

Sunapee Region Board of REALTORS®

Committee Sign-Up

➤ *Did you know that serving on a committee will earn you NHAR Honor Society points?!?* ⬅

All REALTOR® members in good standing are invited to submit their name to the incoming President or any other Board member for consideration as a member on any committee. The President shall appoint all committee chairs, except for the Affiliate Chair, Honor Society Chair and ROTY Chair. The Chair must submit their budget requests to the Finance Committee by August 1. The membership is best served if the chair of each committee is selected from that committee's members or a member who has served previously on another committee. Committee chairs select their committee members. The chairs submit the names of their committee members to the President. The Committee list must be compiled and completed in time for distribution at the January Board of Directors meeting.

Please check the committee(s) you would like to be considered for appointment.

_____ **AFFILIATES**

Coordinates with Affiliate members for education programs, refreshments, speakers at meetings. Creates assignments for Affiliate Minute and Raffle Gift for nine Membership Meetings. Coordinates Affiliates Day and selects Affiliate Of The Year. Chair is an Affiliate member. SRBR President appoints Affiliate Member Liaison.

_____ **BYLAWS**

Reviews annually the association bylaws and the current NAR model bylaws and recommends amendments or additions as necessary to improve organization and structure.

_____ **EDUCATION**

Schedules educational events for the membership. Responsibilities include site selection; coordinating with instructor; set-up, clean-up and refreshments; on-site registration.

_____ **FINANCE**

Oversees the financial affairs of the Board and works with EO to prepare annual budget. Chair is SRBR Treasurer. Committee includes President, Vice President, Past President, Affiliate Member Liaison, and one appointee.

_____ **GRIEVANCE**

The function of the Committee is, understood as similar to that of a grand jury, to review ethics complaints and arbitration requests to determine if, taken as true on their face, a hearing is to be warranted. It does not conduct hearings and does not decide whether there is a violation. It does not mediate or arbitrate business disputes.

_____ **HONOR SOCIETY**

Assists members in application process as needed, reviews applications and submits to NHAR by deadline, attends NHAR Honor Society Meeting and notifies recipients of their acceptance. Chair is SRBR Vice President.

_____ **MEMBERSHIP**

Welcomes new members, performs installation and leads REALTOR® Pledge at Membership Meetings. Assists new members as needed.

_____ **NOMINATING**

Coordinates with members on potential candidates for all offices and Board of Directors, and submits slate for consideration to President for approval by Board of Directors. Assists President in finding replacement should any member resign or be asked to leave. Coordinates voting and swearing in at November and December meetings.

Name: _____

ORIENTATION

Schedules and undertakes orientation of new members at local level. Communicates as needed with Membership Chair to ensure a smooth process.

PROFESSIONAL STANDARDS

To hear or arbitrate complaints from REALTORS®, The Board of Directors, or members of the public which have been referred to the Professional Standards Committee by the Grievance Committee. The function of the Committee is, understood as similar to a court, to make decisions on matters involving ethics or arbitration.

PROGRAMS

Schedules all programs for membership meetings. Coordinates with EO a list of Host Offices for all 10 General Membership Meetings for the year. Responsibilities include scheduling speakers; booking meeting location; selecting meals and/or refreshments; assisting with any needs of speaker; set-up and take down. Follows up with Host Office on raffle prize and signing in members.

PUBLIC POLICY

Chair is also Chair of RPAC Committee. Attends policy meetings and events throughout the year and reports back to membership at membership meetings on issues of importance. Coordinates with NHAR staff and Public Policy Committee on status of bills, etc.

PUBLIC RELATIONS/COMMUNICATIONS

Discusses publicity requirements with President and Board of Directors. Responsibilities include preparing press releases and taking photographs as needed and submitting to local and state publications; preparing and/or coordinating advertisements for various initiatives; keeping a record of SRBR events and copies of all press releases and publicity.

REALTOR® OF THE YEAR (ROTY)

Chair is immediate past ROTY and members are also past ROTYs. Solicits nominations from membership; reviews applications and verifies percentage totals; votes on recipient, maintaining confidentiality throughout. Assists President with biography and achievements of ROTY for surprise announcement at June General Membership Meeting.

RPAC

Chair is also Chair of Public Policy Committee. Members are active RPAC members. Informs membership of importance of voluntary contributions to RPAC and Issues Mobilization Fund. Coordinates with Programs Chair to have RPAC as a topic at membership meetings; follows-up on SRBR participation versus other boards and presents updates. Coordinates with NHAR staff and RPAC Chair as needed.

STRATEGIC PLANNING

Plans for the future of the Board, discussing health and success of SRBR and any issues or areas of concern. Meets at least once a year, or more as needed. President and Vice President should be members, and Chair is an experienced member.

Name: _____

Company: _____

Address: _____

Office Phone: _____ Cell Phone: _____

Fax: _____ Email: _____

Email to: betty@nhar.com OR Fax to (603) 228-0385