

## 2019 Committee & Task Force Descriptions/Commitment

**AWARDS TASK FORCE** – Review award applications to select the winners of the annual Association Volunteer Awards.

- *Commitment: Meets a minimum of twice per year with additional nominal time commitment needed via email.*

**BYLAWS TASK FORCE** – Recommend amendments as needed or required for governance purposes and at the direction of the Board of Directors or National Association of Realtors®.

- *Commitment: Meets a minimum of once per year, additional meetings scheduled as needed.*

**BUILDING REFRESH TASK FORCE (CLOSED)** – Identifies areas of the Association Headquarters that need physical/cosmetic improvement (including potential changes to the design/layout). Assists with recommendations to the Board of Directors and implementation of improvements.

- *Commitment: Meets as needed.*

**COMMUNITY SERVICE TASK FORCE** – Identifies areas of charitable need on the South Shore related to housing and homelessness. Participates in and provides community outreach opportunities/events to the membership to enhance the image of REALTORS® in their communities.

- *Commitment: Meets every other month to assist with special events. Participants assist with securing auction items/donations and participate in community service projects and outreach.*

**EXECUTIVE COMMITTEE (CLOSED)** – Manages affairs of the Association between Board of Director Meetings. Responsible for CEO Performance Reviews, Annual Compensation and Benefits.

- *Commitment: Meets as needed.*

**EDUCATION TASK FORCE** – Assists with planning continuing education classes, programs and workshops on a variety of subjects to address and meet member needs.

- *Commitment: Meets every other month and assists with education/membership meetings and programs. Maximum of twelve members.*

**DIVERSITY TASK FORCE** – Assists with strategy development and implementation to increase generational and cultural diversity among leadership and members.

- *Commitment: Meets quarterly to recommend programs that align with the strategic plan, NAR Core Standards and the association's diversity objectives.*

**EQUAL HOUSING OPPORTUNITY TASK FORCE** – Provide information and education related to the Fair Housing Laws and Affordable Housing. Assist with planning/implementation of the Spring Signature Fair Housing Event.

- *Commitment: Meets monthly January thru April and attends/assists with annual Fair Housing Event.*

**FINANCE & BUDGET COMMITTEE** – Assists with the development of the annual operating budget, ensuring the association has the financial strength to continue the organization's goals, objectives and strategic initiatives.

- *Commitment: Meets 4 to 5 times per year to review Association Financials, update financial policies as needed as well as presentation of annual association-operating budget to Board of Directors for final approval. Maximum eight members.*

**GOVERNMENT AFFAIRS/RPAC TASK FORCE** - Educates members on advocacy and how it affects REALTORS® and homeownership; includes participation in legislative activities including investing in RPAC (REALTOR® Political Action Committee) to support the industry's voice on Beacon Hill and Capitol Hill regarding issues that affect the real estate industry.

- *Commitment: Meets every other month and assists with RPAC fundraising and events. Participants will be asked to request voluntary investments (in-person or via phone) which enable REALTORS® to support candidates and legislation supporting REALTOR® issues important to the profession.*

**GRIEVANCE COMMITTEE** – Reviews Ethics Complaints and Arbitration Requests for official Professional Standards hearings.

- **Prerequisite: requires attendance at full-day MAR Professional Standards training every two years.** *Commitment: Meets as needed (upon Association's receipt of an ethics complaint/arbitration request).*

**MARKETING & TECHNOLOGY TASK FORCE** – Evaluates and promotes marketing & technology programs beneficial to members, recommending workshops/classes and webinar speakers.

- *Commitment: Meets every other month and assists with event planning and participation.*

**MEDIATION PROGRAM** – Provide mediation service to members and non-members upon request, following approved Professional Standards Procedures.

- **Prerequisite: requires formal mediation training.** *Commitment: Serves as a mediator, as needed.*

**MEMBERSHIP ENGAGEMENT TASK FORCE** – Evaluates and recommends enhancements to membership benefits, communications and processes/procedures to increase member engagement, participation and satisfaction.

- *Commitment: Meets every other month (more often as needed).*

**NETWORKING TASK FORCE** – Responsible for recruiting, retaining and engaging members through professional networking opportunities and programs.

- *Commitment: Meets every other month or as needed. Responsible for assisting with member recruitment/retention, securing networking venues and welcoming new members. Assist with event planning and participation.*

**NOMINATING TASK FORCE (CLOSED)** - Selects a slate of the best possible and most highly qualified members of the Association for entry into leadership positions.

- *Commitment: Meets one to two times per year, or as needed. Chair presents the slate during the Annual Meeting Election of Officers for Vote. Composition must include five REALTOR® members. At least three members shall not be currently serving on the Board of Directors.*

**OMBUDSMAN PROGRAM** – Utilize informal telephone mediation to address minor complaints from the public as well as inter-REALTOR® conflicts and work to help parties find solutions before problems become serious. Provide enhanced communications and initial problem-solving capacity to the professional standards process. Can respond to general questions regarding real estate practices, transaction details, ethical practices and enforcement issues.

- **Prerequisite: requires formal Ombudsman training.** *Commitment: Serves as an Ombudsman, as needed.*

**PROFESSIONAL STANDARDS COMMITTEE** – Serves as the group of members from which Ethics and Arbitration hearing panels are formed.

- ***Prerequisite: requires three years of service on the Grievance Committee and a full day of Professional Standards training every two years. Commitment: Serves as a chairperson or panelist for ethics/arbitration hearings, as needed.***

**YOUNG PROFESSIONALS NETWORK (YPN) ADVISORY TASK FORCE** –Assists with serving new and young professionals in four core areas and plans educational and professional networking opportunities for members, participates in community outreach and RPAC fundraising efforts.

- ***Commitment: Minimum of four meetings per year and assists in planning and participation in at least two major events/programs as well as participation in New Member Orientation presentations, etc.***