

**Capitol Region Board of REALTORS®, Inc.
5 Franklin Street
Concord, NH 03301**

**LEADERSHIP
AND
POLICY MANUAL**

Duties and Responsibilities

for

ELECTED OFFICERS

DIRECTORS

And

COMMITTEE CHAIRPERSONS

January 2017

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Capitol Region Board of REALTORS®, Inc.

DUTIES OF OFFICERS AND DIRECTORS

General - It is the inherent responsibility of Directors, under the guidance and leadership of the President, to work toward the fulfillment of the Board's goals and objectives; to carry out the established policies and procedures of the CRBR®; to establish new policies, or revise existing ones, when required; and to utilize its collective knowledge and experience to develop short and long-range decisions.

Responsibilities - During the term of office, Directors shall have the authority and responsibility to perform the following duties:

1. Directors shall become as knowledgeable as possible about the Bylaws, committees and overall operation of the CRBR®, enabling him/her to make responsible decisions upon which the viability of the Board will depend. Please read and study the Bylaws.
2. As a Director-Liaison of one or more committees (as may be assigned by the President), you are responsible for a close relationship with that committee, communicating the sense of the Board of Directors to that committee, providing guidance and assistance and reporting action of the committee to the Board of Directors. Attending the majority of committee meetings and taking an active part in the committee operations, in conjunction with that chairperson, will ensure that you are doing your job properly.
3. You are expected to attend all Board of Directors' and General Membership Meetings, unless precluded by emergency or illness.

Should you have two absences from meetings of the Board of Directors, your continuance will be subject to review and possible removal by the Executive Committee.

4. Assist the President as requested.
5. Serve on standing or ad hoc committees as required.
6. Be supportive of Board of Director decisions and policies to the general membership at all times.

Capitol Region Board of REALTORS®, Inc.

PRESIDENT

General: The President of the Capitol Region Board projects the image of the Board to the membership, the industry and the general public and serves as chief spokesperson for the Board. As such, the President must be as familiar as possible with every current or projected activity or issue, particularly Board policies, Bylaws, Strategic Plans and the Code of Ethics. He/she should be available upon call to the principals and associates of the Boards' member firms and should attend as many Board and community functions as realistically possible. Each President contributes to the progress and overall improvement of the Board in his/her own way and should strive to conduct the business of the Board, in cooperation with the Directors and Association Executive (AE) in a positive, constructive and enthusiastic manner.

Responsibilities: During his/her term of office, the President shall have the authority and responsibility to perform the following duties:

1. In coordination with the Strategic Plan, establish long range and immediate goals/objectives and, with the approval and assistance of the Board of Directors, work toward the accomplishment of these goals.
2. Appoint committee chairpersons and members with the approval of the Board of Directors. Coordinate with the President-elect the appointment of any necessary vice-chairpersons.
3. Coordinate with the President-elect the presentation of a Leadership Meetings with chairpersons to assure their knowledge and understanding of the individual duties and responsibilities of their respective committees.
4. Serve as ex-officio member of all committees
5. Serves as chairperson of the Board of Directors.
6. Carry out the instructions of the Board of Directors and enforce the Bylaws, the Code of Ethics and Board policies and procedures.
7. Preside over all General Membership Meeting.
8. Attending business meeting of NAR® (if within annual budget) and report to the Board of Director on any trip funded by the Board.
9. Attend NHR® Annual State Convention (if within realm of annual budget) and report to the Board of Directors.

10. Represent the Board as a Director at NHR® and attends all NHR Board of Director meetings

11. Act as official spokesperson for the Board.

12. Act as a co-signer for Board financial documents where necessary.

13. Coordinate the duties and activities of the AE who reports directly to the President.

14. Serve as chairperson for the Executive Committee which is comprised of the President, President-Elect, Treasurer, Secretary and AE.

Preparation: before assuming office, the President should:

1. Enlist the thinking of the Board Officers.

2. Set realistic goals and means to achieve them.

3. Assign responsibilities - DELEGATE!

4. Be familiar with the Board's Bylaws, policies/procedures, annual budget and Strategic Plan.

5. Meet with AE to review plans, goals and programs in progress.

6. Select chairpersons (and committee members, if necessary) in a manner that will ensure proper implementation and continuity of the Board's Strategic Plan.

7. Set dates for Board of Director Meetings to allow for future planning.

8. Evaluate Board of Director members: effective? Consistent? Why or why not?

9. If you have a new project, always appear well informed for you will need to sell the proposal to the Board and members. Be full of facts and unlimited enthusiasm for the idea. Appoint the right committee chairperson to carry the ball and then see to it that you and the Board members get progress reports regularly to keep the momentum going.

10. Above all, encourage, support and recognize your Team!

PRESIDENT-ELECT

General: the President-Elect should embody the same qualities as noted in the description for President and should plan for the following year when he/she will assume the leadership of the Board. He/she should work closely with the President and AE and be involved at all levels of the decision-making process.

Responsibilities: during his/her term of office, the President-Elect shall have to authority and responsibility to perform the following duties:

1. Be completely familiar with the Bylaws of the Board.
2. Be available to assist the President as needed
3. Serve as Director-liaison with any committee assigned by the President.
4. Attend all Board of Directors Meetings and as many General Membership Meetings and other Board-sponsored functions as possible.
5. Be willing to advance to the position of President of the Board in the following year.
6. Serve as chairperson of the Honor Society Committee as well as serving on NHR® Honor Society Working Group
7. Serve as chairperson of the Nominating Committee
8. In the absence of the President, or his/her inability to act, accept the President's authority and responsibilities.
9. In conjunction with the President, coordinate the annual Leadership Meeting
10. Serve as a member of the Executive Committee.

Preparation: before assuming office, the President-Elect should:

1. Be thoroughly familiar with the Board's activities and programs in progress or projected, the Bylaws, policies/procedures and the Strategic Plan
2. Meeting with the President and CEO to review plans and goals.
3. Assist with the selection of vice-chairpersons (where needed) and composition of committees to assure proper implementation and continuity of the Strategic Plan.
4. Attend meetings as defined in the annual Travel Policy (if within annual budget)

TREASURER

General: the Treasurer should be a REALTOR® member in good standing with the Board and have adequate training or background in financial matters, budget preparation, etc. He/she should work closely with the CEO and Finance Committee in monitoring the Board's financial standing and financial planning.

Responsibilities: during the term of office, the Treasurer shall have the authority and responsibility to perform the following duties:

1. Be familiar with the Bylaws of the Board
2. Serve as Chair of the Finance Committee with the primary responsibility for submitted a proposed annual budget for the upcoming year for approval by the Board of Directors.
3. May serve as Chair of the Building Committee
3. See that the annual budget is adhered to, bringing recommendations for change to the attention of the Board of Directors for review and approval as needed.
4. Treasurer shall review financial reports on a monthly basis, utilizing QuickBooks and report any concerns or necessary adjustments to the Finance Committee for possible recommendations to the Board of Directors.
5. All travel-related reports, requests for reimbursements and accompanying receipts must be submitted to the Board within 45 days of said travel event and prior to December 31st of each year. Failure to submit for reimbursement with 45 days may result in Board not being responsible to reimburse said travel expenses.
6. The Treasurer shall serve as signatory on financial documents for the Board wherever necessary.
7. The Treasurer shall serve as a member of the Executive Committee.

SECRETARY

General: the Secretary should be a REALTOR® member in Good Standing with the Board and should assist with official documents, records, minutes etc. of the Board, as needed.

Responsibilities: during the term of office, the Secretary shall have the authority and responsibility to perform the following duties:

1. Be completely familiar with the Bylaws of the Board
2. Ensure, in coordination with the AE, that records of the Board are properly maintained.
3. Be prepared to validate the presence of a quorum at membership meeting, when required
4. Read the official correspondence at meetings, when required.
5. Prepare the official correspondence, when required.
6. Attend all Board of Directors' Meetings and General Membership Meetings and all other Board sponsored functions whenever possible.
7. Serve as Director-liaison with any committee as assigned by the President
8. Serve as Chairperson of the Board's Bylaws Committee
9. Serve as a member of the Executive Committee

STANDING COMMITTEES

OF THE

CAPITOL REGION BOARD OF REALTORS®, INC.

GENERAL INFORMATION FOR COMMITTEE CHAIRPERSONS

1. Read and understand the objective of your committee as explained in your committee outline
2. Plan to attend the President's annual Leadership Meeting(s)
3. Select your committee members and provide their names and contact information to the President and AE within the month of January or sooner
4. Meet as soon as possible with your committee to relate the objectives of your committee and develop your program and meeting schedule for the year; forward your committee meeting schedule to the AE to post on the website Events Calendar
5. Ensure that a committee member (preferably the chairperson) sits on the corresponding committee at NHR®, whenever possible
6. Committee expenditures that are to be reimbursed by the Board must be approved in advance by the AE or Finance Committee. ***Receipts must accompany all requests for reimbursement***
7. Assign a secretary for your committee who will take minutes, including who was in attendance, actions taken and progress on ongoing projects. Keep a copy and upload to appropriate committee file on GoogleDrive within 2 weeks of the committee's meetings
8. Enforce attendance requirements by requesting that non-attending members be removed from the committee. After two (2) absences (excused or unexcused), the member is subject to review and/or removal from the committee
9. Maintain a file with minutes, notes, budgets, names and contact information to be passed along to the following year's chairperson. This should contain information you would like to have received when you became the chair
10. **Committees do not establish policy or board-wide programs.** Committees recommend to the Board of Directors that policies or programs be established. Committees send these recommendations to their Board Liaison who will present them to the Board of Directors and report the results back to the committee chairperson.
11. Above all, maintain a positive attitude and enjoy your year as chairperson. If you should encounter any problems, be sure to bring them to the attention of the President or CEO so that you may obtain the help that you may need.

GUIDELINES FOR THE FIRST COMMITTEE MEETING OF THE YEAR

Introductions

Collect names, addresses, phone, fax and emails of all committee members - forward this list to the Board office

Elect a vice-chair, if needed

Elect a Secretary to take meeting minutes (these are to be uploaded to GoogleDrive within 2 weeks of the committee meeting

Review Goals & Objectives (included in the Leadership Manual & Strategic Plan)

Determine Specific Tasks

Determine Timetable to accomplish your responsibilities

Assign responsibilities to specific committee members, forming Task Force Groups where necessary

Set Meeting Schedule for the year (confirm meeting schedule with AE if using Board conference room)

Adjourn

AFFILIATE COMMITTEE

OBJECTIVE: Committee organized under the guidance and approval of the Board of Directors

PURPOSE: to promote and encourage harmonious relations between REALTOR® and Affiliate members including sponsorship of educational opportunities or products beneficial to the membership, whenever and wherever possible. Enhance the image of REALTOR® and Affiliate members to the public through community activity and professionalism.

GUIDELINES:

Membership: the committee shall be comprised of a chair, vice-chair and all Affiliate members. Others to be approved by the Board of Directors

Budget: if necessary, preparation of an annual proposal to meeting objectives presented to the Finance Committee prior to September 1st

Meeting: Monthly - held at the Board office or other location as deemed necessary

Qualifications: must be an Affiliate member of the Board

Size: All Affiliate members are eligible to serve

Term: One year

DUTIES AND STRATEGIC DIRECTIONS:

1. Suggest (and possibly sponsor) potential speakers to the Education Committee for General Membership Meetings, Education classes and/or seminars
2. Sponsorship of functions with REALTORS® and Affiliate members to enhance and promote relations between professionals.
3. Consideration of summer and/or fall Affiliate event(s) which may be combined with month General Membership Meetings with prior approval of the President
4. Consider preparation of an annual directory of Affiliate members to be used by REALTORS® to help encourage buyers and sellers to utilize the services of Affiliate members of the Board.

5. Provide a roundtable educational seminar annually that is approved for a minimum of three (3) continuing education credits to aid in providing non-dues income

ADMINISTRATION REQUIREMENTS:

1. Flyers and other documents for distribution to members must be prepared either in pdf or jpg format (check with AE for specifics) and submitted through the Board office
2. Dates and times of events or meetings coordinated with Board office to avoid conflict and achieve positive results

EDUCATION COMMITTEE

OBJECTIVE: To provide Commission-accredited Core and elective classes and educational seminars to enhance member knowledge/professionalism and produce non-dues income.

PURPOSE: To plan, develop, market and coordinate accredited continuing education classes, programs and seminars to meeting current budget projections. Identify, develop and promote these programs, services and products for member and non-member use.

GUIDELINES:

Membership: A minimum of 3 REALTOR® members and 2 Affiliate members

Budget: Programs should be income producing and therefore self-funded through cost to attendees or through sponsorship

Meetings: As needed. Conducts an annual meeting to review accomplishments and strategic directions.

Qualifications: Knowledge and interest in member education and current trends in the profession, marketing of programs and services and desire to promote ongoing, interesting and educational programs to our members.

Size: Maximum 5 or as needed to meet the overall objectives of this committee.

Term: One year. Eligible for reappointment at the discretion of the President.

DUTIES AND STRATEGIC DIRECTIONS:

1. Ensure high quality, required continuing education development, promotion and delivery. Where appropriate, submit proposed programs to Board of Directors for approval.
2. Coordinate scheduling of seminars/classes with Board staff to avoid conflicts.
3. Establish ambitious marketing program for Board seminars, products and services offered by this committee. Responsible for providing Board staff with all seminar or class information including talking points, instructor CV and any other pertinent class information to maximize attendance.
4. Schedule and plan at least one Code of Ethics workshop each year to aid members in achieving this NAR mandated bi-annual requirement.

FINANCE COMMITTEE

OBJECTIVES: Formation of annual budget for submission to the Board of Directors for approval. Review corporation's financial condition in relationship to the budget and recommend revisions and/or adjustments. Review requests for additional expenditures. Propose revision to fiscal policies and procedures. Oversees prudent investment of corporation's funds that provide a good return, proper security and necessary liquidity.

PURPOSE: To formulate an annual budget, monitor the budget throughout the year and make recommendations or suggestions to the Board of Directors concerning budgetary subjects, demands, requests and/or modifications.

GUIDELINES:

Membership: The committee shall be comprised of the President, President-Elect, CEO, Treasurer (may also serve as chairperson) and other members as selected by the President and approved by the Board of Directors.

Budget: None

Meetings: As necessary to review financial status of the corporation. Meets to prepare annual budget for submission to the Board of Directors for their approval prior to December

Qualifications: Knowledge of budgeting procedures and related financial experience and investment sensitivity.

Size: Maximum 5. To include President, President-Elect, Treasurer and CEO

Term: Annual appointment by the President

DUTIES AND STRATEGIC DIRECTIONS:

1. Develop and recommend the annual budget to the Board of Directors with input from AE, committee chairs and Strategic Planning Committee.
2. Analyze, with primary input and assistance from the AE, the current fiscal condition of the Board
3. Monitor financial standing of the Board.
4. Monitor investment practices.
5. Present financial operation highlights to membership when required.

GRIEVANCE COMMITTEE

OBJECTIVE: Review disputes arising between REALTOR members or from the public for possible referral to the Professional Standards Committee in accordance with the current Code of Ethics and Arbitration Manual.

PURPOSE: To review disputes arising between REALTORS members or from the public and to refer potentially valid complaints to the Professional Standards Committee when applicable in accordance with the current Code of Ethics and Arbitration Manual.

GUIDELINES:

Membership: Appointed by the President and approved by the Board of Directors

Budget: None

Meetings: As necessary

Qualifications: REALTOR® member of the Board. Must attend Professional Standards/Code of Ethics seminar or workshop every 18 months and have a working knowledge of the Code of Ethics

Size: Minimum of 5. Must include Principal and Salesperson representation.

Term: One year. Eligible for reappointment

DUTIES AND STRATEGIC DIRECTIONS:

1. Ensure all complaints are reviewed in a timely manner
2. Review all complaints for potential violation(s) only in accordance with current Code of Ethics and Arbitration Manual.
3. Refer potential cases of violation to the Professional Standards Committee where applicable.
4. Be familiar with Board Bylaws and Professional Standards Manual as adopted by the Board and updated by the National Association of REALTORS®
5. Ensure due process is served in Grievance actions.
6. Initiate complaints on behalf of the Board when requested by the Board of Directors or when committee deems necessary.

HOSPITALITY COMMITTEE

OBJECTIVES: Coordinate with the Board office to plan raffles and special events for monthly meeting. Greet attendees and assure payment of reservations.

PURPOSE: Assure objectives are met and carried out each month.

GUIDELINES:

Membership: As needed to meet the needs of this committee

Budget: Prepare an annual budget proposal for submission to the Finance Committee, prior to September 1st each year, if needed.

Meetings: As needed to meet the requirements as set forth above.

Size: 3 or more

Term: One year. May be reappointed.

DUTIES AND STRATEGIC DIRECTION:

1. Work with Board staff to coordinate and plan General Membership Meetings
2. Confirm raffle donations from REALTOR® agencies and Affiliate companies.
3. Assign committee member(s) to help at registration table and to promote raffles.
4. Help Board staff with meeting set-up if necessary.
5. Prepare and mail New REALTOR® Welcome Card with invitation to attend New REALTOR® Induction Ceremony

POLITICAL ACTION/RPAC COMMITTEE

OBJECTIVES: Serves as liaison between the Board, NHR® Governmental Affairs Committee, NHR® RPAC Committee and local and state governmental and regulatory offices and agencies. Encourages broad member participation in contributing to RPAC and Issues Mobilization Fund. Provides timely information to members on legal and consumer topics and issues affecting the industry.

PURPOSE: To include Legislative/REALTOR® Protection/Equal Opportunity involvement on behalf of Board members, to protect the interests of real property and the real estate industry before local legislative bodies. Keep members informed of local, state and federal legislation affecting the industry.

GUIDELINES:

Membership: Comprised of a chair and REALTOR® and Affiliate members as appointed by the President and approved by the Board of Directors

Meetings: As needed. Conducts annual meeting to review strategic directions.

Qualifications: Knowledge and/or interest in local and state government with regard to issues affecting the real estate profession.

Size: As needed to meet objectives.

Term: Appointed annually

DUTIES AND STRATEGIC DIRECTIONS:

1. Develop and maintain favorable relationships with all levels of governmental and regulatory offices and agencies within market area of the Board's membership
2. Maintain close liaison with NHR® Governmental Affairs and RPAC committees
3. Provide timely information of all topics and issues affecting membership
4. Develop and oversee fundraising programs for RPAC and Issues Mobilization Fund
5. Encourage support and recognize member efforts to hold public office.
6. Encourage a committee member (preferable committee chair) to sit on corresponding committees at NHR®

7. Ensure proper use of REALTOR® logo
8. Refer "Calls to Action" to Board staff for dissemination to membership
9. Maintain an awareness of proposed local legislation affecting real estate and inform members of these issues
10. Assess housing affordability and support legislation to increase the supply of affordable housing
11. Work to reduce city-imposed costs of services and impact fees
12. Promote restructure of NH tax bases and the lowering of property taxes.

PROFESSIONAL STANDARDS COMMITTEE

OJECTIVES: Promote and enforce the REALTOR® Code of Ethics

PURPOSE: Enforce the NAR REALTOR Code of Ethics by conducting hearing to resolve ethics and arbitration disputes

GUIDELINES:

Membership: Must have served two years on the Grievance Committee, or equivalent, before being appointed by to the Professional Standards Committee. Appointed by the President and approved by the Board of Directors.

Meetings: As needed. Conducts an annual meeting to review strategic directions

Qualifications: Must have served two years on the Grievance, or equivalent, before being appointed to the Professional Standards Committee. Must attend Professional Standards/Code of Ethics seminar a minimum of every 18 months.

Term: Staggered 1, 2 and 3 year terms. Eligible for reappointment.

DUTIES AND STRATEGIC DIRECTIONS:

1. Provide education instruction on Grievance, Mediation and Professional Standards processes to members and respective committees, when requested.
2. Conducts Ethics and Arbitrations hearings as required, ensuring dues process at all times
3. Maintain confidentiality of all matters brought before these panels.

PUBLIC RELATIONS/COMMUNITY SERVICE

OBJECTIVES: To provide positive exposure of REALTOR® and Affiliate accomplishments to the members and public in order to enhance overall image.

PURPOSE: Promote REALTOR® and Affiliate image to the community and Board membership through participation in local programs needing the support of our members. Enlist help and involvement from other Board committees to accomplish this purpose. Establish task force committees to meet objectives.

GUIDELINES:

Membership: as needed to meet the needs of the task outlines.

Budget: If needed, prepare annual proposal for submission to the Finance Committee prior to September 1st

Meetings: As needed to accomplish the purpose of the committee. Meet annually to review strategic directions, submitting recommendations for changes where applicable

Qualifications: Knowledge or interest in publicity and communication techniques, community relations and member awareness.

Size: Three or more

Term: Annual. May be reappointed

DUTIES AND STRATEGIC DIRECTIONS:

1. Prepare articles and photos of monthly General Membership Meetings and other events that may be used in local media and Board website. Provide to AE to obtain the approval of the President
2. Aid in projects that provide community services, such as Golf Tournament, charitable programs, scholarships, etc.
3. Set up task force committees to plan and carry out programs to meet objectives
4. Oversee and carry out annual Scholarship program, to include notification to schools, review of applications, selection of recipients and notification. Whenever possible, make award personally at high school function (such as Awards Night). The level of this award shall be determined by the Board of Directors annually.

**FOLLOWING ARE
TASK FORCE COMMITTEES
OF THE
CAPITOL REGION BOARD OF REALTORS® , INC.**

These committees are formed and assigned a specific task. Once that responsibility is completed, the task force may be dissolved as their job is finished for the year.

AUCTION/CHARITABLE EVENT COMMITTEE

OBJECTIVES: To plan and conduct an annual Charitable Event to provide funds to a local organization as approved by the Board of Directors

PURPOSE: To increase awareness within the community of the concern that our members have for the welfare of our local residents and their needs.

GUIDELINES:

Membership: Chair appointed by the President with others to be named and approved by the Board of Directors

Budget: Self-funding

Meetings: Monthly or as needed

Size: As necessary to prepare and carry out this event

Term: Annual. May be reappointed

DUTIES AND STRATEGIC DIRECTIONS:

1. Solicit suggestions for organizations that might benefit from the proceeds of the event
2. Submit recommendations (maximum of 3) to the Board of Directors for their review and final decision
3. Establish date of function and location
4. Contact local businesses, members, friends, etc. to obtain donations to be auctioned, if needed
5. Secure Auctioneer
6. Work with Board staff to finalize details i.e., menu, set-up etc.
7. Prepare necessary thank-you items and distribute to contributing companies and individuals
8. Hold wrap-up meeting with the committee to discuss any improvements that could be made in the future and to plan a date to present proceeds to receiving organization.

BUILDING COMMITTEE

OBJECTIVES: To oversee the well-being of the Board office building and make recommendations for accomplishing this goal.

PURPOSE: Oversee the Board office building and arrange for general maintenance within the budget and approval of the Board of Directors

GUIDELINES:

Membership: AE, Treasurer and one other as appointed by the President

Budget: Prepares annual projected budget for submission to the Finance Committee prior to September 1st

Meetings: As needed

Qualifications: Familiarity with Board office building; knowledge of building maintenance and ability to work with outside contractors and building tenants as needed.

Size: Minimum of AE and Treasurer

Term: Annual. Eligible for reappointment

DUTIES AND STRATEGIC DIRECTIONS:

1. Oversee the general well-being of the Board office building
2. Arrange for general maintenance
3. Obtain bids for improvements when necessary for presentation to the Finance Committee and Board of Directors
4. Secure annual services such as snow removal, sanding, lawn care, cleaning, etc.

BYLAWS COMMITTEES

OBJECTIVES: To assure confirmation of Board Bylaws with Board needs and NAR requirements.

PURPOSE: To review the Board Bylaws with those suggested by NAR and NHAR and to recommend to the Board of Directors any changes as they may become necessary. Assure written approval and certification by NAR a minimum of every two years.

GUIDELINES:

Membership: Board Secretary shall chair with other members appointed by the President and approved by the Board of Directors

Meetings: As necessary

Qualifications: Strong knowledge of the Board Bylaws and their meaning

Size: Minimum of three; to include the AE

Term: Annual; may be reappointed

DUTIES AND STRATEGIC DIRECTIONS:

1. Review Bylaws of the Board annually, if necessary and implement changes.
2. Submit draft changes to Board counsel for approval, if necessary.
3. Review revised Bylaws with CEO to be prepared for submission to the Board of Directors where necessary.
4. Submit changes to NAR for review and approval.
5. Assist CEO in preparing and distributing formal changes to membership.
6. Assure that Bylaws are approved in writing by NAR every two years to assure E&O and Director and Officer Liability coverage is maintained.

GOLF COMMITTEE

OBJECTIVES: To provide an annual tournament involving REALTORS®, Affiliates and others within the community.

PURPOSE: To raise funds to provide an annual scholarship to students within the Board's jurisdiction and to aid worth community programs whenever possible.

GUIDELINES:

Membership: Appoint by the President and approved by the Board of Directors

Budget: Self-funding.

Meetings: As needed

Size: Minimum of three

Term: Annual; may be reappointed.

DUTIES AND STRATEGIC DIRECTIONS:

1. Establish date and location
2. Meet with management of the golf club to become familiar with rules and to finalize menu and other pertinent information.
3. Provide pertinent details to CEO for promotion to all members
4. Prepare necessary correspondence to be mailed to all participants to obtain registrations and sponsorships as early as possible.
5. Collect raffle items from business, agencies and other companies.
6. Meet with golf club management after event to ascertain what went well and what could be improved upon.

HONOR SOCIETY COMMITTEE

OBJECTIVES: To encourage and acknowledge REALTOR® and Affiliate member participation in this program thus enhancing the image of the Board through its members.

PURPOSE: To encourage and recognize participation among Board REALTOR® and Affiliate members resulting in better informed members who provide improved service to clients and customers through their educational accomplishments and thereby enhance the image of the real estate industry.

GUIDELINES:

Membership: The chair shall be the President-Elect with others appointed by the President and approved by the Board of Directors.

Meetings: As needed

Qualifications: Knowledge of programs and participation qualifying for the award

Size: Minimum of two with the President-Elect serving as chairperson

Term: Annual; may be reappointed.

DUTIES AND STRATEGIC DIRECTIONS:

1. Maintain a plan to recognize the achievements and activities of our members
2. Promote the Honor Society Award to the membership
3. Encourage REALTOR® and Affiliate members and help them complete the application to obtain this honor for themselves and the Board
4. Review applications to confirm the applicant has qualified for the award
5. Forward REALTOR® approved applications to NHAR for review
6. Chairperson shall be a member of the NHAR Honor Society Committee

NOMINATING COMMITTEE

OBJECTIVES: To select and recommend a slate of Officers and Directors for the coming year.

PURPOSE: To select one candidate for each office and one candidate for each upcoming vacant position on the Board of Directors

GUIDELINES:

Membership: To include the current President, President-Elect and others to be appointed by the President. President-elect shall serve as chairperson.

Meetings: Annually, prior to September 1st

Qualifications: Knowledge of membership and their service to the Board

Size: Minimum of five, to include the current President and President-Elect

Term: Annual

DUTIES AND STRATEGIC DIRECTIONS:

1. Prior to September 1st, meet and select one candidate for each officer and director position who present a vacancy in the following calendar year.
2. Make the best possible selections, keeping in mind the necessity for continuity in leadership and the need for a progressive chain of command to ensure that future Board leaders have experience in the various aspects and duties required.
3. Assure that those selected will serve on the Board of Directors
4. Assure that those selected for Officer positions possess the desire to assume higher officer positions
5. Present the recommended slate to the Board of Directors no later than the scheduled September Board of Directors' meeting
6. Assure that the approved recommendations are distributed to all voting members at least two weeks prior to the October Annual Meeting

REALTOR AND AFFILIATE OF THE YEAR COMMITTEE

OBJECTIVES: To select the REALTOR® and Affiliate of the Year

PURPOSE: To promote involvement and recognition of the member REALTORS® and Affiliates by selection of a REALTOR® and Affiliate annually

GUIDELINES:

Membership: Past five REALTORS® of the Year shall comprise the committee. Immediate past REALTOR® of the Year to serve as co-chair and immediate past co-chair will chair the committee

Meetings: At least once annually - to be held prior to scheduled award date

Qualifications: Past REALTOR® of the Year recipient

Size: Five past REALTORS® of the Year. Should one of these persons be nominated, the list of past recipients would be worked backwards until five not currently nominated have been invited to serve.

DUTIES AND STRATEGIC DIRECTIONS:

1. Encourage membership to submit nominations
2. Review the nominations received, taking into consideration past 10 year and ongoing service to our members and number of ballots submitted. Request further information from those nominated, if necessary, to determine eligibility.
3. Provide name to CEO to assure ordering of plaque and preparation of packet to be completed by person selected after Board presentation
4. Past year's recipient to announce the award and make presentation at appropriate General Membership Meeting
5. Prepare newspaper article recognizing recipient and their accomplishments
6. Forward appropriate information to NHAR for State ROTY consideration
7. Encourage the presence of the REALTOR® of the Year at the NHAR annual convention
8. Maintain strict confidentiality of recipient's name prior to presentation

STRATEGIC PLANNING COMMITTEE

OBJECTIVES: Maintain a working up-to-date Strategic Plan for the Board

PURPOSE: To review and update as necessary the recommendations and major goals of the Board and identify programs and services to aid in the growth and progress of our members

GUIDELINES:

Membership: Immediate Past President to chair. Members will be appointed by the President and approved by the Board of Directors. Consideration should be given to a wide representation of agencies, past, present and future leaders and CEO

Budget: If needed, prepares annual proposal prior to September 1st for submission to the Finance Committee

Meetings: As needed

Qualifications: Members should have an active interest in the growth of the Board and the directions that should be taken to accomplish the needs of our members

Term: Annual; may be reappointed.

DUTIES AND STRATEGIC DIRECTIONS:

1. Update and maintain the strategic goals of the Board
2. Develop objectives and strategies to support these goals
3. Review recommendations from committees to ascertain their future value
4. Identify major issues and trends which will affect the real estate industry and recommend methods for addressing these issues.
5. Conduct an annual evaluation of accomplishments to establish updated plan.
6. Where needed, set dates for accomplishment of goals and obtain reports from applicable committees to assure that target dates are reasonable and being met