

AFFILIATE - PARTNERSHIP COMMITTEE

This Committee is responsible for securing individual and corporate funding for Board projects, publications, community projects and various meetings and classes. Reviews annually, and develops as necessary, the annual Partnership flyer and package that is sent to businesses and affiliates, which outlines yearly sponsor categories. All requests for funds associated with this committee's projects must be submitted to the board office for prior approval.

Meets with Affiliates and Partners, as needed, to discuss Partnership information and to obtain feedback regarding association between their membership and board services. Works closely with the Communication & Public Relations Committee, Events, Awards Committee, and County Directors.

The Chair of this Committee is appointed by the President.

A committee member who fails to notify their Chair in advance of their absence at two called meetings may be removed from the committee as outlined in the NEGBOR Bylaws.

AWARDS COMMITTEE

This Committee is responsible for managing all elements of the annual awards banquet/luncheon, working in cooperation with the board office, and performing duties within established budgetary guidelines. Responsible for sending communications to general membership concerning the nomination/application process and deadline. Reviews established Rules & Regulations annually and recommends changes as necessary. Receives award applications and reviews same to determine if all criteria has been met, prepares list of award categories, and orders appropriate plaques and awards for qualifying individuals and teams.

The committee is responsible for obtaining all necessary props, plaques, awards for the annual awards event, and may work with the Affiliate – Partnership Committee in securing sponsors.

This committee is responsible for obtaining approval from the board office concerning availability of funds for the awards banquet. The Chair of this committee is responsible for ensuring that the committee functions within the confines of the committee's budget. The Chair and Co-Chair are responsible for receiving all Realtor® of the Year applications and determining who qualifies.

The Chairperson of this Committee is appointed by the President.

A committee member who fails to notify their Chair in advance of their absence at two called meeting may be removed from the committee as outlined in the Bylaws. All information obtained by this committee regarding agent award applications and Realtor® of the Year applications is considered confidential information.

COMMITTEE CHAIRS

It is the responsibility of each Committee Chair to:

(1) Schedule their committee meetings and notify all committee members of the time and location.

(2) Regularly report to their assigned V.P., through meetings or written communication, all actions/motions of their assigned committee. The Chair shall advise the V.P. of the date, time and location of each committee meeting. A copy of the committee's agenda and minutes will be provided to the V.P. and all committee members in advance. The V.P. will determine what information is appropriate to forward to the Board of Directors and will be responsible for providing this information to the CEO for inclusion on the BOD's agenda.

(3) Ensure that agendas are prepared, minutes are taken and transcribed from each meeting, and distributed to each member in a timely manner. Any member who fails to attend two consecutive meetings without an acceptable reason, can be removed from the Committee by the Chair. This is to be reported to the Board Office, including when any member resigns.

(4) Work with the V.P. to create committee goals.

(5) Explain what a conflict of interest would be as it relates to their committee, recognize those who might have a conflict of interest and remove the member(s) from the meeting as appropriate. For those committees who deal with confidential information, the Chair is responsible for having each member sign a Confidentiality Agreement, which can be obtained from the Board Office, and forward the signed copy to the CEO.

(6) Work with the Board Office, as appropriate, to schedule classes, meetings, or events.

(7) Bring all pertinent requests to the committee for discussion.

(8) Chairs may recruit members for their committee's and may remove any member who cannot perform the duties required by the committee, or those who constantly cause a disturbance interfering with the business of the committee.

For those committees whose activities are newsworthy, information should be submitted to the Board Office and/or Chair of the Communications Committee for inclusion into the monthly newsletter and possibly local newspapers.

For those committees whose members are required to receive specific training in order to serve on the committee, it is the responsibility of the Chair to obtain training information and forward it to each member. The Chair should follow-up to ensure that all members have attended the appropriate classes and/or certifications. For those who do not obtain the required education, the Chair is responsible for advising the CEO.

COMMUNICATION & PUBLIC RELATIONS – REALTOR/BUILDER
COMMITTEE

This Committee is responsible for advising and recommending policies concerning communication, such as printed publications, on-line versions of printed information, and information delivered via current and future emerging technological methods. The committee establishes and maintains favorable public exposure for the Association and its members, GAR and NAR. Acts as the voice of the NEGBOR to the public, membership, and community concerning various real estate matters, and devises programs and methods of addressing such matters with each of these groups. Provides articles to the NEGBOR newsletters, board magazine, and the GAR Magazine, and proofs same prior to production. The committee takes pictures of Association events and other REALTOR newsworthy events for submission to local newspapers, member newsletter, state magazine, radio stations, and/or the cable television station. Establishes a communications calendar that incorporates regularly planned events. Develops programs of community involvement and improvement for the Association, and promotes involvement to members. Collects copies of newspaper articles concerning NEGBOR and submits to the board office for inclusion into the board's official scrapbook. Promotes programs to the general public to enhance the REALTOR® image.

The Chairperson of this Committee is appointed by the President and is responsible for all article submissions as indicated above.

A committee member who fails to notify their Chair in advance of their absence for two scheduled meetings may be removed, at the discretion of the Chair, from the committee as outlined in the NEGBOR Bylaws.

CONSTITUTION AND BY-LAWS/POLITICAL AFFAIRS COMMITTEE

This Committee prepares, in proper form, revisions or amendments to the Northeast Georgia Board of REALTORS® Constitution and By-laws manual. This Committee prepares official resolutions and proclamations as directed by the President, Executive Officers, and Board of Directors. The Committee ensures that proposed changes to the Constitution and By-laws are made, are accurate, and are in compliance with State and National guidelines. Reviews Bylaws at least every other year.

This Committee provides necessary information to the Board of Directors and membership regarding State and National political associations; responsible for implementing programs to ensure maximum member participation in political affairs concerning real estate issues. Presents changes to Bylaws to the V.P., who then presents changes to the Board of Directors and general membership. In cooperation with the CEO, ensures changes are submitted to NAR for review and approval.

The Chairperson of this Committee is appointed by the President.

A committee member who fails to notify their Chair in advance of their absence at a called meeting may be removed from the committee as outlined in the Bylaws.

FINANCE COMMITTEE

This committee is responsible for ensuring the stability of the Association's current and future financial posture by developing annual budgets, monitoring compliance with the annual budget, and implementing sound investment strategies; prepares and recommends the proposed new budget to the Board of Directors for approval. This committee's members consists of the Executive Officers on the BOD, plus one member-at-large.

This committee considers other committee requests for funding and may recommend various ways to finance projects. Oversees all non-dues revenues.

The Chairperson of this committee shall be the current Treasurer who is an officer on the Board of Directors. The Chair (Treasurer) of this position is recommended by the Nomination Committee and approved by membership. A committee member who fails to notify their Chair in advance of their absence for two scheduled meetings may be removed, at the discretion of the Chair, from the committee as outlined in the NEGBOR Bylaws.

GRIEVANCE COMMITTEE

This Committee is responsible for receiving ethic complaints and arbitration requests to determine if a hearing is warranted and appropriate for the Professional Standards Committee to become involved. Performance of duties is dictated by the Code of Ethics and Arbitration Manual of the National Association of REALTORS®. To be eligible to serve on this committee the member must complete Grievance Training provided by GAR or NAR, must not have any pending grievances filed against them, and must have been a member of the Northeast Georgia Board of REALTORS® for a minimum of three years. All members must be willing to set aside all other business in order to meet when a complaint has been filed and needs to be reviewed. All grievance materials distributed to committee members is always considered confidential and should be protected as such.

The Chairperson of this Committee is appointed by the President. All members appointed to this committee must be verified by the Board Office and approved by the Board of Directors.

A committee member who fails to notify their Chair in advance of their absence at a called meeting may be removed from the committee as outlined in the Bylaws.

INTERNATIONAL, EQUAL OPPORTUNITY AND CULTURAL DIVERSITY COMMITTEE

This Committee is responsible for developing and recommending policies that promote equal opportunity in housing and diversity within the real estate industry for the Association. This committee addresses the REALTOR® response to international client issues and cultural diversity; coordinates activities to increase diversity within the real estate profession; identifies the concerns and needs of minority members and assists in the development of actions to address those concerns and needs. This committee encourages education programs for membership regarding fair housing, working with international clients, and cultural diversity; encourages cooperation with governmental agencies that have the responsibilities of promulgation and enforcement of the fair housing laws to ensure equal opportunity for all people. This committee is responsible for researching programs available through GAR and NAR to improve membership awareness regarding cultural diversity, and preparing the appropriate documents for obtaining grants that are available.

The Chairperson of this Committee is appointed by the President.

A committee member who fails to notify the Chair in advance of their absence for two scheduled meetings may be removed, at the discretion of the Chair, from the committee as outlined in the NEGBOR Bylaws.

MARKETING COMMITTEE

The marketing committee is responsible for finding resources to market our Board and region for the good of all REALTORS® and Partners of the Northeast Georgia Board of REALTORS® (NEGBOR). The Marketing Committee is responsible for finding ways to create products/services for members use at an equal or reduced cost with part of the profits going back to the Board when available.

This committee is responsible for selecting regional articles for the Board's magazine; monitoring the magazine's marketing processes in order to maintain its profitability by determining what areas, if any, the Board should advertise/promote within.

All committee members are required to sign a "use and confidentiality agreement" that states all documents, pictures, logos, graphics, articles and other such products belong to the NEGBOR, and that all marketing information will be kept confidential.

A committee member who fails to notify the Chair in advance of their absence for two scheduled meetings may be removed, at the discretion of the Chair, from the committee as outlined in the NEGBOR Bylaws. The Chair of this committee is appointed by the President. The Chair of this committee is responsible for obtaining approval from the board office concerning availability of funds for any committee projects.

MEMBERSHIP COMMITTEE

This Committee is responsible for contacting all new members and inviting them to the monthly membership luncheon. The Chair of this committee may introduce all new members at each membership luncheon. This committee is responsible for working closely with the New Member Orientation Instructor and the board office recommending improvements and changes to the program. This committee shall act as the Association liaison by being available to answer questions for new members and being a mentor to them.

The Chairperson of this Committee is appointed by the President.

A committee member who fails to notify the Chair in advance of their absence for two scheduled meetings may be removed, at the discretion of the Chair, from the committee as outlined in the NEGBOR Bylaws.

MULTIPLE LISTING SERVICE COMMITTEE

This Committee oversees the development and maintenance of the Board's Multiple Listing Service (MLS) and its rules and regulations. The committee meets regularly to share ideas and improvements to the Northeast Georgia Board of REALTORS® MLS. This committee is responsible for staying abreast of the latest technology and industry trends as it relates to multiple listing services. The committee is responsible for evaluating the ongoing performance level of the MLS vendor. The committee researches new and innovative multiple listing services that may serve membership's needs better, all within the confines of the committee's approved budget, and always considering the Board's best interest.

The committee discusses and evaluates requests for changes to the MLS, and recommends necessary changes and policy revisions to the CEO and V.P. of Professional Development, who relays the recommendations to the Board of Directors. This committee is charged with reviewing the MLS Rules and Regulations every two years to ensure they are up to date and reports necessary changes to the CEO and V.P. who submits the changes to the Board of Directors for approval. The Chair is responsible for notifying membership of MLS updates, as they are made, through the MLS announcement board and Message Board. The committee is charged with conducting MLS training and/or obtaining instructors to conduct MLS classes for its members. This committee conducts "spot" checks of listings ensuring that members are following the MLS rules and regulations. The Chair and MLS Director may receive complaints through its POLICING module and is responsible for notifying the appropriate member of non-compliance of the rules and regulations, conducting follow-up contact if necessary.

The Chair of this Committee is appointed by the President. This committee meets regularly, preferably monthly. The Chair is responsible for notifying the BOD's appropriate V.P. and President-Elect of all meetings and discusses agenda items that will need to be forwarded on to the BOD for action. Voting members serve two (2) year terms. At the discretion of the Chair, members who have already served two year terms may continue to serve on this committee in an advisory role, but are not eligible to vote on matters at the meetings until they have been in a non-voting role for at least 12 months. A committee member who fails to notify the Chair in advance of their absence for two scheduled meetings may be removed, at the discretion of the Chair, from the committee as outlined in the NEGBOR Bylaws.

PROFESSIONAL DEVELOPMENT COMMITTEE

This Committee is responsible for selecting the education courses to fulfill the practical educational needs of the Northeast Georgia Board of REALTORS'® membership, utilizing GAR's Partners in Education Program when possible. This committee considers courses required by its members who are located in Georgia and North Carolina.

In the fall of the year, this committee meets regularly in order to ensure classes are selected and approved for the first two months of the next year. (Regular meetings are required of this committee). This committee works with the board office to ensure that class announcements are made, class locations are secured, sponsorship for classes has been selected, and class materials have been received and are available for all upcoming classes.

The Chair and Vice-Chair of this committee must be certified Facilitators and are responsible for ensuring that certified Facilitators are available for all appropriate classes. This committee works with the County Directors, where classes are being taught, in order to secure class sponsors and locations for each class, as needed.

This committee oversees the *New Member Orientation* class. The Chair of this committee works with the Board Office to ensure approved classes are communicated to general membership and GAR. This committee assists with physical set-up and clean-up of classrooms as needed.

The Chair of this Committee is appointed by the President. A committee member who fails to notify the Chair in advance of their absence for two scheduled meetings may be removed, at the discretion of the Chair, from the committee as outlined in the NEGBOR Bylaws.

PROFESSIONAL STANDARDS COMMITTEE

This committee is a function of GAR's Professional Standards Committee. The NEGBOR no longer receives or processes ethics and arbitration requests, but rather forwards them to the state for processing. The State Association dictates the number of members NEGBOR is allocated to represent our association at the state level.

This Committee is responsible for conducting hearings in matters of alleged unethical conduct of, and disputes involving, REALTOR® Members. Performance of duties is dictated by the Code of Ethics and Arbitration Manual of the National Association of REALTORS®. To be eligible to serve on this committee the member must have completed Professional Standards Training provided by GAR or NAR. To serve on this committee all members must not have any pending grievances filed against them, and must have been a member of the Northeast Georgia Board of REALTORS® for a minimum of five years. All members must be willing to lay all other business aside in order to attend Hearings conducted by GAR when they are scheduled. All grievance materials distributed to committee members is considered confidential and should be protected as such.

All members appointed to this committee must be verified by the Board Office as eligible to serve.

PROGRAM COMMITTEE

This committee is responsible for planning the monthly general membership meetings and other programs as assigned by the President. The committee is responsible for obtaining speakers for each membership meeting, including securing the GAR President and Regional Director to attend meetings as outlined by GAR. The committee is responsible for ensuring that all audio-visual needs are available and provided for the President and guest speakers at each meeting. When necessary, this committee is responsible for selecting the location(s) for membership meetings, ensuring that adequate space is available, and working within the confines of the budget in reviewing costs associated with the meetings.

This committee is responsible for determining the program topic of each membership meeting (keeping in mind DSA requirements) and obtaining each speaker's bio, with the Chair (President-Elect) being responsible for introducing the speaker(s). The topic(s) and guest speaker information is to be provided to the Board Office, in a timely manner, in order for flyers to be prepared and sent to membership.

The Chair of this Committee is the current year's First Vice-President. Members of this committee include the President, President-Elect, First Vice-President, and CEO.

LEGISLATIVE & LICENSE LAW-RPAC COMMITTEE

This Committee was established to maintain membership involvement in local, state, and national legislative issues. The committee is responsible for collecting contributions to support candidates for political office who support the real estate industry. All committee members must be knowledgeable of the legal guidelines for collecting funds for RPAC, time limit compliance rules, who is solicitable, and the proper format for conducting fundraisers under this program.

This committee may work with other Association committees to create various fundraising events for RPAC. This committee encourages and motivates membership to make RPAC contributions. This committee works closely with the Board Office in the planning of RPAC events. Members of this committee should seek out training in order to learn more about the guidelines of RPAC, and shall maintain knowledge of legislative issues relevant to real estate professionals. This committee is responsible for notifying the Board Office and membership of legislative and license law changes that affect the real estate industry. This committee encourages participation in the "Call to Action" program, participation in Capital Conferences, and may communicate with area legislators regarding issues relevant to real estate professionals.

The Chair of this Committee is appointed by the President. A committee member who fails to notify the Chair in advance of their absence for two scheduled meetings may be removed, at the discretion of the Chair, from the committee as outlined in the NEGBOR Bylaws.

TECHNOLOGY COMMITTEE

The Technology Committee is responsible for providing membership, the Board of Directors, the Board Office, and the MLS Committee with information on emerging trends in technology that will impact their business and business operations; provides opportunities to share information with respect to new technologies and new business applications; promotes technology benefits through NEGBOR; makes recommendations to the Communications and Public Relations Committee to enhance broadcast communications, and recommends articles to be published in the NEGBOR newsletter. Develops a plan for collecting and distributing online real estate research information; makes recommendations to the Education Committee for classes on technology and online training; establishes a web forum where members can post questions and share information. May investigate cost effectiveness of offering satellite conferencing, an interactive web site, and improvements to the current MLS system; and finds the most economical means for web site improvements and the creation of an online billing and payment systems for members. Assists board office, as needed, on web building and maintenance.

The Chair of this committee is appointed by the President. A committee member who fails to notify the Chair in advance of their absence for two scheduled meetings may be removed, at the discretion of the Chair, from the committee as outlined in the NEGBOR Bylaws.

ADVISORY COMMITTEE

The Advisory Committee acts in an advisory capacity for the President, Executive Officers and Board of Directors. This Committee makes recommendations on any matter deemed appropriate, and performs such other duties as directed by the President, Executive Officers, and Board of Directors.

The Chairperson of this Committee will be the Immediate Past President. The Committee is comprised of five members: the most recent past five Presidents. Each year, the longest serving past President on this Committee will be replaced with the newest Past President.