

COMMITTEE SERVICE
(Updated January 1, 2019)

Note: All Committee Chairs are responsible for giving a report of their committee's activities for the previous year at the Annual Business Meeting of the Board.

AWARDS

The Awards Committee shall establish criteria and follow through on the REALTOR-of-the-Year, Rookie-of-the-Year and Lifetime Achievement Awards, and encourage members to participate in MAR/NAR sponsored awards. In the interest of unbiased award selections, no individual office may be represented by more than one committee member. One member of the committee must be a member of the Board of Directors.

The awards process shall be as follows:

All members shall qualify for awards based on their eligibility. Each of the nominees will be sent a letter and official Nomination form to fill out. Completed forms will be turned in to the Board Office by September 1. The Awards Committee will then meet to go over the forms collected and select the REALTOR-of-the-Year, the Rookie-of-the-Year and the Lifetime Achievement Award winner, based upon information provided in the nomination forms collected. The committee may choose not to select an award winner if they deem that no qualified candidate has been nominated.

Winners will be notified by official letter following the selection process, and will be presented their award trophies and recognized at the annual Christmas Party.

The Realtor-of-the-Year will represent the county as a candidate for the Michigan REALTORS® REALTOR-of-the-Year and will serve as one of the Board's two delegates to the MR convention.

BYLAWS

The Bylaws Committee shall be responsible for reviewing the Bylaws and Rules and Regulations of the Board and the MLS and submitting suggestions for revision as such revisions become necessary. Suggestions shall be submitted to the Board of Directors for approval. Following approval by the Board of Directors, proposed revisions shall be published in the Board Newsletter prior to a general membership vote. Revisions shall become part of the governing documents once they are approved by the general membership.

EDUCATION

The Education Committee shall promote the solid educational background needed for the real estate industry by purchasing new materials, maintaining a library and planning general membership meetings and educational seminars with quality instructors. This committee shall investigate the membership's needs for motivational

and professional education and act on any educational requests from the Board of Directors. The committee shall also aid the Board Office in planning and conducting quarterly orientation programs for new members.

FINANCE

The Finance Committee shall review the financial results of the year's operation, monitor the Board's financial status, and make recommendations regarding income and expenditure needs. This committee shall meet prior to the November Board of Directors meeting and prepare a suggested budget for the coming year. The budget shall be submitted for approval of the Board of Directors at its November meeting. The committee will conduct an ongoing review of the assets of the Hillsdale County Board of REALTORS®, making necessary recommendations to the Directors. Additionally, this committee shall plan investments of temporary surplus funds and recommend a dues structure.

Pre-requisite/policy: The finance committee shall be chaired by the Board Treasurer and members of the Finance Committee shall be appointed for terms of at least two years.

GRIEVANCE

The Grievance Committee shall receive ethics complaints and arbitration requests to determine whether the facts presented, if true, would constitute a violation of the Code of Ethics. The Grievance Committee makes only such preliminary evaluation as is necessary to make their decisions. While the Grievance Committee has meetings, it does not hold hearings, and it does not decide whether members have violated the Code of Ethics. The Grievance Committee does not mediate or arbitrate business disputes.

The Grievance Committee consists of five members in good standing, of whom at least a majority shall be REALTORS®. The members of the committee shall be appointed by the President, subject to confirmation by the Board of Directors, for staggered three-year terms.

Persons serving on the Grievance Committee must have been active REALTOR® members for at least two years.

Any member of the Grievance Committee whose firm is being represented in a Grievance, is automatically disqualified from ruling on said grievance. In the event that a member is disqualified from examining a grievance, an alternate member shall be selected from a list of alternates appointed annually for that purpose.

The Grievance Committee shall operate according to the parameters and instructions outlined in the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®.

MEMBERSHIP

The Membership Committee shall be responsible for recruiting new members, and upon request shall review and make recommendations to the Board of Directors, any applications submitted for membership. The committee shall suggest membership policies and procedures and shall monitor and safeguard the use of the REALTOR® trademark.

The Membership Committee shall be responsible for preparing the program and decorating the hall for any general membership meetings which may be held. The committee shall make all arrangements for meeting speakers, events, meals, prizes and awards, and shall have its agendas approved by the Board of Directors prior to formally proceeding with plans. The following are included in the duties of this committee:

- Arrange hall for meeting
- Plan theme for meeting
- Prepare menu and notify appropriate caterer of meal choices
- Arrange for Master of Ceremonies (June) or MAR representative to induct officers (December).
- Purchase and wrap guest speaker gift for presentation at the meeting.
- Purchase trophies, awards or gifts for Awards Night.
- Purchase door prizes and decorations.
- Make all physical preparations of the meeting room prior to meeting.
- Supervise and collect monies for 50-50 drawing.

NOMINATION

The Nomination Committee shall compile a list of potential candidates for positions on the Board of Directors of the Hillsdale County Board of REALTORS® for the coming year. The committee shall submit this list at the July or August meeting of the Board of Directors. The list will be published in the Board Newsletter at least five weeks prior to the election, which will be held in September. New officers elected will be inducted at the December Annual Meeting and will begin their duties effective January 1 of the following year.

POLITICAL AFFAIRS

The Political Affairs Committee shall:

- Inform members of pending legislation at the local, state and national levels. The committee shall accomplish this by communicating information from the MAR, or NAR and monitoring governmental policies as they affect the real estate industry.
- Maintain rapport with elected officials to communicate REALTOR® views on legislation and assist in gaining their support on such issues.
- Co-ordinate lobbying from the local level and keep in contact with local legislative representatives.

- Encourage members to become involved with governmental policies that affect the real estate industry.
- Encourage members to register and vote.
- Conduct candidate screening, recommend candidates and present candidates for election to the members.
- Generate fund raising activities for the MAR, NAR and RPAC Committees to provide support for candidates for public office who are sympathetic to and support the positions of the association.

PROFESSIONAL STANDARDS

The Professional Standards Committee shall consist of at least five Board Members in good standing, of whom at least a majority shall be REALTORS®, appointed by the President, subject to confirmation by the Board of Directors. Members of the Professional Standards Committee shall be selected to serve on hearing panels as required to hear matters of alleged unethical conduct by Board Members or to provide arbitration as requested. This committee shall air toward a friendly settlement by mutual agreement.

(1) The Professional Standards Committee shall operate according to the parameters and instructions outlined in the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS®.

PUBLIC RELATIONS

The Public Relations Committee shall promote through all available media the purposes, activities, and professional stature of the Board and its members. This committee shall promote its members and the Board in the community by sponsoring advertising campaigns, and other worthwhile events including charitable projects and sponsorship of charitable causes. Committee activities shall include but not be limited to the following:

A) American Home Week: The committee shall plan, organize and conduct a wide range of programs celebrating American Home Week, as the nation's REALTORS® celebrate the right to own real property.

B) Civic Affairs: The committee shall identify and plan programs to strengthen REALTOR image in the community and be responsible for public relations programs.

C) Fair Housing: The committee shall provide a vehicle for better understanding of fair housing and equal opportunity issues. This committee shall promote voluntary compliance with the terms of the HUD Voluntary Affirmative Marketing Agreement among its members. It shall inform and assist members in their understanding and responsibilities in giving equal service to clients and customers. MAR suggests that each Board should have an Equal Opportunity in Housing training program each year, which the State Board offers assistance in presenting. The Board must run a quarterly Equal Housing Opportunity ad.

STRATEGIC PLANNING

The Strategic Planning Committee shall consist of the Board of Directors, and shall review annually the mission statement for the Board of REALTORS®. The committee shall review and develop goals for the Board and shall suggest implementation strategies. The committee shall, at the end of each year, evaluate the Board's success in achieving its previously stated goals, and the efficacy of programs implemented toward that achievement.

MICHRIC MANAGERS

The purpose of the MichRIC Managers Committee shall involve five main areas:

- **MLS:** The committee shall review and make recommendations on multiple listing service policies and procedures.
- **MichRIC Managers:** A member of the Committee shall serve as one of two (the second manager shall be the Board Executive Officer) MichRIC Managers who shall sit on the MichRIC Board and attend its meetings. He or she shall represent the interests of the Hillsdale County Board of REALTORS® in matters coming before the MichRIC Board. Managers shall be paid mileage and/or per diem as approved by the Board of Directors.
- **MichRIC Specifications:** At least one member of the Committee shall represent the Hillsdale County Board of REALTORS® at the meetings of the MichRIC Specifications Committee. This member shall present ideas and input concerning MLS computer program changes. When attending Specifications Committee meetings, members shall be paid mileage and/or per diem as approved by the Board of Directors.
- **Web Site:** The committee shall be responsible for overseeing the Board Web Site and making suggestions for development of that site.
- **New Technology:** The Committee shall keep abreast of new technology affecting the real estate industry and shall apprise the Board of Directors of programs, hardware or software that would be beneficial for Board Office or member use. The Committee shall be conversant with the tools used by the Board Office and ready to suggest updates as needed to keep the Board Office current with developing technology.