

## 2004 Committee Description

### Administrative Committee

Purpose: This committee shall carry out the Board of Directors desires in supervising, coordination, and generally overseeing all of the activities in connection with the Association office, properties, equipment, and personnel within the budgeted expenditures.

Composition: The committee shall consist of the following: Association President, President-Elect, Treasurer, Association Immediate Past President (who shall serve as chairperson of this committee), MLS Chairman, CLE Chairman, Property Management President, one Member at Large, and two Past Presidents selected by this committee (two past presidents to serve one year, nonconsecutive terms - not to be a Director or Officer of the Association of REALTORS<sup>®</sup>, MLS, CLE, OR PMD).

#### Operation Information:

1. Review equipment purchase needs with Executive Vice President.
2. Executive Vice President to make recommendations to Administrative Committee regarding salaries for staff.
3. The Administrative Committee shall recommend the staff salaries to be approved by the Board of Directors to be included in the annual budget.
4. Absence from three (3) consecutive regular meetings without an excuse deemed valid shall be construed as a resignation.
5. A majority of members must be present to vote and to recommend action to the Board of Directors.
6. Carry out any specific assignments throughout the year as directed by the Strategic Plan of the Association.
7. Executive Vice President and CPA to monitor tax exempt status and report to Administrative Committee annually.

## 2004 Committee Description

### Budget and Finance Committee

Purpose: Provide financial guidance for the Association.

Composition: To include the President, President-Elect, MLS Chairman, CLE Chairman, and PMD Chairman. The Chairman of this committee is the Secretary/Treasurer of the Association.

#### Operation Information:

1. Prepare annual Budget in cooperation with Executive Vice President and seek approval at the November meeting of the Board of Directors.
2. Amounts to be budgeted for reserves are to be determined annually by Board of Directors.
3. An annual audit or review is to be performed by the Association's accounting firm.
4. Review services of Association's accounting firm each year to determine satisfaction.
5. A majority of members must be present to vote and recommend action to the Board of Directors.
6. Complete such other assignments as may be given by the Board of Directors.
7. Carry out any specific assignments throughout the year as directed by the Strategic Plan of the Association.
8. Continue to monitor IRS tax exempt status.
9. Review Association and Divisions Membership dues, initiation fees, and division budgets.
10. Generate usage for income received from any non-dues revenue source(s).
11. Study and make recommendation on value and amounts of dues increases.

## 2004 Committee Description

Community Service Committee  
SCAN, Children's Center, Habitat

Purpose: To develop services that will involve members of the Association and the members of the community for the benefit of all.

### Operations Information:

1. The main objective of this committee is to involve the membership with members of the community in meaningful public service programs to upgrade the quality of life in our community and to show that REALTORS<sup>®</sup> care about the total well being of the Community from which they earn their livelihood.

## 2004 Committee Description

### Constitution and Bylaws Committee

Purpose: Provide amendments to Constitution and Bylaws as necessary or as called for by NAR or our Board of Directors to the Directors for review.

#### Operation Information:

1. The President, President-Elect, and Executive Vice President shall be notified and invited to attend all meetings of this committee.
2. A majority of members must be present to vote and to recommend action to the Board of Directors.
3. Study and update Constitution and Bylaws of the Association as needed and make recommendations to the Board of Directors for adoption to insure compliance with NAR.
4. Carry out any specific assignments throughout the year as directed by the Strategic Plan of the Association.
5. Submit Association documents to NAR for required review.
6. Study Strategic Plan and recommend Bylaws changes necessary to accomplish its goals.

## 2004 Committee Description

### Education Committee

Purpose: To plan and provide Education programs and supporting resources to enhance the knowledge, proficiency, and professionalism of the membership. This committee shall also work with the C/E Director to provide on-going C/E classes for our membership and other licensees per regulations from the Real Estate Commission.

#### Operation Information:

1. The President, President-Elect, and Executive Vice President shall be notified and invited to attend all meetings of the committee.
2. A majority of members must be present to vote and to recommend action to the Board of Directors.
3. In December the yearly calendar shall be completed with input from Education Committee.
4. The members of the Education Committee shall serve as proctors for the classes using guidelines furnished from the real estate commission. The members of the Education Committee can receive C/E credit for the class they proctor.

## 2004 Committee Description

### Cultural Diversity Committee

Purpose: Effectively reach out to all racial and ethnic groups in the REALTOR® community.

To promote the REALTOR® role in providing equal and affordable housing for all Americans and to commit to a positive acceptance of individuals who come from diverse cultures and backgrounds through a variety of programs and a host of outreach and educational initiatives.

#### Operations Information:

1. Promote Equal Opportunity in housing and insure that REALTORS® do not deny equal professional service in the availability, representation, advertisement, sale, or rental of real property through its education, training, and orientation activities.
2. To promote housing opportunities for all segments of the community by participating in and support housing and affordability issues.
2. To implement educational opportunities for members and the public to learn about housing affordability.
4. Review controversies in the area of fair housing as they might occur and refer them as deemed appropriate to the Grievance Committee of the Board.
5. Carry out any specific assignments throughout the year as directed by the Strategic Plan of the Association, ie. Cultural Diversity Program.
6. A majority of members must be present to vote and to recommend action to the Board of Directors.

## 2004 Committee Description

### Grievance Committee

Purpose: This committee reviews all written complaints received in the Association office concerning Ethics and Arbitration complaints.

#### Operation Information:

1. Follows the grievance procedures as outlined in the "Code of Ethics and Arbitration Manual" of the Association and the National Association of REALTORS®.
2. Forwards complaints that contain possible violations of the "Code of Ethics and Arbitration Manual" to the Professional Standards Committee.
3. Carry out any specific assignments throughout the year as directed by the Strategic Plan of the Association.

## 2004 Committee Description

### Joint Legislative Committee

Purpose: The HBA and WSRAR have formed a joint Legislative committee for the purpose of monitoring and receiving advance notice of any issues relating to housing and real estate which are either being proposed or considered by any governmental body, committee or representative in Forsyth, Stokes, and surrounding counties.

Composition: 9 Members each (HBA & WSRAR)

#### Operation Information:

1. The current President of the HBA and the WSRAR shall be Co-Chairs of this committee.
2. The President, President-Elect, and the Executive Vice President shall be notified and invited to attend all meetings of the committee.
3. The committee shall alternately meet monthly at each Association office. The President of the Association where the meeting is held will chair the meeting for that month.
4. The committee will work with the Joint Governmental Affairs Director in monitoring all governmental activities affecting the two Associations and make recommendations for action to both Board of Directors.
5. A majority of members must be present to refer action to the Board of Directors.
6. Additional reference material for this committee is the "agreement between the HBA and WSRAR" GAD job description and contract.

## 2004 Committee Description

### Membership Development Committee

Purpose: Encourage participation, leadership, fellowship, personal, and professional development.

Orientation Sub Committee- Conducts new member orientation (see separate sheet)

Sponsorship Sub Committee- Solicits sponsors for Association events (see separate sheet)

#### Operation Information:

1. The President, President-Elect, and Executive Vice President shall be notified and invited to attend all meetings of the committee.
2. A majority of members must be present to vote and to recommend action to the Board of Directors.
3. The duty of this committee is to promote membership in the Association.
4. Carry out any specific assignments throughout the year as directed by the Strategic Plan of the Association.

## 2004 Committee Description

### Sponsorship Sub Committee

Purpose: To seek donations annually from sponsors to assist the Association in carrying out programs for the membership.

1. The President, President-Elect, and Executive Vice President shall be notified and invited to attend all meetings of the committee.
2. A majority of members must be present to vote and to recommend action to the Board of Directors.
3. Annually, in October-November, contact sponsors for contributions to Sponsors Club.
4. Develop sponsor recognition program at monthly membership meetings.

## 2004 Committee Description

### Orientation Sub Committee

Purpose: To plan and provide Orientation Course to enhance the knowledge, proficiency, and professionalism of the membership.

1. The President, President-Elect, and Executive Vice President shall be notified and invited to attend all meetings of the committee.
2. A majority of members must be present to vote and to recommend action to the Board of Directors.
3. Conduct the Orientation Course for new member applicants. This course is held six times a year in February, April, June, August, October, and December.
4. Carry out any specific assignments throughout the year as directed by the Strategic Plan of the Association.

## 2004 Committee Description

### Professional Standards Committee

Purpose: Provide hearing panels to hear Ethics and Arbitration cases referred by the Grievance Committee of the Association.

#### Operations Information:

1. Duties as outlined in the "Code of Ethics and Arbitration Manual" of the Association (latest edition, as amended from time to time, of the National Association of REALTORS®).
2. Attendance at the Association's annual Professional Standards workshop is required for membership on this committee.
3. Attendance at the NCAR sponsored Professional Standards workshop is required within the last three years for membership on this committee.
4. A majority of members must be present to vote and to recommend action to the Board of Directors.
5. Carry out any specific assignments throughout the year as directed by the Strategic Plan of the Association.

## 2004 Committee Description

### Political Affairs Committee

Purpose: The duty of this Committee is to monitor national, state, and local city/county government affairs for the purpose of guarding and promoting the interest of the Real Estate Industry and keeping the membership informed on such issues. To monitor and act on federal and state legislation and public policies affecting the real estate business and private property rights. This includes areas of zoning regulations, fair housing, and ordinance regulations, proposed tax rates, and development plans of city and county government.

#### Operations Information:

1. The President, President-Elect, Executive Vice President, and Government Affairs Director shall be notified and invited to attend all meetings of this committee.
2. A majority of members must be present to vote and to recommend action to the Board of Directors.
3. The primary function of this committee is to monitor federal, state legislation, and local city/county government affairs for the purpose of guarding and promoting interest in the Real Estate Industry.

## 2004 Committee Description

### REALTOR® Political Action Committee (RPAC)

Purpose: This committee is responsible for organizing a campaign for the RPAC funds.

#### Operations Information:

1. The President, President-Elect, and Executive Vice President shall be notified and invited to attend all meetings.
2. A majority of members must be present to vote and to recommend action to the Board of Directors.
3. Attendance by RPAC chairman at the RPAC workshop conducted by NCAR each year is mandatory.
4. By being aware of and informing the membership of the current political issues affecting our industry, the committee should solicit RPAC funds to protect the Real Estate Industry.
5. Carry out any specific assignments throughout the year as directed by the Strategic Plan of the Association.

## 2004 Committee Description

### Social Committee

Purpose: The purpose of the committee is to coordinate social activities of the WSRAR.

Operations Information:

1. To organize social events as directed by the Board of Directors

## 2004 Committee Description

### Strategic Planning Committee

Purpose: To formulate the Strategic Plan as a guide to our Association's strategic direction.

Composition: The President shall appoint three (3) members to serve on the committee each year for three (3) year terms. Terms are to be no more than two (2) consecutive staggered terms. Past Chairman, President, President-Elect, and Executive Vice President are automatic members.

#### Operations Information:

1. The President, President-Elect, and Executive Vice President shall be notified and invited to attend all meetings of this committee.
2. This committee shall review a workable business plan for the Association and its membership in growth and strategies for the Association's immediate future.
3. Monitor implementation of Strategic Plan, assure objectives and strategies are performed as assigned.
4. A majority of members must be present to vote and to recommend action to the Board of Directors.
5. Carry out any specific assignments throughout the year as directed by the Strategic Plan of the Association.

## 2004 Committee Description

### Multiple Listing Service

Purpose: Review MLS rules, regulations, policies, and other issues affecting MLS participants and recommend changes to the Triad MLS Board of Directors.

#### Operation Information:

1. Any suggested rules, regulations and policy changes for the Winston-Salem Association of REALTORS® will be forwarded to the WSRAR Board of Directors for review and approval.
2. As WSRAR is a shareholder in Triad MLS, this committee will recommend changes to the rules, regulations and policies as deemed necessary by the WSRAR Board of Directors. The committee will also review for implementation any Triad MLS recommended revisions.
3. This committee will respond to members' requests for improvements and/or changes.
4. This committee will carry out any specific assignments throughout the year as directed by the strategic planning committee.
5. This committee will meet on an as-needed basis.