

# **NWAR Committees**

## **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.

## **Diversity, Equity & Inclusion**

**Mission:** To foster a culture where diversity, equity and inclusion are respected and integrated into each of our core values.

### **Responsibilities:**

- 1) Assess member diversity and seek opportunities to expand DEI within membership to better reflect and represent the demographic makeup of the local community
- 2) Provide educational opportunities to increase understanding and facilitation of Fair Housing and DEI principles among membership
- 3) Strengthen presence in community by identifying and engaging underserved groups to promote and maintain equitable access to housing and/or employment
- 4) Partner with and/or support community organizations that promote diversity goals
- 5) Research successful DEI strategies employed by other associations and consider implementing at local level
- 6) Use NAR tools and/or grants in furtherance of DEI mission

**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, schedule/approve meeting agendas and chair meetings, delegate duties to board staff and committee members in furtherance of mission, report to board of directors on any ideas/initiatives, policy changes and/or budgets proposed in accordance with mission. Work with AE to ensure committee satisfies NAR Core Standards DEI and Fair Housing requirements.

## **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

## **Fair Housing & Equal Opportunity**

### **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.

## **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.

## **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.

## **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 every two years
- 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 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<sup>®</sup>' concern for the total well-being of the community. To promote the values of using a REALTOR<sup>®</sup> and the REALTOR<sup>®</sup> Code of Ethics. To develop a home ownership campaign in conjunction with NAR<sup>®</sup>.

### **Responsibilities:**

- 1) Develop and coordinate activities that promote home ownership
- 2) Obtain the REALTOR<sup>®</sup> 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.

## **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).

## **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.

## **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.

## **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