



**Northwoods Association of  
REALTORS<sup>®</sup>, Inc.**

**Association Policies &  
Procedures**

**Revised & Approved: March 2017**

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## **Antitrust Avoidance**

The NWAR Association is a not-for-profit organization. The association is not organized to and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The association provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings, and Board meetings. The Board of Directors recognizes the possibility that the Association and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the Association's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the Association also recognizes the severity of the potential penalties that might be imposed on not only the Association but its members as well in the event that certain conduct is found to violate the antitrust laws. Should the Association or its members be involved in any violation of federal/state antitrust laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the Association plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

In order to ensure that the Association and its members comply with antitrust laws, the following principles will be observed:

- The association or any committee, section, chapter, or activity of the Association shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at Association meetings or other activities.
- There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.
- There will be no discussions about allocating or dividing geographic or service markets or customers.
- There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is not false, misleading, deceptive, or directly competitive with Association products or services.
- There will be no discussions about discouraging entry into or competition in any segment of the marketplace.
- There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the

discussions or complaints follow the prescribed due process provisions of the Association's bylaws.

- Certain activities of the Association and its members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions constituting a "sham" to cover anticompetitive conduct.
- Speakers at committees, educational meetings, or other business meetings of the Association shall be informed that they must comply with the Association's antitrust policy in the preparation and the presentation of their remarks. Meetings will follow a written agenda approved in advance by the Association or its legal counsel.
- Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.
- At informal discussions at the site of any Association meeting all participants are expected to observe the same standards of personal conduct as are required of the Association in its compliance.

## **Apparent Authority**

It shall be the policy of the association any communications on behalf of the association shall be official, at the direction of the President, board or staff. No statements shall be made, either verbal or written that conflict with the position or policy of the association. Leadership should understand that by virtue of their position, that any statements may be perceived as official and made on behalf of the organization. To control official communications, stationery and business cards shall be for the use of the elected President and staff *only*. Members of the board, committees or chapters may not use stationary. Staff will prepare letters sent on behalf of the organization with a copy remaining in the office. Exceptions may be made to the policy so long as the purpose of the letter is made known and approved by the board in advance; if the exception is approved, a copy of the outgoing letter shall be provided to staff within 24 hours of dissemination, for permanent file retention.

## **Board Orientation & Attendance**

Prior to the commencement of the first Board of Directors meeting of the fiscal/governance year, all board members will be provided a board orientation packet. The orientation packet will include:

- Association bylaws and policies
- Board procedures
- Robert's Rules of Order (purchase info)
- Board legal duties

- Review of the strategic plan and annual budget

Per NWAR Bylaws, “absence from three (3) regular meetings without an excuse deemed valid by the Board of Directors shall be construed as resignation”. Excuses must be communicated to the Association Executive prior to a board meeting to avoid being reported as an unexcused absence. The following reasons for absence are deemed valid excuses by the Board of Directors: Business, health, safety or personal travel.

## **Communications**

In concurrence with the Apparent Authority Policy, all official communications on behalf of the NWAR shall be issued by the NWAR President or Association Executive. Only the President, Association Executive or members designated by the Board of Directors may speak with the media on behalf of the association. Only the elected President, Treasurer, the Association Executive and bookkeeper may conference with board counsel and board accountants.

Only the elected President or board staff may use association email and GNMLS pop-ups to deliver mass messages. Exceptions to this rule must be made to the appropriate Board of Directors and approved by said board.

The Association Executive as chief editor of the newsletter and website reserves the right to not publish materials he/she deems as inconsistent with association policies. Any such decision may be appealed to the NWAR Board of Directors, in writing, to be heard at the next available meeting of the board.

The association newsletter shall be published and delivered to the members monthly. The website shall be updated monthly.

## **Consent Agenda**

The association shall use a consent agenda for the purpose of Board of Directors meetings. Any item for which a Director believes should receive additional consideration and discussion shall be removed from the consent agenda prior to calling the question to motion for approval of the consent agenda. The Director shall ask the President to be recognized and issue his/her request. Consent agenda item must be listed separately in the association minutes.

## **Crisis**

All corporate documents and shares shall be maintained in a fire safe at the board office.

All membership records are stored on the WRA terminal server with back-ups stored in a separate location maintained by WRA.

All GNMLS records are stored on the RealtyServer terminal server.

The Association Executive shall maintain off-site backups of board documents, manuals and financial records.

In the event of a crisis where the association offices are unable to be maintained, the AE shall immediately contact the NWAR & GNMLS Presidents. Notice to members of the crisis plan

put into action shall be approved by the NWAR President and then delivered by MLS pop-up, email, US mail or web site.

In the event of a crisis where the association offices are unable to be maintained, the Association Executive and MLS Coordinator will work from home with calls, email, and documents routed to their home offices until such time as the offices can be reopened or new facilities can be located. Staff will be reimbursed for office expenses as they are incurred. The MLS Coordinator will be paid a stipend for home office use to be determined by the board.

All financial records shall be backed up onto disk monthly.

All board records shall be backed up onto disk monthly.

## **Distribution of Minutes**

Meetings shall not be tape recorded. Copies of written minutes shall be maintained on disk off site. Minutes shall be made available to all members. Minutes should be a concise summary of attendance times and motions which were carried tabled or denied. Discussion should not be recorded in the minutes. Minutes shall indicate the Names of the Directors who motion and second and note the names of any dissenting or abstaining voters.

## **E-Mail/Internet/Software Usage**

The e-mail and computer network are association property and should not be used for personal use. Employees and Directors shall use software only in accordance with the license agreement. Employees shall not upload or download software without the express authorization of the Association Executive.

## **Financial**

Access - only the board President, Treasurer and Bookkeeper have the authority to demand financial records from the staff or board accountant.

Check must be signed or electronically approved by two NWAR Officers. In the event that an NWAR Officer is not available, checks may be signed by NWAR Directors appointed annually by the board as designated signatories.

The board may also provide written authorization for personnel/Bookkeeper to make certain electronic payments including online bill payment service.

Non-budgeted Expenditures over \$2500 must be approved by a general membership vote.

The retained reserve must be a minimum of 33% of annual operating expenses.

Budgeted draws from reserves shall be authorized in writing or by email from the NWAR Secretary/Treasurer.

Additional financial policies are detailed in the NWAR Finance Committee Principles of Operation manual.

## **Insurance Coverage**

The NWAR will maintain D&O liability coverage for its board, in an amount no less than \$500,000.00, through the NAR approved provider.

## **Investment**

Any excess of operating capital (reserve) will be maintained in a separate interest-bearing account. The President, Treasurer and other Directors appointed by the board are the only authorized signatories on the account.

## **Personnel**

The NWAR and GNMLS Board staffs are not the personal assistants to the board Presidents, Directors, or members. Any requests of their time and skills shall only be for the promotion of approved board goals.

- The Association Executive and MLS Coordinator are to be annually reviewed by the Personnel Committee, which shall consist of current NWAR & GNMLS officers (President, President Elect, Treasurer & Past President).
- The Personnel Committee shall have the authority to negotiate the contract of the Association Executive and MLS Coordinator.
- The Personnel Committee shall recommend staff performance raises to the Board of Directors for approval.
- The Personnel Committee shall present recommendations for additional staff to the Board of Directors for approval.

## **Privacy and Refunds**

- Board staff may not divulge any personal information filed with the board offices outside of the state and national association. Pending ethics complaints may be released to other associations granted charter by the National Association of REALTORS® in determining eligibility for membership.
- Refunds for programs, continuing education and general membership meetings may only be issued if the cancellation was requested at least 7 business days prior to the event.
- Membership fees are non-refundable once the period has begun for which membership fees were paid; dues may be refunded if the membership period has not yet started (eg: annual dues renewals paid during the prior year).
- Medical Waiver of Dues: A REALTOR may be eligible for a waiver of local dues for medical reasons. The medical leave must be submitted by the REALTOR prior to the effective date of the leave.

## **Professional Standards**

### **Ethics**

- The association will not impose an administration processing fee.
- Review panel may not request a reply from the respondent.
- The association does adopt expedited ethics procedures section 20.
- The NWAR Board of Directors will hear all appeals for a dismissed ethics complaint.
- Ethics decision will contain the name of the parties when presented to the Directors.
- An Ethics appeal will be accompanied by a \$250 deposit to be refunded if appellant prevails.
- A panel of NWAR Directors will hear all ethics appeals.
- Names of Code of Ethics violators will be published in accordance with NAR policy.
- Communications with either party may be conducted by electronic means.

### **Arbitration**

- Intra-office arbitration will be provided.
- REALTOR®/Non Member Real Estate broker arbitration will be provided.
- REALTOR® PRINCIPAL/consumer arbitration will be provided.
- The NWAR Board of Directors will hear any appeal of an arbitration dismissal.
- All requests to arbitrate shall be accompanied by a deposit of \$250.
- The Association Executive shall refer the request for arbitration to the Professional Standards Chairperson within 5 days.
- The Grievance Committee will not request a response [Section 47(b)].
- When a request for arbitration has been forwarded for a hearing, the panel will direct the association to notify the respondent and request a response and agreement to arbitrate with a fee of \$250.
- The entire deposit will be returned to the prevailing party. No partial refunds of deposits will be made.
- Arbitration shall not proceed unless a signed Response and Agreement form and deposit amount have been received from the respondent.
- The NWAR board will require a deposit for procedural review of \$250 to be returned is appellant prevails.
- Communications with either party may be conducted by electronic means.



## **Mediation**

The association will offer mediation in the following circumstances if REALTORS voluntarily agree:

- Disputes between REALTORS associated with different firms where no arbitration request has been filed
- Disputes between REALTORS and their clients where no arbitration request has been filed
- Disputes between REALTORS who are or were affiliated with the same firm when the dispute arose
- Disputes between REALTORS and non-member brokers
- Disputes between REALTORS and their customers

The association will provide mediation services for non-arbitrable issues as defined in CEAM Appendix I to Part Ten.

## **Delivery**

The respective hearing panels will be provided ethics complaints and arbitration requests no less than 45 minutes prior to the hearing.

The payment of awards provisions of Section 53 (c-f) of the NAR Code of Ethics and Arbitration Manual are adopted.

## **Committee**

- PS Committee to be comprised of no less than 7 members who have completed Professional Standards training and to be nominated by the PS Chair and approved by the NWAR Board of Directors.
- A minimum of two WRA-trained mediators shall be maintained at all times – trainees remain qualified for three years from date training completed. Mediators are nominated by the board President approved by the Board of Directors.
- The NWAR President shall appoint the PS chair annually.
- The NWAR President may not appoint a panel to act on behalf of the Board of Directors for any Professional Standards processes.
- The PS Chairperson shall appoint hearing officers, panelists and mediators.
- There will be audio recordings of both ethics and arbitration hearings.
- \*Note: Recording policies do not apply to appeals or limited procedural review proceedings.
- Ethics parties may tape their own recording.
- Arbitration parties may tape their own recording.
- Association legal counsel will play a role in PS administration process to be criteria to be determined by the Board of Directors on a case-by-case basis.
- Hearing officers will be used.

- Two ombudsman will be used who are nominated by the PS Chairperson annually and approved by the Board of the Directors.
- Mediation of ethics and arbitration will be offered as a voluntary service.
- If a dispute is resolved by mediation, any deposits will be refunded in full to both parties.
- Complainants will be advised of mediation services immediately upon inquiry regarding ethics or arbitration.

**\*Note:** If the ethics complaint alleges a violation of public trust it may not be mediated.

### **Cooperative Enforcement and Records Retention**

- Maintain cooperative enforcement with Central Wisconsin Board of REALTORS®.
- Mediation records to be maintained for 90 days.
- Arbitration records to be maintained for 1 year.
- Ethics records to be maintained for 5 years.

### **Professional Standards Administrator**

- The Association Executive shall serve as PS Administrator and must be re-certified every three years by completing WRA/NAR training.
- The PS Administrator forwards incoming complaints to the PS Chairperson for handling.
- PS Administrator will not attend PS hearings, appeals or executive sessions.

### **Membership**

- Association will follow NAR model bylaws Article 5.2(c) regarding granting membership and unfulfilled sanctions.
- All new REALTOR® members will complete 2.5 hours of NAR online ethics training within 90 days of receipt of their membership application.
- All REALTOR® members will complete biennial ethics training either online or through a Continuing Education module for that purpose. The Association Executive will ensure compliance and record ethics course completion in WRA membership database.
- REALTOR® Members who fail to complete biennial ethics training will be notified by January 10th and will be suspended after 30 days of non-compliance (February 1<sup>st</sup>). Suspension will remain in effect until certificate of completion is filed with the board offices prior to March 1st. If ethics training is not completed prior to March 1<sup>st</sup>, membership will be terminated and all new member initiation fees would be applicable thereafter to rejoin.
- All new REALTOR® members must complete NWAR board orientation course within the first 3 orientation sessions offered by the board after joining.

- All new REALTOR® members must complete the MLS training course within the first 3 MLS training sessions offered by the board after joining.
- All new REALTOR® members must attend a General Membership Meeting (GMM) to be installed by the NWAR President within the first two (2) GMMs following completion of the orientation and MLS training. Alternatively, new REALTORS may be installed at a monthly Board of Directors meeting prior to the date of the 2<sup>nd</sup> GMM meeting as per above.
- New REALTOR® members who do not fulfill the above requirements may have their provisional membership suspended and/or forfeited as per the NWAR association bylaws.

## **Security**

Only the Association Executive and MLS staff shall have keys to the building main entrance doors. All staff shall be issued a key to their own offices. If exiting staff fail to return keys all office locks shall be replaced. Only the Association Executive may be issued and maintained the key to the Professional Standards cabinet. Only the Association Executive and NWAR and GNMLS Presidents and Treasurers shall have access to the NWAR fire safe.

# **NWAR Committees**

## **Education**

### **Mission:**

To analyze the educational needs of members and coordinate a comprehensive program designed to meet those needs including: Continuing Education programs, as well as other sales competency and motivational programs as deemed appropriate.

### **Responsibilities:**

- 1) Schedule an annual calendar with as many educational seminars as deemed necessary
- 2) Coordinate locations, dates, times and instructors for all programs in conjunction with Association Executive
- 3) Establish reasonable member cost that will support expenses
- 4) Establish criteria for selecting instructors and ensure the existence of an adequate number of available instructors
- 5) Have knowledge of course content
- 6) Review feasibility of co-sponsorship (with other boards) of different educational offerings
- 7) Review member evaluations and make any necessary changes
- 8) Furnish such reports as may be required by the Board of Directors
- 9) Continuing Education programs:
  - A) Schedule on-going offerings covering areas of potential litigation to the Board and its members (Fair Housing, Professional Standards, Environmental Hazard Forums, Legal Issues)
  - B) Ensure sufficient number of CE opportunities are scheduled to enable all members to meet license requirements in the biennial cycle
  - C) Recommend policies regarding the administration of the Education Program and the implications of the state licensing requirement to the program schedule

### **Committee Composition:**

Chairperson is a volunteer or nominee approved annually by the NWAR President and maintains enough committee members to perform the responsibilities of the committee.

### **Chairperson's Responsibilities:**

- 1) To generate member enthusiasm, through the use of various marketing tools, such as flyers, newsletter, personal phone class, office volume and advance registration discounts, etc.

- 2) To work with AE to provide adequate distribution time to market each event and to assure that enough programs are being offered to meet CE requirements and also to coordinate all surveys and member requests
- 3) To work with the Public Relations chair to promote events that are open to members of the public

## **Equal Opportunity/Fair Housing**

### **Mission:**

To maintain an ongoing program to educate members in fair housing laws.

### **Responsibilities:**

- 1) Implement a program to explain, publicize and encourage all members to implement personal fair housing policies and explain the advantages, purpose and importance of an established office Fair Housing policy
- 2) Disseminate and encourage use of the equal opportunity and educational materials

### **Committee Composition:**

Chairperson is a volunteer or nominee approved annually by the NWAR President and maintains enough committee members to perform the responsibilities of the committee.

### **Chairperson's Responsibilities:**

To work with committee to develop and implement an annual plan to promote fair housing by providing resources and training to members.

## **Membership/Orientation**

### **Mission:**

To provide new REALTOR® members with an education program specifically to promote professionalism in the real estate industry. Accomplished by outlining a course that clearly defines membership responsibilities (Board and MLS bylaws, Rules & Regulations, MLS Policies & Procedures, Code of Ethics, current liability and legislative affairs) and all matters that directly influence the professionalism of the membership. This committee will organize and supervise all Orientation courses.

### **Responsibilities:**

- 1) Hold periodic meetings to discuss the need for updating and/or changing course content and/or instructors while maintaining control of expenses
- 2) Review new member kits and recommend necessary changes
- 3) Maintain written course outlines
- 4) Review new member evaluations
- 5) Promote professional designations and WRA/NAR educational programs
- 6) Present membership surveys, contact offices and research what items are desired by the members, benefiting both professional and personal life

### **Committee Composition:**

Chairperson is a volunteer or nominee approved annually by the NWAR President and maintains enough committee members to perform the responsibilities of the committee, ensuring speakers and members to provide adequate attendance at each program.

### **Chairperson's Responsibilities:**

Serve as a member of the Education Committee, coordinate all details of the program staff will provide administrative support and prepare alternate instructors in the event of an absence. To coordinate the focus of the committee programs and develop an annual plan to enhance member services.

## **Personnel**

### **Mission:**

To uphold current personnel policies of the Northwoods Board of REALTORS® and its Multiple Listing Service, ensuring compliance with state and federal statutes, laws and regulations. To review all policies and make recommendations for changes to the Board of Directors, if needed. To ensure that the Association Executive and MLS Coordinator are fulfilling all personnel responsibilities for the staff of both corporations and adhering to the policies as dictated.

### **Responsibilities:**

- 1) Annually (or as often as deemed necessary) review the personnel; policy in effect, to determine if any changes or additions are needed
- 2) Meet with the AE bi-annually to review the evaluations written by AE for all personnel
- 3) Approves employee benefit programs and review/revise NWAR HR policy manual as necessary
- 4) Annually makes recommendation to the Board of Directors for AE and MLS Coordinator salary & benefits
- 5) Meet with AE to create periodic surveys, as requested by the Board of Directors, to send to all Designated REALTORS® designed to evaluate the competency and effectiveness of the Board Office in its entirety
- 6) Bring attention to the AE any problems that arise with staff and work together to resolve
- 7) Receive and review complaints alleging discriminatory or illegal work practices from staff

### **Committee Composition:**

The Chairperson of this committee is the sitting NWAR President. The remainder of the committee is comprised of the NWAR Officers, GNMLS President, GNMLS President-Elect and GNMLS Secretary/Treasurer.

### **Chairperson's Responsibilities:**

Report information to the Board of Directors when required. Maintain a working knowledge of the policies in effect and establish a competent committee familiar with staffing functions. Evaluate AE and MLS Coordinator performance in conjunction with sitting MLS President.



## **Professional Standards**

### **Mission:**

Conduct Ethics and Arbitration hearing to enforce the REALTOR® Code of Ethics and to arbitrate business disputes. Provide and promote optional mediation and ombudsman services.

### **Responsibilities:**

- 1) Be aware of the concepts of due process and be faithful to those concepts in all matters with which they are to be applied
- 2) Attend Professional Standards Training once per term of office (no less than biennially)
- 3) In the case of an ethics hearing, to hear the matter, make findings of fact, render a decision and recommend appropriate penalty if violation of the Code is determined
- 4) In the conduct of an arbitration hearing, to maintain high ethical standards of integrity, faithfulness to agency, and fairness to all parties
- 5) In the case of a mediation request, to host the meeting impartially and endeavor to help the parties find a mutually agreeable resolution.
- 6) In the case of an ombudsman inquiry, follow the guidelines of the NWAR Ombudsman Policy manual to contact both parties, assess the nature of the dispute and offer suggestions that might allow the parties to reach a mutually agreeable resolution without needing to initiate a more formal dispute resolution process.

### **Committee Composition:**

Chairperson is a volunteer or nominee approved annually by the NWAR President, and committee includes all NWAR and GNMLS Directors and others as appointed by the PS Chairperson. Committee members must be recertified by completing PS training biennially through either live or DVD courses offered by NAR, WRA or NWAR.

### **Chairperson's Responsibilities:**

Appoints Grievance Chairs, Hearing Chairs and hearing panelists from PS members on case-by-case basis. Conducts periodic meetings for the purpose of Committee education regarding new procedures.

### **Grievance (Sub) Committee:**

#### **Mission:**

To conduct preliminary investigations and evaluations of complaints forwarded to the committee from individual members, the public and other committees or upon the committee's own motions. Determine whether an ethics hearing or an arbitration hearing should be held or conversely whether it should be dismissed as insufficient on its face value. The grievance committee DOES NOT conduct

hearings and DOES NOT determine if a violation of the code of ethics has occurred.

**Responsibilities:**

- 1) To investigate all requests for Ethics and Arbitration Hearings
- 2) Seek clarification from the complainant if there is uncertainty whether the complaint is an ethics complaint or an arbitration complaint is an ethics complaint or an arbitration complaint
- 3) If necessary, to help the complainant draft the complaint in proper form
- 4) Upon its own motion or upon instruction from the Directors, investigate the actions of a member when there is reason to believe the members conduct may be subject to disciplinary action
- 5) Forward appropriate complaints to the Professional Standards committee
- 6) Attend biennial Professional Standards training program

**Committee Composition:**

PS chairperson shall appoint a chairperson for each Grievance Committee meeting. Panelists shall be selected by the GC chair from a list of trained PS panelists provided to the GC chair by the PS chair and/or AE for each GC meeting.

**Chairperson's Responsibilities:**

Schedule appropriate grievance hearings as soon as possible after receipt of the complaint.

## **Public Relations**

### **Mission:**

To involve the Board in public service programs to upgrade the quality of life in communities throughout the Board's jurisdiction, as evidence of REALTORS®' concern for the total well-being of the community. To promote the values of using a REALTOR® and the REALTOR® Code of Ethics. To develop a home ownership campaign in conjunction with NAR®.

### **Responsibilities:**

- 1) Develop and coordinate activities that promote home ownership
- 2) Obtain the REALTOR® volunteers that are necessary for the committee and obtain a commitment from each to do a specific part of the project

### **Committee Composition:**

Chairperson is a Director (of either the NWAR or GNMLS board) approved annually by the NWAR President, and the chairperson may appoint enough committee members as necessary to perform the responsibilities of the committee.

### **Chairperson's Responsibilities:**

Ensure that the budgeted expenses and contributions do not exceed the Public Relations revenues and budget. The Board of Directors may grant additional requests for funds if the chairperson deems a request is necessary.

## **RPAC**

### **Mission:**

To develop and coordinate a comprehensive fundraising program with the Association Executive to promote RPAC donations. Develop a REALTOR® new member program that promotes the value of RPAC donations.

### **Responsibilities:**

- 1) Responsible for assisting in the implementation of the Association's fundraising plan in any way possible
- 2) Meet with brokers to educate about the significance of RPAC contributions
- 3) Assist the RPAC chair in raising funds
- 4) Coordinate the RPAC auction:
  - a) Work with the AE and golf chair to coordinate auction time and location
  - b) Secures items for the auction
  - c) Arranges for volunteers to pick up, set up and work for the auction
  - d) Secures auctioneer
- 5) Create and implement recognition programs for significant RPAC donors

### **Committee Composition:**

Chair is a volunteer or nominee approved annually by the NWAR President. The committee needs to be as large as practical and every member of the committee should first make a contribution to RPAC before soliciting others.

### **Chairperson's Responsibilities:**

The RPAC Committee Chair must take the responsibility of writing a thought-out fundraising plan with the assistance of Association staff, and for overseeing the implementation of that plan. This includes, recruiting responsible members to serve on the committee who will make the commitment to carry out their assigned tasks. The Chair must attend WRA RPAC training.

## **Strategic/Long-Term Planning**

### **Mission:**

To develop and coordinate a comprehensive strategic plan every year and an action plan in conjunction with the Finance Committee and the AE.

### **Responsibilities:**

- 1) Annual strategic planning meeting to review and upgrade strategic plan and action plan
- 2) Presentation to NWAR Board of Directors for adoption/implementation at Feb meeting
- 3) Adoption of the plan no later than March
- 4) Identify and assign action/task items to the responsible committee chairs no later than March
- 5) Formal presentation of the finalized plan w/budgetary requests at Board of Directors meeting

### **Committee Composition:**

Committee chair must be a NWAR Director (typically the President-Elect) approved annually by the NWAR President. For strategic planning and annual meeting committee members shall consist of Chair (as appointed by NWAR President), NWAR Officers, one new member (3 years or less), one broker and one affiliate member.

### **Chairperson's Responsibilities:**

Chair selects and works with committee members and Association Executive to develop a long-term strategic plan and annual action plan, along with budgetary requests for each, to present to the Board of Directors for approval.

## **Finance**

### **Mission:**

Creates budgets for GNMLS and NWAR boards, considering projects and other expenses presented to the committee by the board and/or committees. Presents annual budget recommendations to the GNMLS and NWAR boards.

### **Responsibilities:**

- 1) Create annual fiscal budgets for GNMLS and NWAR for upcoming year
- 2) Review NWAR and/or GNMLS dues and recommend revisions to appropriate board.
- 3) Coordinate with board staff and committee chairs to review staff and committee budget requests and operating costs
- 4) Review/revise MLS Allocation to properly account for allocation of operating expenses between boards and present to both boards for acceptance
- 5) Present draft NWAR and GNMLS budgets to respective boards and members for acceptance in accordance with NWAR and/or GNMLS Bylaws
- 6) Periodic evaluation of fiscal health of both corporations and make recommendations or observations as deemed necessary

### **Committee Composition:**

The committee Chairperson is the current NWAR Treasurer, and the committee includes the NWAR & GNMLS past and present Treasurers and Treasurers-Elect and no less than two (2) at large or volunteer members of NWAR and/or GNMLS as approved by the Chairperson.

### **Chairperson's Responsibilities:**

Work with committee, both boards and board staff, committee chairs and accountant to create annual budgets for upcoming fiscal year. Coordinate with committee chairs and board staff to ensure fiscal responsibility to membership is maintained.

## **Bylaws**

### **Mission:**

To ensure the NWAR and GNMLS bylaws and policy manuals are revised as necessary to comply with NAR/WRA mandates, and to ensure that NWAR and GNMLS members and leadership have current references to guide them in determining their rights, responsibilities and limitations as members/leaders.

### **Responsibilities:**

- 1) Ensure NAR- and/or WRA-mandated revisions are incorporated into bylaws
- 2) Consider and incorporate optional revisions to bylaws as applicable for local board
- 3) Meet to review and consider revisions to GNMLS Policies & Procedures, GNMLS Rules & Regulations and NWAR Association Policy manuals
- 4) Makes recommendations to the board for bylaws changes
- 5) Oversee NWAR and/or GNMLS bylaw revision votes to ensure they are conducted in accordance with the existing bylaws of the respective board

### **Committee Composition:**

Committee chair must be a NWAR member volunteer or nominee approved annually by the NWAR President. Chairperson may appoint additional members as he/she deems necessary to ensure committee fulfills its duties.

### **Chairperson's Responsibilities:**

Appoint committee members from membership to serve on committee and/or conduct/count member votes on potential revisions, convene/conduct meetings as needed to ensure revisions mandated by NAR/WRA or requested/approved at board meetings are incorporated into draft bylaws, work with board staff to ensure bylaws are amended in accordance with mandated/approved revisions, ensure revisions are approved in accordance with existing bylaws.

## **Scholarship**

### **Mission:**

To elicit and review applications from graduating seniors whose parent or legal guardian is an active NWAR Member with at least 1 year of continuous membership, and to select winners from those applicants to award a scholarship for tuition, fees, and/or books to their initial post-secondary vocational, business or academic training or schooling.

### **Responsibilities:**

- 1) Determine standardized set of criteria for winner selection
- 2) Create scholarship application in accordance with selection criteria
- 3) Select winner(s) from applicants and present list of winners at board meeting for acceptance by Board of Directors
- 4) Ensure winners are and remain qualified (must be enrolled at school before award is sent to financial aid office)
- 5) Present award certificates at general membership meeting and/or grad ceremony
- 6) Ensure full budget allocated for scholarships each year is awarded and apportioned equally among all scholarship winners (if any) in accordance with scholarship program policy

### **Committee Composition:**

Chairperson is a volunteer or nominee approved annually by the NWAR President and maintains enough committee members to perform the responsibilities of the committee. Chair may also appoint one member from the community to the committee to serve in an advisory role.

### **Chairperson's Responsibilities:**

Select and oversee committee that revises scholarship application and selects winners. Works with NWAR President to present awards to winners and with Public Relations chair to ensure scholarship winners are announced in local newspaper(s).



## **Nominations & Elections**

**Mission:** To identify experienced, respected and diverse candidates from among all NWAR members to nominate-to serve on the Board of Directors.

### **Responsibilities:**

- 1) Assists AE in securing volunteers to help count the ballots
- 2) Develop the leadership nomination slate
- 3) Ensure election is conducted in accordance with NWAR Bylaws

### **Committee Composition:**

The chairperson of this committee is the NWAR President-Elect and three members at large appointed by the NWAR President.

### **Chairperson's Responsibilities:**

Appoint committee members, contact NWAR members to identify those willing to serve as Directors. Endeavor to promote diversity on the board via nominations as chosen by committee, return candidate slate to AE and help secure volunteers to count ballots.

## **Legislative**

**Mission:** To monitor local and state government regulatory agencies for changes impacting REALTORS® and homeowners in the Northwoods area, to raise awareness among NWAR membership of such issues, and to engage the parties involved as necessary to promote or challenge potential or existing policies.

### **Responsibilities:**

- 1) Monitors state, county and municipal board agendas to identify significant issues for homeowners/REALTORS®.
- 2) Act as liaison between NWAR board, members and policymakers
- 3) Work with Public Relations Chair to develop strategies to promote/challenge policy matters through the media

**Committee Composition:** Chairperson is a volunteer or nominee approved annually by the NWAR President and maintains as many committee members as needed to fulfill the obligations of the committee.

### **Chairperson's Responsibilities:**

Appoint committee members, monitor for potential policy concerns at the state level, assign counties/municipalities to committee members to monitor, report to board in concerns and carry out board-approved actions on any concerns, liaise between board, membership and policymakers as needed. Work with PR Chair as needed for public awareness campaigns.

## **Ad Hoc Committees**

Chairperson of each is a volunteer or nominee approved annually by the NWAR President.

### **Christmas Party:**

- 1) Develops theme for the Christmas Party
- 2) Organizes raffles, solicits brokerages for donors and volunteers
- 3) Works with AE to book entertainment and obtain sponsorships
- 4) Prepare agenda and program with AE
- 5) Works with PR Committee to promote importance of donating to the community
- 6) Arranges for check presentation and media coverage

### **Distinguished Service:**

- 1) Nominates REALTOR(s) for a Distinguished Service Award, with the criteria being exceptional service to the NWAR as well as community service no later than August 1<sup>st</sup>. Chaired by last year's winner (as chosen by the NWAR President if multiple winners) who designates two members at large to serve on the committee.
- 2) Presents Distinguished Service awards to members selected by Board of Directors for special recognition of their service
- 3) Nominates Affiliate(s) for a Distinguished Affiliate Service Award, with the criteria being exceptional service to the NWAR as well as community service no later than August 1<sup>st</sup>. The winners(s) are chosen by poll of all NWAR Directors that will be conducted by the Association Executive.

### **Golf Outing:**

- 1) Selects and schedules golf course and caterer for Spring GMM
- 2) Assists AE in developing agenda for event

### **Convention & GMM:**

- 1) Winter Convention: Organizes Chili Cook-Off with WRA
- 2) Assists AE in securing speakers for GMM
- 3) Develops program and agenda in conjunction with the AE for the GMM
- 4) Makes policy recommendations to the Board of Directors regarding Convention & meeting functions