



Empowerment
IS OUR BUSINESS!

Greater Denton/ Wise County Association of REALTORS

COMMITTEE DESCRIPTIONS

AFFILIATE BUSINESS COUNCIL

A council of Affiliate members dedicated to providing volunteer leadership to support events, education and programs to the members of GDWCAR.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Elected as Affiliate Director to Board of Directors*

BOARD PROPERTY

This committee monitors building and property repairs, improvements, maintenance contracts and use. This committee shall consist of a Chairman, Vice Chairman and not less than three (3) members. The purpose of this committee is to manage and maintain all Association owned property.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Appointed by President; Ratified by Board*

EDUCATION

This committee is responsible for developing the GDWCAR Education Fair and preparing for 2 membership luncheons annually. They additionally research and design a plan for designation courses for the association's members. This Committee shall bring forth programs designed to increase professional competence, promote all educational activities, promote the designations offered by both State and National associations, plan and coordinates speakers bureau. The committee will encourage the membership to participate in the T.A.R. institute courses. The committee will keep the membership informed of educational opportunities throughout the year. The committee shall educate members as to the benefits of earning a designation.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Appointed by President; Ratified by Board*

SCHOLARSHIP SUB-COMMITTEE (Reports to Education Committee)

The Scholarship Committee is charged with reviewing the applications received for the GDWCAR Scholarship in Memory of Rose Crawford. They award recipients based on funds available and holds their annual fundraiser at a membership luncheon. They publicize the scholarship through the local universities and the GDWCAR website.

The Rose Crawford Memorial Scholarship Fund

This fund truly exemplifies the REALTOR® spirit and has brought much needed help to many students since its inception in 1993. In 1993, Rose Crawford was the assistant to Linda Zachary and an MLS trainer for GDWCAR. Rose always went above and beyond. Rose's son Josh, was a gifted high school athlete and scholar with a desire to go to college. He and his single mother worked tirelessly to ensure he would have that opportunity. At that time Sue Darby began campaigning to Centenary official for scholarship money for Josh and he was ultimately accepted. As a junior at Centenary, tragedy struck and Rose dies unexpectedly, leaving Josh without his mother and biggest supporter. Our association came together to form The Rose Crawford Memorial Scholarship Fund to make sure there was money for Josh to complete his degree.

FINANCE

The Finance Committee is required to meet monthly to review the financials of the association. Comprised of both standing and appointed positions, this committee proposes the annual budget and adjustments as required, conducts quarterly reviews of financial statements, analyzes financial impact of proposed association programs, projects, capital expenditures requests, committee requests, and investment portfolios, making appropriate recommendations to the Board of Directors for approval. Committee members should have an interest to serve in the capacity of working with standardized Financial Statements, accrual based Profit & Loss Statements and general budgets.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Treasurer (pursuant to bylaws)*

GOVERNMENT AFFAIRS

The Government Affairs committee is charged with completing candidate interviews annually and reporting their finding to T.A.R. as necessary. In addition, they monitor local city and county legislative agencies and bring forth any recommendations to the Board of Directors for approval. They prepare a Mid Year report for the membership regarding any federal and state issues pending and design a "Meet City Hall" meeting and a "March on the Capitol" membership bus trip in alternating years. The Committee is responsible for disseminating data, following the progress of RED alerts and informing the members via the newsletter, meetings, mixer and website. They encourage participation in National, State and local governmental affairs in order to protect the rights of homeowners under the supervision of the Board of Directors, and encourage active member participation Legislative Day and other strategic events to assist in political advocacy.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Appointed by President; Ratified by Board*

ISSUES MOBILIZATION SUB-COMMITTEE (Reports to Government Affairs Committee)

This sub-committee is responsible for reviewing political and governmental issues as they arise at the local level. They recommend action on policy to the Government Affairs Committee and also use of TREPAC issues dollars. This committee monitors local governing authorities to report on issues affecting the membership and property rights within the communities the association services.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Appointed by President; Ratified by Board*

MEMBER BENEFITS & RETENTION

This committee is charged with reviewing and securing member benefits for the membership. They conduct an annual survey to help ensure retention of members by reviewing and implementing programming with other committees. In addition, they review and promote the T.A.R. and N.A.R. benefits program to the membership. The committee shall evaluate and examine ways to increase member satisfaction, and with the help and approval of the Executive Board and Board of Directors, implement such ideas.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Appointed by President; Ratified by Board*

MULTIPLE LISTING SERVICE COMMITTEE

The GDWCAR User Committee Representative at NTREIS shall serve as the Chairman of the Local MLS Committee. The committee shall consist of seven (7) REALTOR® members. At least 3 shall be participants, co-owners or managers. The remainder may be affiliated with participant. The Committee shall meet monthly or as necessary to assure the smooth operation of the service to the membership. The committee will review and suggest changes to the NTREIS MLS Rules & Regulations as suggested by N.A.R. and T.A.R. with the approval of the GDWCAR Board of Directors. The committee shall investigate complaints presented on possible violations of MLS Waivers.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *GDWCAR NTREIS User Representative*

PUBLIC RELATIONS

The Public Relations Committee is charged with ensuring the association is presented professionally within the community. They act as the primary greeting entity for events in conjunction with other committees, provide greeters for the membership luncheons, and act as he ambassadors for the association at community events. They are additionally charged with helping in the promotion of events at the association. Promotes the internal and external achievements of the organization and encourages and promotes attendance at Association related events and functions. Committee will work as a liaison between the Association and the local media to enhance the REALTOR® image.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Appointed by President; Ratified by Board*

TREPAC

The committee shall raise funds for TREPAC and increase political awareness among Association members. The committee shall work in liaison with the Governmental Affairs Committee. The chairman shall attend a statewide annual meeting on TREPAC fundraising at Association/T.A.R. expense. The committee shall plan a program for an Association luncheon with an awards ceremony and fundraising goals report. The TREPAC fiscal year ends September 30th at which time the TREPAC chair will relinquish position to new chairperson but continue to advice and guide through the end of the calendar year.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Appointed by President; Ratified by Board*

TASK FORCE AND AD-HOC COMMITTEE DESCRIPTIONS

AWARDS

This taskforce is comprised of the immediate past recipients in all three categories and the active President. Their mission is to gather submissions, review with integrity, and to select a recipient annually for the following awards. Upon selection of the recipients, the Awards Taskforce shall gather the pertinent facts to support their selection for the awards presentation to be submitted to the Executive Officer no less than 4 weeks prior to the Installation Banquets and Awards Ceremony. Presenters at the Banquet shall be the prior year recipients for each award, and the President shall present Lifetime Achievement and the President's Award.

REALTOR® of the Year * Affiliate of the Year * Lifetime Achievement Award

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Appointed by President; Ratified by Board*

BYLAWS REVIEW

This committee is to review the Association Bylaws to assure their compliance with T.A.R. and N.A.R. guidelines; local, state and federal law. This is to be done at least one time during each year. When instructed by the Board of Directors, the committee will draft proposed changes in the Bylaws. When the changes are approved by the Board of Directors, they will be given to staff for submission to N.A.R. for approval. Upon receipt of N.A.R.'s approval, the changes are to be submitted to the membership for adoption. The committee will, in conjunction with any/all committees, monitor and edit the Association Policy Procedures Manual for submission to the Board of Directors for approval.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Appointed by President; Ratified by Board*

NOMINATING

This Committee selects interviews and recommends candidates for Officers and Directors positions for the annual election. Nominating Committee Members cannot be nominated for office during their term on this Committee. This committee is charged with notifying potential candidates, ensuring compliance requirements, receiving and screening application and interviewing. Upon completion of the nominated slate, and ratification by the Board of Directors, they deliver a congratulatory letter with basic instructions to the candidates. The committee is appointed in accordance with the Bylaws by the President and approved by The Board of Directors. The committee may have its first meeting any time after the committee has been approved by the Board of Directors.

The committee's final decision should be reached by the first week in August and then submitted to the Board of Directors for approval. The committee is to select one (1) candidate for each office, and one (1) candidate for each place to be filled on the Board of Directors of the Greater Denton/Wise County Association of REALTORS®. The committee shall give its final report to each REALTOR® member of the Association at least 30 days prior to the annual election.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Appointed by President; Ratified by Board*

ELECTIONS

Designed to ensure that the election of officers and directors is completed and certified in accordance to TAR requirements.

Staff Liaison: *Executive Officer* **Service Term:** *1 year* **Chairperson:** *Appointed by President; Ratified by Board*