper execution of the nominations processes in compliance with AAHOA's governing documents and shall nominate candidates for the Board.

Primary Functions:

1. Ensure and administer the nominations process in compliance with the governing documents
2. Conduct a search process to identify and encourage new candidates with leadership skills and other desirable attributes and qualifications

Specific Responsibilities:

1. Committee members elect a committee chair by majority vote
2. Develop a detailed nomination plan for the upcoming elections in accordance with the governing documents and send to the President, at least thirty (30) days prior to the second quarterly Board meeting, for inclusion in the Board meeting packet
3. Recommend in writing a slate of qualified candidates for all open positions at least sixty (60) days prior to the election date



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – ELECTIONS JOB DESCRIPTION

THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)

| | |
|----------------------|--|
| Position: | AAHOA Elections Committee |
| Reports to: | AAHOA Board of Directors |
| Term length: | Period not to exceed 1 Year, which may be extended with approval of the succeeding AAHOA Board |
| Requirements: | |
| Committee Members: | Must be impartial and be knowledgeable of the AAHOA bylaws and governing documents relating to nominations and elections. Must attend all regular meetings |
| Committee: | Committee members shall be the AAHOA President, an AAHOA staff member appointed by the President and a non-voting member of the Association selected by the President. |

General Responsibility:

Committee shall ensure the integrity and proper execution of the election processes in compliance with AAHOA's governing documents and shall nominate candidates for the Board.

Primary Functions:

1. Ensure and administer the election process in compliance with the governing documents

Specific Responsibilities:

1. Committee members elect a committee chair by majority vote
2. Develop a detailed election plan for the upcoming elections in accordance with the governing documents and send to the President, thirty (30) days prior to the second quarterly Board meeting, for inclusion in the Board meeting packet
3. Tally election votes and announce the results
4. Prepare a post election report and send to the President, at least thirty (30) days prior to the first quarterly Board meeting, for inclusion in the Board meeting packet.



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – FINANCE, BUDGETS & AUDIT JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)*

Position: AAHOA Finance, Budgets & Audit Committee
Reports to: AAHOA Board of Directors
Term length: Per ACGP
Requirements:
Committee Members: Must be knowledgeable of generally accepted accounting practices (GAAP) for not for profit associations, must be scrupulously ethical
Committee: AAHOA Treasurer shall be Chair of the committee; the AAHOA Secretary shall be a voting Board member liaison, the management/staff liaison shall be the Director of Finance, and no more than nine (9) other members

General Responsibility:

On behalf of the AAHOA Board, the Committee shall ensure that the Association's finances, budgets and audits are performed in compliance with the governing documents.

Primary Functions:

1. Ensure that the Association is operating within the financial and budget SOP's
2. Investigate, report on financial and budgetary impacts of proposed AAHOA initiatives and/or AAHOA Board directives

Specific Responsibilities:

1. Review monthly financial statements and provide quarterly written reports on the Association's finances, budgets and audits and generally provide review support to the Treasurer in fulfilling his/her responsibilities
2. Review and provide written reports on contracts and/or agreements as required by management and/or the Board in accordance with the governing documents
3. Ensure accurate annual, written financial reporting to the membership



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – MEMBERSHIP JOB DESCRIPTION

***THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)***

Position: AAHOA Membership Committee
Reports to: AAHOA Board of Directors
Term length: Per ACGP
Requirements:
Committee Members: Per ACGP
Committee: Management/staff liaison shall be the AAHOA Director of Membership. The committee shall include at least one representative from each of the current Special Interest Group (SIG).

General Responsibility:

Committee shall ensure continued membership growth and meaningful and current membership services and benefits.

Primary Functions:

1. Provide a forum for exchange of ideas on membership growth
2. Provide a forum for exchange of ideas on membership services and benefits
3. Provide a venue for focused discussion, feedback and recommendations (sounding board) for the Director of Membership

Specific Responsibilities:

1. Development of ideas and strategies for membership growth as a resource for the AAHOA Director of Membership
2. Reviews and recommendations on member services and benefits as a resource for the AAHOA Director of Membership



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – INDUSTRY FRANCHISE RELATIONS JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)*

Position: AAHOA Industrial Franchise Relations
Reports to: AAHOA Board of Directors
Term length: Per ACGP
Requirements:
Committee Members: Past/current franchise advisory committee (FAC) members, past/current IFA/AFA/AAFD committee members or currently serving FAC sub-committee members shall be preferred.
Committee: Management/staff liaison shall be the AAHOA Director/VP of Franchising/Franchise Relations

General Responsibility:

Committee shall ensure AAHOA's effective and meaningful positions on fair franchising, franchise agreements and related issues and current chain lodging industry issues.

Primary Functions:

1. Provide a forum for exchange of ideas on fair franchising and the franchise lodging industry
2. Provide a venue for focused discussion, feedback and recommendations (sounding board) for the AAHOA Director/VP of franchising/franchise relations

Specific Responsibilities:

1. Review and report on issues facing franchising and on franchise agreements in the chain lodging industry
2. Identify, review and report on current issues facing the chain lodging industry



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – LEGISLATION JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)*

Position: AAHOA Legislation Committee

Reports to: AAHOA Board of Directors

Term length: Per ACGP

Requirements:

Committee Members: Must be a past/current board member, officer or active committee member on a State, Local or National industry association or legislature, Chamber of Commerce, or Business association and fund raising experience shall be preferred. Committee Chair shall meet qualifications as outlined in the AAHOA Rules & Regulations.

Committee: Per ACGP

General Responsibility:

Committee shall review and report on legislative issues facing the lodging industry.

Primary Functions:

1. Provide a forum for exchange of ideas on legislative issues
2. Provide a venue for focused discussion, feedback and recommendations (sounding board) for the AAHOA Board and AAHOA management

Specific Responsibilities:

1. Identify, review and report on current issues facing the lodging industry
2. Review, report and recommend legislative and/or PAC activities for the Association
3. Provide oversight on the AAHOA PAC



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – CONVENTION & MEETINGS JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)*

Position: AAHOA Convention & Meetings Committee
Reports to: AAHOA Board of Directors
Term length: Per ACGP
Requirements:
Committee Members: Per ACGP
Committee: AAHOA Vice Chairman shall be the Chairman of the committee, minimum one (1) current Board member liaison, the AAHOA Director of Special Events shall be management/staff liaison, and no more than nine (9) other members

General Responsibility:

Committee shall review, report on and make recommendations for Convention and meetings calendars, locations and location criteria, venues, formats, agenda, budgets and administrative responsibilities.

Primary Functions:

1. Provide a forum for exchange of ideas on the Annual Convention, regional meetings, and other AAHOA special events
2. Provide a venue for focused discussion, feedback and recommendations (sounding board) for the AAHOA Director of Special Events

Specific Responsibilities:

1. Review and provide written comments on Annual Convention proposals
2. Review and report on Convention and all other meetings calendars, locations, venues, formats, agenda, budgets and administrative responsibilities
3. Review and report on detailed plans for the current year's Annual Convention



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – PR & COMMUNICATIONS JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)*

Position: AAHOA PR & Communications Committee
Reports to: AAHOA Board of Directors
Term length: Per ACGP
Requirements:
Committee Members: Must be proficient in English verbal and written skills
Committee: Minimum one (1) current Board member liaison, the AAHOA Director of Communications shall be the management/staff liaison, and no more than eleven (11) other members

General Responsibility:

Committees shall ensure current, consistent and meaningful Public Relations and Communications AAHOA programs and shall perform duties and/or deliberate on issues as properly required or assigned by the AAHOA Board

Primary Functions:

1. Provide a forum for exchange of ideas on AAHOA's public relations activities and communications programs
2. Provide a venue for focused discussion, feedback and recommendations (sounding board) for the AAHOA Director of Communications

Specific Responsibilities:

1. Review evaluate and report on the Association's Public Relations policies and activities
2. Review, evaluate and report on the Association's communications programs and activities



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – AWARDS & RECOGNITION JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)*

Position: AAHOA Awards & Recognition Committee
Reports to: AAHOA Board of Directors
Term length: Per ACGP
Requirements:
Committee Members: Per ACGP
Committee: Minimum one (1) current Board member liaison, the AAHOA Director of Special Events shall be the management/staff liaison, and no more than eleven (11) other members

General Responsibility:

Committee shall ensure the integrity and proper execution of the Awards and Recognition in compliance with the AAHOA governing documents and shall nominate a slate of award recipients.

Primary Functions:

1. Ensure and administer the nominations process in compliance with the governing documents
2. Conduct and administer the selection process in compliance with the governing documents

Specific Responsibilities:

1. Develop a detailed Awards & Recognition plan for the upcoming Annual Convention in accordance with the governing documents and send to the President, at least thirty (30) days prior to the second quarterly Board meeting, for inclusion in the Board meeting packet
2. Recommend in writing a slate of award and recognition recipients for all awards at least thirty (30) days prior to the Annual Convention
3. Prepare a post convention report and send to the President, at least thirty (30) days prior to the first quarterly Board meeting, for inclusion in the Board meeting packet.



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA COMMITTEE – ETHICS & ENFORCEMENT JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)*

| | |
|----------------------|---|
| Position: | AAHOA Ethics & Enforcement Committee |
| Reports to: | AAHOA Board of Directors |
| Term length: | Period not to exceed 1 Year, which may be extended with approval of the AAHOA Board |
| Requirements: | |
| Committee Members: | Must be scrupulously ethical and be prepared to excuse self when bias or appearance of bias exists, must possess comprehensive knowledge of AAHOA governing documents |
| Committee: | Total of seven (7) members including Past Chairmen, elected by the Past Chairmen’s Council, and past Board members selected by the elected Past Chairmen committee members. A Past Chairmen vacancy or temporary vacancy shall be filled by the Chairman of the Past Chairmen’s Council. A past Board member vacancy or temporary vacancy shall be filled by the elected Past Chairmen committee members. |

General Responsibility:

Committee shall Ensure AAHOA’s code of ethics is properly communicated and enforced, and shall conduct, in compliance with AAHOA’s governing documents, the due process on all complaints referred to the committee for breaches or violations of the AAHOA governance, governing principles and/or documents and/or applicable code of ethics.

Primary Functions:

1. Ensure AAHOA’s code of ethics is properly communicated and enforced
2. Provide a forum for exchange of ideas on Ethics codes and conduct and the grievance handling process
3. Investigate, report on appropriate proposed AAHOA initiatives and/or AAHOA Board directives

Specific Responsibilities:

1. Members elect a committee chairman by majority vote
2. Make determinations to accept/deny grievance referral
3. Conduct the due process in accordance with the governing documents
4. Prescribe/recommend disciplinary action/s



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

Ensure confidentiality of charges, process and outcomes

AAHOA COMMITTEE – REVENUE GENERATION JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA COMMITTEE GOVERNING PROTOCOL (ACGP)*

Position: AAHOA Revenue Generation Committee
Reports to: AAHOA Board of Directors
Term length: Per ACGP
Requirements:
Committee Members: Per ACGP
Committee: Management/staff liaison shall be the AAHOA Vice President of Revenue Generation.

General Responsibility:

Committee shall ensure continuity and enhancement of current revenue sources and develop new and additional revenue generation sources.

Primary Functions:

1. Provide a forum for exchange of ideas on revenue growth
2. Provide a forum for exchange of ideas on paid services and benefits
3. Provide a venue for focused discussion, feedback and recommendations (sounding board) for the Vice President of Revenue Generation.

Specific Responsibilities:

1. Development of ideas and strategies for revenue growth as a resource for the AAHOA Vice President of Revenue Generation.
2. Review and make recommendations on paid member services and benefits as a resource for the AAHOA Vice President of Revenue Generation.



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA SPECIAL INTEREST GROUP GOVERNING PROTOCOL (ASIGGP) JOB DESCRIPTION

| | |
|----------------------|--|
| Position: | AAHOA Special Interest Groups |
| Reports to: | AAHOA Board of Directors |
| Term length: | The term of the Special Interest Group (SIG) shall be perpetual unless dissolved by Board action. SIG Committee members shall serve three (3) year terms with a third of the voting members rotating off the committee each year. No member shall serve more than two (2) consecutive terms on the same committee. |
| Requirements: | |
| SIG Members: | Must be an active, current, paid AAHOA member with a valid membership number and a direct affinity to the special area of interest of the SIG |
| Committee Member: | Must be an active, current, paid AAHOA member with a valid membership number, be approved by the AAHOA Board. |
| Code of Conduct: | Be ethical and transparent at all times, avoid conflicts of interest (shall excuse self from discussions and decisions when a conflict or an appearance of conflict exists), maintain line between policy and implementation, must attend a minimum of 75% of regular meetings, be willing to perform committee specific requirements as listed in the specific committee job descriptions, which shall prevail when an exception or in conflict with the requirements listed herein. Any infractions of conduct code, AAHOA code of ethics or the AAHOA governing documents shall be cause for ethics committee referrals and disciplinary action |
| SIG Committee: | Minimum one (1) current Board member as liaison, the Director of Membership shall be the management/staff liaison, and no more than ten (10) other members. The Board liaison shall be a non-voting member of the committee. Selection of committee members shall be pursuant to the AAHOA committee appointment process. The AAHOA Chairman shall be a non-voting, ex-officio member of all committees. |

General Responsibility:

Special Interest Groups shall perform SIG specific functions and programs as defined in the specific job descriptions and shall deliberate on issues as properly required or referred/assigned by the AAHOA Board.



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA SPECIAL INTEREST GROUP GOVERNING PROTOCOL JOB DESCRIPTION (continued)

Primary Functions:

1. Provide a forum for review and exchange of ideas
2. Provide a venue for focused discussion, feedback and recommendations for the AAHOA Board (Board sounding board)
3. Investigate, report on impact of proposed AAHOA initiatives and/or AAHOA Board directives
4. Serve as a resource for AAHOA management (membership sounding board)
5. Implement approved Strategic Plan initiatives that properly fall within the jurisdiction of the committee

Specific Responsibilities:

1. Committee members elect a committee Chair and Vice Chair/Chair elect by majority vote. To be elected, the candidates must have served on the committee for a minimum of one (1) full year. After the first year, the Vice Chair shall ascend to the Chair position and the committee shall elect only the Vice Chair/Chair elect. The Chair shall serve for a one (1) year term.
2. Ensure that management performs/conducts the SIG's functions and programs within the annual budget allocated by the AAHOA Board
3. At the Annual Convention, select a SIG member to represent the SIG on AAHOA's Nominating & Elections Committee for the upcoming year. In case of a vacancy in this position, the SIG Committee Chairman shall appoint a replacement member
4. Based on Board charge develop goals for the year with time lines and submit to the President within thirty (30) days of commencement of the new committee term
5. Ensure continuity and consistency in ongoing deliberations
6. At least thirty (30) days prior to each quarterly board meeting submit written reports, to the President (for inclusion in the Board Meeting Packet), including all of the following:
 - a. Agenda and minutes on all committee deliberations
 - b. Goals tracking statement
 - c. Position statements with appropriate justifications on any Board or Management issues charged to the committee for deliberation
 - d. Position statements/recommendations on any proposed Board initiative that impacts the committee's arena of specialty
 - e. Other specific reports as required under the committee specific job descriptions
7. Unless specifically charged with action items, all Committees' function shall be strictly of an advisory nature



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

AAHOA SPECIAL INTEREST GROUP GOVERNING PROTOCOL (ASIGGP) JOB DESCRIPTION (continued)

8. Committees shall not direct management or management liaison to perform any functions. However, the management liaison shall provide the administrative and research resources and support to the committee in compliance with the committee deliberation guidelines
9. Must not and cannot commit AAHOA resources

Optimum Attributes:

1. Willing to commit time
2. Rational, prudent, practical
3. Listens, takes duties seriously
4. Knows and honors bylaws, policies, rules & regulations and procedures
5. Consistent and congruent
6. Empathetic and tolerant
7. Votes conscience & supports consensus
8. Has a variety of interests inside and outside the hospitality industry
9. Honors and respects the management concept and clearly recognizes the delineations in the advisory, research, feedback and recommendation function of a committee, the advisory and oversight responsibilities and authority of the Board and the execution and management responsibilities and authority of the AAHOA President and staff
10. Open with praise, discrete with criticism



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

SPECIAL INTEREST GROUP – WOMEN’S GROUP (WSIG) JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA SPECIAL INTERESTGROUP GOVERNING PROTOCOL (ASIGGP)*

| | |
|----------------------|--|
| Position: | AAHOA Women’s Special Interest Group (WSIG) |
| Reports to: | AAHOA Board of Directors |
| Term length: | Per ASIGGP |
| Requirements: | |
| WSIG Members: | Must be an active, current, paid AAHOA female member with a valid membership number |
| Committee Members: | May be any gender and must be willing and able to support the interest and rights of the female members of AAHOA. |
| Committee: | Minimum one (1) current Board member as liaison, the Director of Membership shall be the management/staff liaison, and no more than ten (10) other members, at least seven (7) of whom shall be female members |

General Responsibility:

Committee shall deliberate on the rights and special needs of the female members of AAHOA and shall perform duties and/or deliberate on issues as properly required or assigned by the AAHOA Board

Primary Functions:

1. Provide a forum for exchange of ideas for the advancement of the rights and special interests of female members of AAHOA
2. Provide a venue for focused discussion, feedback and recommendations (sounding board) for the AAHOA Director of membership
3. Investigate, report on impact on WSIG members of proposed AAHOA initiatives and/or AAHOA Board directives

Specific Responsibilities:

1. Review and report on the special needs of the female members of AAHOA
2. Serve as a resource for the Director of Membership in growing female membership and on female member services and issues
3. Serve as resource to the Director of Special Events in determining and providing the WSIG’s special needs



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

SPECIAL INTEREST GROUP – YOUTH GROUP (SIGY) JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA SPECIAL INTERESTGROUP GOVERNING PROTOCOL (ASIGGP)*

| | |
|----------------------|---|
| Position: | AAHOA Youth Special Interest Group |
| Reports to: | AAHOA Board of Directors |
| Term length: | Per ASIGGP |
| Requirements: | |
| YSIG Members: | Must be an active, current, paid AAHOA youth member with a valid membership number |
| Committee Members: | May be any age and must be willing and able to support the interest and rights of the youth members of AAHOA. |
| Committee: | Minimum one (1) current Board member as liaison, the Director of Membership shall be the management/staff liaison, and no more than ten (10) other members, at least seven (7) of whom shall be youth members |

General Responsibility:

Committee shall deliberate on the rights and special needs of the youth members of AAHOA and shall perform duties and/or deliberate on issues as properly required or assigned by the AAHOA Board

Primary Functions:

1. Provide a forum for exchange of ideas for the advancement of the rights and special interests of youth members of AAHOA
2. Provide a venue for focused discussion, feedback and recommendations (sounding board) for the AAHOA Director of membership
3. Investigate, report on impact on YSIG members of proposed AAHOA initiatives and/or AAHOA Board directives

Specific Responsibilities:

1. Review and report on the special needs of the youth members of AAHOA
2. Serve as a resource for the Director of Membership in growing youth membership and on youth member services and issues
3. Serve as resource to the Director of Special Events in determining and providing the YSIG's special needs



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

SPECIAL INTEREST GROUP – INDEPENDENT HOTELIERS (IHSIG) JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA SPECIAL INTERESTGROUP GOVERNING PROTOCOL (ASIGGP)*

| | |
|----------------------|--|
| Position: | AAHOA Independent Hoteliers Special Interest Group (IHSIG) |
| Reports to: | AAHOA Board of Directors |
| Term length: | Per ASIGGP |
| Requirements: | |
| IHSIG Members: | Must be an active, current, paid AAHOA Independent Hotelier member with a valid membership number |
| Committee Members: | Must have independent hotel operator experience and be willing and able to support the interest and rights of the independent hotelier members of AAHOA. |
| Committee: | Minimum one (1) current Board member as liaison, the Director of Membership shall be the management/staff liaison, and no more than ten (10) other members, at least seven (7) of whom shall be current independent hotel operators. |

General Responsibility:

Committee shall deliberate on the rights and special needs of the independent hotelier members of AAHOA and shall perform duties and/or deliberate on issues as properly required or assigned by the AAHOA Board

Primary Functions:

1. Provide a forum for exchange of ideas for the advancement of the rights and special interests of independent hotelier members of AAHOA
2. Provide a venue for focused discussion, feedback and recommendations (sounding board) for the AAHOA Director of membership
3. Investigate, report on impact on IHSIG members of proposed AAHOA initiatives and/or AAHOA Board directives

Specific Responsibilities:

1. Review and report on the special needs of the independent hotelier members of AAHOA
2. Serve as a resource for the Director of Membership in growing independent hotelier membership and on independent hotelier member services and issues
3. Serve as resource to the Director of Special Events in determining and providing the IHSIG's special needs



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

SPECIAL INTEREST GROUP – BRANDS (BSIG) JOB DESCRIPTION

*THIS DOCUMENT TO BE READ IN CONJUNCTION WITH THE
AAHOA SPECIAL INTERESTGROUP GOVERNING PROTOCOL (ASIGGP)*

| | |
|----------------------|---|
| Position: | AAHOA Brands Special Interest Groups |
| Reports to: | AAHOA Board of Directors |
| Term length: | Per ASIGGP |
| Requirements: | |
| BSIG Members: | BSIG's shall be organized by Brands or by corporate owners of a group of Brands. BSIG members must be an active, current, paid AAHOA member with a valid membership number, and a licensed franchisee or member of the specific Brand/franchising company/Membership Association. |
| Committee Members: | Must be a licensed franchisee/member and must be willing and able to support the interest and rights of the BSIG members of AAHOA. |
| Committee: | Minimum one (1) current Board member as liaison, the Director/VP of Franchising/Franchise Relations shall be the management/staff liaison, and no more than ten (10) other BSIG members, at least seven (7) of whom shall be active full time hoteliers. |

General Responsibility:

Committee shall deliberate on the rights and special needs of the specific Brand members of AAHOA and shall perform duties and/or deliberate on issues as properly required or assigned by the AAHOA Board

Primary Functions:

1. Provide a forum for exchange of ideas for the advancement of the rights and special interests of the Brand licensee members of AAHOA
2. Provide a venue for focused discussion, feedback and recommendations (sounding board) for the AAHOA Director/VP of Franchising/Franchise Relations
3. Investigate, report on impact on BSIG members of proposed AAHOA initiatives and/or AAHOA Board directives



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION

SPECIAL INTEREST GROUP – BRANDS (BSIG) JOB DESCRIPTION (continued)

Specific Responsibilities:

1. Review and report on the special needs of the BSIG members of AAHOA
2. Serve as a resource for the Director/VP of Franchising/Franchise Relations in growing membership and on advancing the rights and interests and on addressing issues of the BSIG members
3. Serve as resource to the Director of Special Events in determining and providing the BSIG's special needs
4. The BSIGs shall not have representation on the AAHOA Nomination and Elections Committee.



ASIAN AMERICAN HOTEL OWNERS ASSOCIATION