

Summary of Committee Responsibilities

(Approved by Board of Directors, April 6, 2007)

AWARDS

Purpose: Manage all elements of the Award of Excellence and Realtor® of the Year programs. Manage other award/recognition programs as assigned by the Board of Directors.

Primary Duties: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

Award of Excellence

- Review Rules and Regulations and Application. Develop and recommend changes as needed.
- Ensure communication with the general membership regarding the application process, qualification criteria, and deadline.
- Ensure applications are available
- Review applications and contact applicants for clarification as needed
- Select and order recognition plaques/gifts
- Coordinate with the Program Committee to plan the Awards Banquet
 1. Location
 2. Time and Date
 3. Theme
 4. Audio visual requirements
 5. Menu
 6. Decorations
 7. Entertainment
 8. Door Prizes
 9. Publicity
 10. Presentation of Awards

Realtor® and Realtor®-Associate of the Year

- Review Rules and Regulations, Application, and Selection Criteria. Recommend changes as needed.
- Ensure timely communication with the general membership regarding the nomination/application process and deadline.
- Ensure applications are distributed to nominees
- Evaluate applicants and select award recipients using the approved Selection Criteria
- Select and order recognition plaques/gifts

BYLAWS/MEMBERSHIP

Bylaws Purpose: Ensure accuracy of the organization's bylaws. Ensure compliance with State and National guidelines.

Primary Duties: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

- Review the bylaws
- Review model NAR documents
- Recommend changes to the Board of Directors as needed
- Ensure timely communication of changes
- Present changes to general membership for approval
- Ensure bylaws are submitted to NAR for annual review

Membership Purpose: Promote membership in the organization.

Primary Duties: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

- Communicate benefits of REALTOR® and Affiliate membership to prospective members
- Recruit new members
- Promote involvement of new members

EDUCATION

Purpose: Select and promote educational events to meet the members' needs for professional development and continuing education. Educational events are intended to be a "break even" budgetary item.

Primary Duties: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

- Coordinate with AE regarding New Member Orientation Classes
- Review and select courses to be offered
- Ensure communication with general membership regarding educational events
- Assist in the selection of a classroom location
- Assist with physical set-up and clean-up of classroom when needed
- Coordinate with AE to ensure class materials are prepared and delivered to the classroom, attendance documentation is in order, and certificates are properly issued
- Assist with obtaining and distributing refreshments when needed

FINANCE/STRATEGIC PLANNING

Finance Purpose: Ensure the stability of the Association's current and future financial posture by developing the annual budget, by monitoring compliance with the annual budget, and by implementing sound investment strategies.

Primary Duties: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

- Develop annual budget and recommend to Board of Directors for approval
- Present annual budget to general membership for approval
- Ensure communication of budgetary issues to the general membership
- Monitor year-to-date performance to budget
- Evaluate requests for funding and make recommendations to Board of Directors
- Recommend investment strategies to the Board of Directors

Strategic Planning Purpose: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

- Identify current and future needs of the organization and its members
- Develop strategies to meet those needs
- Recommend actions to the Board of Directors
- Present plans/actions to general membership for approval
- Coordinate any funding needs with the Finance Committee
- Coordinate with other committees as needed

LEGISLATIVE/POLITICAL

Purpose: Establish and maintain membership involvement in local, state, and national legislative issues.

Primary Duties: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

- Maintain knowledge of legislative issues relevant to real estate professionals
- Ensure communication to general membership regarding those legislative issues
- Encourage participation in NAR and Mar Call to Action programs
- Encourage participation in Capitol Conference
- Communicate with area legislators regarding issues relevant to real estate professionals

MLS

Purpose: Oversee the development and maintenance of the MLS system to provide accurate and timely property data, and to promote awareness and formulate solutions that protect the integrity of the MLS data; develop and maintain MLS policies and procedures; and to initiate and evaluate MLS disciplinary actions.

Primary Duties: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

- Manage the selection process of the MLS vendor
- Evaluate the on-going performance level of the MLS vendor
- Evaluate requests for changes to the MLS system
- Recommend system changes to the Board of Directors
- Develop and maintain an MLS Policy and Procedure Manual
- Draft and recommend changes/additions to the Policy and Procedure Manual to the Board of Directors
- Ensure communication of changes/additions to the Policy and Procedure Manual to the General Membership
- Participate in meetings with the Bagnell Dam MLS Committee as needed
- Evaluate written complaints and recommend actions to the Board of Directors
- Initiate disciplinary actions when needed
- Evaluate appeals related to disciplinary actions and recommend actions to the Board of Directors
- Ensure accuracy of the MLS Rules and Regulations
 1. Review MLS Rules and Regulations and compare to NAR model documents
 2. Recommend changes to the Rules and Regulations to the Board of Directors
 3. Ensure timely communication of changes to the General Membership
 4. Ensure MLS Rules and Regulations are submitted to NAR for annual review
- Develop and present information, training, guidance to the General Membership for MLS-related issues

PROGRAM/PR and PUBLICITY

Program Purpose: Manage the monthly general membership meetings and other programs as assigned by the Board of Directors. General membership meetings involving dinner and/or other entertainment are intended to be a “break even” budgetary item.

Primary Duties: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

- Select location for membership meetings (Awards Banquet should be coordinated with the Awards Committee)
- Ensure the facility has adequate space and the ability to serve the anticipated number of attendees
- Ensure audio visual needs are available
- Select menu
- Determine the per person charge
- Ensure communication to general membership regarding the meeting time, place, menu, cost, program, and reservation deadline

- Select program topic
- Schedule speaker for the topic
- Plan an Affiliate Appreciation Event

PR and Publicity Purpose: Establish and maintain favorable public exposure for the organization and its members.

Primary Duties: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

- Provide information to local news media regarding activities
- Ensure communication to general membership of monthly Agents in Action program
- Deliver Agents in Action receipts to appropriate organization
- Encourage members to be actively involved in community affairs

RPAC

Purpose: Develop and implement programs to meet local RPAC fund raising goals.

Primary Duties: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

- Maintain awareness of current issues being addressed by RPAC
- Encourage and motivate members to make RPAC contributions
- Ensure contributions are transmitted according to required timelines
- Provide recognition/reward for contributors

TECHNOLOGY/MEMBER SERVICES/COMMUNICATION

Purpose: To provide members with information on emerging trends in technology that will impact their business and business operations and to provide opportunities for members to share information with respect to new technologies and new business applications. Utilize technology to obtain extensive member input on programs, products and services, and to deliver products, services and information more effectively and efficiently. Research, develop, and/or provide products and services used by members or the association.

Primary Duties: All responsibilities are to be performed within established budgetary guidelines and in a timely manner.

- Research, evaluate, and recommend methods to maximize and integrate current systems
- Research, evaluate, and recommend new technologies
- Develop implementation plans and maintenance plans for approved systems and services
- Encourage input from members
- Coordinate training requirements with the Education Committee