

2019 Committee & Task Force Descriptions/Commitment

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

- *Commitment: Meets one to two times 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, Massachusetts Association of Realtors® or National Association of Realtors®.

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

BUILDING REFRESH TASK FORCE – 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 – Assists in identifying areas of charitable need within the Association's communities, related to housing and homelessness in support of the objectives of NAR's Core Standards and South Shore Realtors® Strategic Plan. Participates in community-outreach to enhance the image of Realtors®. Promotes the Association's annual charitable fundraising event to the membership and public.

- *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/Increases/Bonuses/Contract Renewals, Annual Compensation and Benefits.

- *Commitment: Meets as needed.*

EDUCATION TASK FORCE – Assists with planning professional development programs on a variety of timely and relevant topics to address and meet the needs of the members.

- *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 January thru April and requires participation in the Association's 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/private property rights; 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 and dismisses/forwards on to an official Arbitration or Ethics hearing.

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

MARKETING & TECHNOLOGY TASK FORCE (ONLINE COMMUNITY BASED) – Recommends, evaluates and promotes marketing & technology programs beneficial to members, recommending workshops/classes and webinar speakers.

- *Commitment: Participates in online M&T Community. 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 (ONLINE COMMUNITY BASED) – Responsible for recommending locations for Realtor® After Hours, networking events and annual Signature Membership/Fundraising Event.

- *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 - Selects a slate of the 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 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.*

Volunteer Opportunities Coming in 2019:

TOWN HALL MONITORS/LOCAL POLITICAL COORDINATORS – Attend Town Hall Meetings within their community, acting as a voice for the Real Estate Industry and reporting issues/concerns to the Association/Government Affairs & RPAC Task Force.

- *Commitment: Minimum of three meetings per year as well as attendance at community meetings.*