



3001 S. R. 19 • Tavares • Florida 32778
 Telephone: (352)343-3003
 Fax: (352) 343-7876
 Email: SCOTT@RALSC.org
 Web Site: www.RALSC.org

2019 COMMITTEE REQUEST FORM

The total functioning of the Association is a result of the many volunteers who unselfishly give of their time to participate on committees.

Join in the running of your Association by signing up for the committee of your choice. The 2019 committees will begin working in January 2019. If you have no preference, but wish to serve where there is a need, please leave the committee name blank, state your desire to serve, sign your name and return request form.

Committee structuring is a lengthy process, so please give us your preference as soon as possible.

Every effort will be made to place you on the committee of your choice, but please bare in mind that Association Bylaws and policy may restrict and limit appointments of certain committees. Everyone who wishes to serve will be given an opportunity to do so.

- | | |
|--|---|
| <p>Audit</p> <p>Awards</p> <p>Building Assets & Improvements</p> <p>Commercial</p> <p>Community Awareness</p> <p>Education</p> <p>Election Processing</p> | <p>Finance</p> <p>Governmental Affairs</p> <p>*Grievance</p> <p>Policy</p> <p>Property Management</p> <p>**RPAC</p> <p>Young Professionals Network (YPN)</p> |
|--|---|

*A prerequisite: volunteer agrees to attend a training session once every other year.

**Must agree to serve and report the subcommittee actives to the main committee of Governmental Affairs.

COMMITTEE FUNCTIONS AND RESPONSIBILITIES

Audit: Responsible for interviewing and making recommendations to the CEO as to which Auditor to contract to perform the Annual Audit of the Association's books every other year.

Awards: Revising the Production Awards applications and forms as needed. Plans and organizes the Awards Banquet each year for the Million & Multi-Million Dollar & Lease Club Producers.

Building Asset & Improvements: Responsible for obtaining bids for remodeling or changes to the facility. (examples: any building remodeling, including painting, roof, etc). Also taking inventory of the Association's equipment (computers, etc).

Commercial: The purpose of the Commercial Committee is to provide the committee's members an opportunity to meet, discuss issues and matters that affect their business and ability to do business. It also provides a mechanism for input regarding the development of legislative initiatives that relate to the commercial real estate practitioners. This committee has a close working relationship with the Education & Governmental Affairs Committees.

Community (REALTOR®) Awareness: Duty of the Committee is to promote the REALTORS® image throughout the community. The committee is funded to fulfill their mission. (i.e., advertising by the use of TV commercial, business and other means, etc.)

Education: Provides the staff liaison with the type of courses they believe the members would like to have offered by the Association. Works with the liaison to select the dates, times and per member cost for each course. Committee members have first choice to monitor the courses on behalf of the Association (i.e., introduces the instructors, monitors students arriving and leaving the class room in accordance with the DBPR and/or Florida Realtors® requirements for C.E. Credit, and submits all the course documentation to the liaison at the end of each course and etc., if applicable.)

Election Processing: Responsible to verify the electronic votes received at the Association office for the Annual Election. Also responsible for verifying the votes received for bylaw changes.

Finance: The role of the finance committee is primarily to provide financial oversight for the organization. The committee performs the following duties: Budgeting and Financial Planning, Develop an annual operating budget with staff and Monitors adherence to the budget.

Reporting: Develop useful and readable report formats with staff, sets forth goals & proposals, Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines and recipients of these reports, present the financial reports to the full board.

Internal Controls and Accountability Policies: Create, approve and update (as necessary) policies that help ensure the assets of the organization are protected.

Governmental Affairs: Monitors legislative matters at all levels of the government that affect the real estate industry. Keeps directors and membership informed. Oversees *Great American Realtor® Day*, and *RPAC* and *Screening* sub-committees. (The Screening sub-committee is only utilized in [local] election years.)

Grievance: The Grievance Committee's function is to review the ethics complaints that is provided to them at a meeting called by the committee chair to consider the following:

- is the complaint in proper form.
- are all necessary parties named in the complaint.
- was the complaint filed at the Association within 180 days after the facts could have been known or from the date of closing in a request for Mediation/Arbitration
- Is the respondent named in the complaint a member of the Association, and was the respondent a member of any Association at the time of the alleged offense?
- is the litigation or any government agency investigation or action pending related to the same transaction.
- is the correct Articles of the Code of Ethics are charged

The Grievance Committee position is a three-year term. All Grievance Committee members automatically move to the Professional Standards Committee, after their three (3) year term on Grievance. The Professional Standards Committee members are selected to serve as panel members on Code of Ethics and Arbitration Hearings. The Grievance Committee and Professional Standards Committee members must attend training every other year to continue to serve on the committees. The committee only meets on an as needed basis.

Policy: Reviews Association's Bylaws and Policy manual and makes recommendations for revisions to the Board of Directors.

Property Management: The purpose of the Property Management Committee is to provide the property management members and opportunity to meet and discuss issues and matters that affect their business. The Committee also provides a mechanism for input to the Board regarding the development of programs, products and services as it relates to the property managers. This is also a vehicle to educate members about the value of working with property managers.

RPAC: The committee's purpose shall be to educate members on the purpose of the RPAC and why members should donate money to RPAC. They shall also inform the individuals what the money they donate could be used for. *(A sub-committee of Governmental Affairs)*

Young Professional Network (YPN): The committee members promote activities, programs, services and products that assist the real estate members in performing their daily duties, such as education and social events. The committee is made up of real estate professional members and has no age restrictions.

RESPONSIBILITIES OF COMMITTEE MEMBERS

A committee member plays an integral role in the Association. To help make your committee participation as enjoyable and effective as possible, here are answers to frequently asked questions about committees.

Who Is On This Committee? The Chairperson is appointed by the Association President; the Co-Chairperson is appointed by the Chairperson and approved by the Association President. In making these appointments, the President considers the individual's experience, expertise, and degree of interest in the issues addressed by the committee.

Do I Have To Attend Meetings? Without the resources of its members, your committee cannot function effectively. The success of its work depends upon your participation. Your attendance at the meeting assures continuity of information and actions. If an absence is unavoidable, your Chairperson should receive an explanation in advance of the meeting. There are never as many committee positions as there are members who want to be involved. In accordance with the Association Bylaws any committee member who fails to attend 3 regular meetings of the Committee, without excuse acceptable to the Chairperson of the Committee, shall be deemed to have resigned.

What Are We Supposed To Do? Your Committee acts on ideas. Actions come in the form of motions. Much of your time will be devoted to making, discussing and voting on motions. Except where otherwise specified, committee meetings will be governed by the current edition of the Association Bylaws. If the Bylaws don't cover set actions, the committee will refer to the current edition of *Roberts Rules of Order*.

What About Finances And Policies? Because these strategic matters are reserved by Association Bylaws to other deliberative bodies such as the Board of Directors, your committee may only make recommendations concerning these matters, which your Chairperson will forward to the appropriate body.

How Do We Get Things Done? The business of your committee is customarily conducted from the order of items appearing on your meeting agenda. Items you wish to have added to the agenda should be brought to the attention of your Chairperson, preferably prior to the meeting.

May I Speak My Mind? Your opinion is important. Speak up whenever you have a comment, suggestion, constructive criticism or different point of view. If your committee cannot share and explore your ideas, it cannot act to represent the full and best interests of the members of the Board.

Request Assistance Early. Members of the Association staff are assigned to assist various committees. The staff prepares and distributes materials to committee members, coordinates the committee's activities, implements its decisions and assists in other matters. During the Association's periodic committee meetings, one staff member may be assigned to several committees. To facilitate staff assistance to all committees, your cooperation is needed. Please present requests for service well in advance of your meeting. Make reservations for the Association Conference Room in advance with the Chief Executive Officer.

Where Are Meetings Held? All committee meetings take place either in the Association Conference Room or online through Uber Conference, unless otherwise stated in the Association Bylaws. The Chief Executive Officer and the Committee Chairperson will advise the committee members of any rescheduling.

Sign in Please — To assure a record of your attendance, please sign a committee attendance slip when attending the meetings in person. Roll Call will take place for members attending meetings online, the members that answer present when their name is called will be recorded as present for the online meetings.

2019 COMMITTEE REQUEST FORM

Name: _____ Office: _____

Office Phone#: _____ Cell Phone#: _____

Email Address: _____

My **RALSC** Committee Choices are as follows:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Are you willing to attend a training session for your committee? Yes No

I am interested in serving on the Stellar MLS Finance & other committees? Yes No

Please note: you will be required to have served on at least (1) one committee and to have held membership in the Association for a period of one (1) year prior to placing your application to run for an open seat on the Board.

Comment or question: _____

Submit your Committee Request Form to:

REALTORS® Association of Lake & Sumter Counties, Inc.
3001 S.R. 19, Tavares, Florida 32778
FAX# 352-343-7876 – or – Email scott@ralsc.org