

RealPage User Group Steering Committee

STATEMENT OF PURPOSE

Purpose

The RealPage User Group is the organization recognized by RealPage to improve communications between RealPage and the user community, and to encourage and foster communications between users. The RealPage User Group Steering Committee functions as the recognized liaison working closely with RealPage to achieve the user group's goals.

Objectives

The steering committee must demonstrate leadership to the user community and must coalesce active and engaged subcommittees. The committee's key objectives include:

- Communicating common user interests directly to RealPage management (a senior RealPage management representative attends a portion of each meeting). Communicate the specific interests and perspectives of their industry segment.
- Specifically suggesting creative software enhancements for the various RealPage software applications with a view that considers the mutual benefits of all users.
- Forming discussion groups, or subcommittees, in partnership with RealPage for each major product area to review specific products and to make recommendations.
- Providing recommendations to senior RealPage management regarding priority needs of the general user base. These recommendations should assist RealPage in planning strategic product direction.
- Providing relevant and timely updates to the general user group of committee activity.
- Assisting RealPage with periodic meetings or communications. Specific requests will be made by RealPage directly to various members of the committee for purposes of reference, product knowledge, or general information.
- Assisting RealPage in preparing for the annual user conference by suggesting topics and sessions, encouraging user speakers and panelists, suggesting changes and improvements to the conference, and actively participating in the conference.

Terms & Requirements

Members of the steering committee will be representative of the users of the various RealPage products, and emphasis will be placed on representation for all user geographical regions.

Subcommittee Chairs will serve two-year terms. Term vacancies will be filled through an annual open nomination process and nominees will be confirmed prior to the annual RealPage user conference. The then-in-place steering committee members will consider nominee qualifications—which include but are not limited to, specific software application use, company size, time period using RealPage products, and other related factors that would assist in selecting qualified candidates to the steering committee—and will then make appropriate selection of new members from candidate recommendations. Mid-term vacancies will be filled by the steering committee following the mid-term resignation of a current member.

To be nominated for a subcommittee chair position, a client and his or her company must agree to the following terms:

- Attend three steering committee meetings per year. Two of the meetings—the Spring Meeting and the Fall Meeting—will be held at RealPage’s facilities in Carrollton, Texas, and the third will be held during the annual RealPage user conference.
- Pay the costs associated with the steering committee meetings (i.e., travel, etc.).
- Commit the time necessary to perform steering committee business, including quarterly conference calls with subcommittee members and RealPage liaison. The time commitment should not exceed an average of five hours per month.
- Serve two-year terms (a steering committee member is elected on an individual basis and not as a corporate representative).

Steering Committee Composition

Executive Officers

The executive committee will have two (2) elected positions.

- Chairperson
- Vice Chairperson & Secretary

Subcommittee Chairs

A subcommittee chair is the direct liaison with the RealPage executive/manager responsible for that specific product center. The chair is responsible for communicating the common user interests and recommendations for product direction to the entire steering committee. The chair presides over appointed subcommittee members who are charged with identifying the priority needs of the general user base and suggesting software enhancements.

- Leasing & Rents
- Accounting
- Payments
- Purchasing
- Screening
- Central Reporting
- Portals
- Billing & Invoicing
- Operations
- Student Living
- Affordable HUD
- Tax Credits
- Facilities
- Contact Center
- Revenue Management
- Insurance Services
- Learning

Annual Meeting Schedule

Committee members will attend three annual meetings, consisting of:

- Spring Meeting
- User Conference Meeting
- Fall Meeting