

**HARFORD COUNTY ASSOCIATION OF REALTORS®**  
**COMMITTEE DESCRIPTIONS 2019-2020**

**Standing committees** — Mandatory per our bylaws. The President shall appoint all members, subject to confirmation by the Board of Directors.

**Special committees** - The President shall appoint, subject to confirmation by the Board of Directors, as deemed necessary.

The Chairpersons and Vice Chairpersons of all committees are appointed by the current or incoming President.

Several committees require experience and special training. We will try to place you on the committees of your choice, provided you have the training and experience required. Contact us at 410-569-0750 if you have any questions.

**AFFILIATES - Special Committee**

**Open to all HCAR affiliate members in good standing.** REALTOR@ members may also be appointed by the President. They meet multiple times during the year. They host professional development events that creates a platform for REALTOR@ engagement to support our strategic plan.

**AWARDS - Special Committee**

Selects the annual award recipients of the Year. Benefits the members through public and member promotion of the award recipients; their companies and the association. Committee members are not eligible for any awards. This committee meets at least once per year.

**BYLAWS - Standing Committee**

Keeps Association's Bylaws current with respect to NAR bylaws and local issues. Benefits the membership through compliance with NAR bylaws to maintain our charter and establish rules for the organization. This committee meets at least once per year. **Open to Officers and Directors only.**

**EDUCATION- Standing Committee**

Plans for quality continuing education programs, designation and certificate programs, our HCAR Leadership Development Program, and our non-continuing education programs and events with the goal of upgrading professionalism and knowledge of the real estate business. Benefits the membership through training programs and current educational classes. This committee meets multiple times during the year. **Open to all members.**

**EQUAL OPPORTUNITY - Special Committee**

Promotes equal opportunity and affordable housing in the community. This committee meets multiple times during the year. Plans and conducts programs and events that promote fair housing and equal opportunity with our members and the public. Benefits the membership and public through promoting equal opportunity housing in the community. **Open to all members.**

### **EXECUTIVE- Standing Committee**

**Only the officers of the board may serve on the Executive Committee.** The committee only has the powers and authority as specifically granted by the board of directors. The committee is authorized to perform the performance evaluation of the CEO and make any recommendations to the board of directors. The executive committee members also serve on the Policy, Finance, Bylaws, and Strategic Planning Committees; and as such, the committee meets regularly throughout the year between board meetings so that any urgent action that may be required can be addressed in a timely manner.

### **FINANCE- Standing Committee**

Prepares the annual proposed budget with the CEO for Board of Directors approval. This committee also functions as the internal audit committee that reviews the accounting procedures and financing practices of the association. Benefits the membership through a conservative projected budget and through maintaining a financially viable association. **Open to Officers and Directors only.**

### **GRIEVANCE- Standing Committee**

Reviews ethics complaints and arbitration requests. Mandatory annual training in Professional Standards is required. The committee is required to have at least seven members serving staggered three year terms and with a majority being REALTORS@. This committee will schedule to meet monthly during the year. Benefits the membership through providing a process to review ethic complaints and arbitration requests. **Open to REALTOR@ members only.**

### **LEGISLATIVE- Special Committee**

Reviews and recommends a posture and position on proposed local and state legislation affecting real estate industry to the Board of Directors; develops and maintains favorable relations with local, state, and federal legislators. Conducts programs to involve members in the political process and exercise influence on behalf of the Association's policies. This committee will meet regularly throughout the year. Benefits the membership through keeping the members informed of legislative issues impacting real property rights. **Open to all members.**

### **MEMBERSHIP - Standing Committee**

Recommends and promotes member benefits. Collects community service project information monthly from each office and distributes approved media information and recommends other community service projects for the association such as REALTOR@ Care Day. Reviews and makes any recommendations to the Board of Directors on the new member orientation program and provides a committee representative to the orientation. Benefits the membership through keeping the communication between the association and the members using all media. Benefits the membership through ensuring the new members are orientated in the NAR Code of Ethics and how the association and members work together. This committee meets monthly. **Open to all members.**

### **NOMINATING - Standing Committee**

A Nominating Committee of not less than seven (7) **REALTOR@ Members** shall be appointed by the President, with the approval of the Board of Directors (five (5) to be in attendance at a meeting to constitute a quorum). The Nominating Committee shall select one candidate for each office and one candidate for each place to be filled on the Board of Directors. The report of the Nominating Committee shall be sent, by first-class mail, electronic communication, including e-mail, or any other means permitted by law

that has been approved by the Board of Directors, to each Member eligible to vote at least three weeks preceding the election. This committee will meet as needed. Committee members are not eligible for nominations. Benefits the membership through a selection process to nominate the highest qualified future leaders of the association.

### **POLICY- Standing Committee**

Study and review the Association's policies to recommend amendments or modifications to the Board of Directors. This committee will meet as needed. Benefits the membership through ensuring the association follows good practice in its operations. **Open to Officers and Directors only.**

### **PROFESSIONAL STANDARDS - Standing Committee**

Comprised solely of at least seven REALTOR@ members, from which Hearing and Arbitration Panels are selected. Mandatory annual training is required. Benefits the membership through providing due process and a venue to enforce the Code of Ethics and commission disputes. **Open to REALTORS@ only.**

### **RPAC — Special Committee**

The REALTOR@ Political Action Committee will meet regularly throughout the year to plan and conduct programs/events that encourage member investments in RPAC and inform them how their investment benefits our members and industry. The committee is charged with reaching the national and state goals of participation, major investors and total funds raised annually. The committee will meet multiple times during the year. Benefits the membership by supporting local candidates and private property rights. **Open to all members.**

### **SOCIAL MEDIA — Special Committee**

The committee recommends the social media platform to connect with our members and the public. Meetings are held multiple times a year. Benefits the membership by enhancing the communications with the membership and the public. **Open to all members.**

### **STRATEGIC PLANNING - Standing Committee**

Creates framework for future action in the form of recommended strategic directions for Association; analyze real estate industry's environment, issues and trends of the near future that may affect the membership and the Association Benefits the membership through providing the vision and plan of where and what the association will strive to be in the near future. The committee meets as least twice annually. **Open to all members.**

### **TRADE SHOW - Special Committee**

Conducts a trade show with Networking, Education and as a fundraiser to benefit the association. Benefits the membership through providing education, a trade expo, networking opportunities and fellowship. The committee meets multiple times during the year. **Open to all members.**

### **HOLIDAY NETWORKING - Special Committee**

Plans and conducts our annual holiday networking party. The committee meets as needed. **Open to all members.**

### **WINTER NETWORKING - Special Committee**

Plans and conducts our winter networking event. The committee meets as needed.  
**Open to all members.**

### **DOG DAYS OF SUMMER NETWORKING - Special Committee**

Plans and conducts our Summer networking events. The committee meets as needed.  
**Open to all members.**

### **YPN (Young Professionals Network) – Special Committee**

Helps young real estate professionals excel in their careers by giving them the tools and encouragement to become involved in the Association. Plans YPN events to network with and learn from each other. **Open to all members.**

**Harford County Association of REALTORS@ Charitable and Educational Foundation Charity Committee** - Meets regularly throughout the year to raise funds for scholarships and local charities in our community. Contact Bob Connelly directly at 410-440-8063 (cell) or email [RConnelly@chesapeakebank.com](mailto:RConnelly@chesapeakebank.com) for more information.

### **OMBUDSMAN -**

An Ombudsman is a point of contact for members and the public who have a complaint that may be an ethical issue, an arbitration request, a violation of the public, or professional action or inaction complaint. Special training and experience is required. The volunteers are appointed by and report directly to the Chief Executive Officer.

### **PAG -**

President's Advisory Group meets twice annually. The current association president will select the members and Chairman from the past presidents of our association. The PAG will consider and make recommendations on issues that are requested by the president.