

Community / Task Force Descriptions, Functions and Responsibilities

Committees & Task Forces carry out the projects and activities that support the goals and mission of CCAR. The goals of our organization are identified and addressed through the actions of those individual Committees & Task Forces. The more involved members become in their Committees and/or Task Forces, the more questions, ideas, and suggestions arise.

BYLAWS: The primary focus of the **Bylaws Committee** is to review and recommend changes to the Association's Bylaws, the Rules and Regulations of the Multiple Listing Service and other governing documents. Reviews and recommendations for change may come as a result of needs identified for clarity, for consistency, for adherence to other policies, and for practicality. Meeting frequency: as needed – approximately 3-5 hours per year.

COMMUNITY SERVICE:** Through activities of the **Community Services Committee**, the local community learns more about the concern and charitableness of REALTORS® by the committee reinforcing public awareness and respect of REALTORS® through community projects.

The committee does this by developing and coordinating projects to benefit charitable organizations and the communities in Centre County. The Centre County Association of REALTORS® American Dream Housing Fund is set up to partner with established programs which share common goals related to affordable workforce housing based in Centre County.

The Community Service Committee develops and implements action plans to accomplish support of approved community service projects; increases public awareness about the organization and members; and selects beneficiaries of CCAR Community Service Fund. Meeting frequency: as needed – approximately 5-7 hrs. per yr.

EDUCATION / ORIENTATION *:** The focus of this committee is to ensure that REALTORS® have the proper knowledge and understanding about their duties as REALTORS®, and to help them expand their knowledge and understanding to address current changes in the marketplace. The Committee reviews requests for seminars, assesses membership interest and locates qualified speakers.

The committee recommends and coordinates beneficial seminars relevant to the professional and personal development of members; promotes educational classes to encourage greater participation in classes offered locally; encourages earning of designations through education scholarships; provides professional development through education topics that are relative to current issues concerns, technology and designation education; educates membership regarding major changes in the conduct of business.

The committee is also responsible for teaching the Code of Ethics, MLS and Real Estate After 12 Months Orientations to new members and reviewing and updating materials used by instructors for further approval by the Board of Directors. Meeting frequency: as needed to update materials and approximately 5 hours of instruction yearly.

***Requires trainers with at least 3 years of real estate sales practice and at least one or more NAR approved designation, instructor training and committee approval.

FINANCE: The role of the **Finance Committee** is to oversee monthly financial activity of the Association and to make and implement recommendations related to financial matters by developing and promoting sound financial planning for the Association. The committee directs the budget planning process and develops a balanced annual budget; reviews financial status and budget for possible adjustments; makes recommendations concerning strategic and financial planning; controls investment management; monitors Association finances to provide efficient utilization of its resources; and develops long-term financial plans. Meeting frequency: quarterly or as needed – approximately 8 hours per year.

GOVERNMENT AFFAIRS:** The **Government Affairs Committee** along with the BOD meets annually for roundtable discussions with our County Commissioners, local legislators and local municipality leaders. A primary function of the committee is to stay abreast of current issues addressed by legislative governing bodies. Your input is

invaluable to help create positive change that supports the real estate industry as well as the consumers we serve. With your help we have the opportunity to take a proactive approach to the changes and challenges that are evolving all around us.

The Government Affairs Committee, along with its counterparts at PAR and NAR, monitors legislation affecting real property ownership; participates in lobbying efforts to support legislation which will best preserve the ability of REALTORS® to serve the public; takes a lead in collaborating with appropriate allied groups to achieve favorable real estate treatment; raises awareness of the benefits for RPAC participation; attends local governmental meetings in Centre County; organizes annual Candidates Forum; recommends yearly RPAC fund-raising goal and implements fund raising projects as approved by the Board of Directors; and evaluates those fund raising special events for effectiveness. Meeting frequency: monthly – approximately 15 – 20 hours per year.

MARKETING:** The **Marketing Committee** annually review and update the Neighborhoods magazine (relocation guide of CCAR), enhances public awareness of the Association's achievements and activities by creating and promoting programs and activities which reflect a positive, professional image linking CCAR and the community. The committee also supports media campaigns conducted by PAR & NAR and assists with promotion of Association events to members and public to encourage greater involvement. Meeting frequency: as needed – approximately 3-5 hours per year.

MEMBERSHIP:** The Membership Committee creates and promotes programs and activities which reflect a positive, professional organizational image and excellent community relationships; supports media campaigns conducted by PAR & NAR; assists with promotion of Association events to members and public to encourage greater involvement; provides committee chairs with materials and instructions to promote committee activities/events to the media; helps the president plan and coordinate special social events (such as the annual holiday celebration) and for the membership meetings. Evaluates effectiveness of past programs and events to formulate recommendations for improvement. Meeting frequency: as needed – approximately 3-5 hours per year.

MULTIPLE LISTING SERVICE: By maintaining a current record of all properties listed by MLS participants, the Service offers a centralized source to locate properties listed for sale in the local area. The **MLS Committee** is responsible for the operational activities of the MLS; stays abreast of NAR's mandated and/or recommended MLS Rules and Regulations to maintain compliance; recommends rules and policies to the Board of Directors to enhance MLS effectiveness; recommends updates and changes to the MLS; develops procedures for REALTOR® use and enforcement of the MLS Rules and Regulations. A primary goal of the MLS is to identify the needs of the system users and determine how to best meet those needs. Meeting frequency: monthly – approximately 12 – 15 hours per year.

STATEWIDE PROFESSIONAL STANDARDS*: The **Statewide Professional Standards Committee** consists of a “panelist pool” for the purpose of selecting panelists (Grievance panel and/or Hearing panel) for ethics and arbitration proceedings. The panel members are unpaid volunteers giving their time as an act of public service. Their objective is to be fair, unbiased, and impartial; to determine, based on the evidence and testimony presented to them, what actually occurred; and then to determine whether the facts as they find them support a finding that the Article(s) charged have been violated or proof of procuring cause can be defined. *Mandatory training class required.

STRATEGIC PLANNING: This committee reviews the organization as a whole and the environment supporting the organization and creates goals and a direction for the Association to guide and assure the performance of those tasks and functions necessary for the efficient and effective conduct of services to members in a fiscally responsible manner. The Strategic Planning Committee analyzes the culture of the Association and determines an operational plan and recommends adjustments to the Board of Directors that will guide the Association. Meeting frequency: as needed – approximately 3-5 hours per year.

*Training Required

**Committee can be populated by REALTORS® and Business Partners.

***Required - Three years real estate sales practice and at least one or more NAR approved designation; instructor training & committee approval required.