

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 four Presidents and one member-at-large. Each year, the longest serving past President on this Committee will be replaced with the newest Past President. The current President will designate the member-at-large to serve on the Advisory Committee.

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. Oversees the publication and distribution of area Northeast Georgia Board of REALTORS® area magazine (if adopted).

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 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.

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. 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 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, radio stations, and/or the cable television station. Establishes a communications calendar that incorporates monthly planned events. Develops programs of community involvement and improvement for the Association, and promotes involvement to members. Maintains the official scrapbook of articles prepared on behalf of the Northeast Georgia Board of REALTORS®. Promotes programs to the general public to enhance the REALTOR® image.

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.

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.

EVENTS AND AWARDS COMMITTEE

This Committee is responsible for performing all duties associated with planning, developing and executing events sanctioned by the Association. This committee may work very closely with other committees and the County Directors in organizing special events.

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. Sends communication to the general membership concerning the nomination/application process and deadline. Reviews established Rules & Regulations and recommends changes as necessary.

The committee is responsible for obtaining all necessary props and plaques for events, and works with the Affiliate – Partnership Committee in securing sponsors and donated door prizes/gifts for drawings at events.

This committee is responsible for obtaining approval from the Finance Committee concerning availability of funds for all major events.

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 the annual budget, by monitoring compliance with the annual budget, and implementing sound investment strategies; recommends the proposed new budget to the Board of Directors for approval.

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 Treasurer, with BOD members of this Committee being 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.

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 promoting equal opportunity in housing and diversity within the real estate industry for the Association. The 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. The 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.

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.

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® (NEGABOR). The Marketing Committee is responsible for finding ways to create products/services for members use at an equal or reduced cost with the profits going back to the Board.

This committee is responsible for selecting regional articles for the Board's magazine; monitors the magazine's marketing processes in order to maintain its profitability, (Example: Distribution in Polk County, TN is not getting any results; we move those boxes/locations to another area.); 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 NEGABOR, and that all marketing information will be kept confidential.

MEMBERSHIP COMMITTEE

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

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.

MULTIPLE LISTING SERVICE COMMITTEE

This Committee oversees the development and maintenance of the Board's MLS and its rules and regulations. The committee meets regularly to share ideas and improvements to the Northeast Georgia Board of REALTORS® multiple listing service. This committee is responsible for staying abreast of the latest technology and industry trends as it relates to MLS's. 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 financial interest.

The committee discusses and evaluates requests for changes to the MLS, and recommends necessary changes and policy revisions to the VP-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 V.P., who submits the changes to the Board of Directors for approval. The committee is responsible for notifying membership of MLS updates, as they are made, through the MLS announcement 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 committee receives complaints through its POLICING module and reports all non-compliance of the rules and regulations to the Board Office for further action.

The Chairperson of this Committee is appointed by the President and regularly meets with the V.P. to discuss committee activities. 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. 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.

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 appropriately 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 materials have been received and are available for all upcoming classes.

The Chair and Vice-Chair must be certified Facilitators and are responsible for ensuring that certified Facilitators are available for 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 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.

PROFESSIONAL STANDARDS COMMITTEE

This Committee is responsible for conducting hearings in matters of alleged unethical conduct of, and disputes involving, REALTOR® Board 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 and as recommended by NAR for those serving on a Hearing Panel, 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 when they are scheduled. Members must be willing to serve on the Hearing Panel for other Boards with whom the Northeast Georgia Board of REALTORS® has a Cooperative Enforcement Agreement. All grievance material distributed to committee members is 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.

PROGRAM COMMITTEE

This committee is responsible for managing the monthly general membership meetings and other programs as assigned by the President. The committee is responsible for obtaining speakers at 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 and obtaining speaker bio's, with the Chair 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 Chairperson of this Committee is the current year's First Vice-President. A committee member who fails to notify the Chair in advance of their absence at a called meeting may be removed from the committee as outlined in the Bylaws.

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 planning 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 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.

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; investigates 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 system for members. 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.