

COMMITTEE JOB DESCRIPTION



Matrix Change Advisory Team

Committee

PURPOSE: To review all recommended changes and enhancements to MLXchange/Fusion.

Reports To: Stellar MLS Board of Directors

Leadership: Chairperson: Appointed by President

Executive Staff Liaison(s): Project Manager and Sr. VP of MLS.

Budget/Financial Goals: The Committee has no assigned budget or revenue goals; committee recommendations that require approval of a non-budgeted item must be forwarded to the Finance Committee for review and recommendation to the Board of Directors.

Composition: One representative appointed by each shareholder association/board; representatives must be Realtor® members in good standing of the association/board. Appointed committee members are voting members. Executive Committee and shareholder association/board executives are non-voting members.

Terms: One year terms. May be reappointed by respective shareholder association/board for additional one-year terms not to exceed five sequential years. Committee year is May through April of the following year.

Meetings: Quarterly or as needed at the call of the chairman; meetings can be held via conference call, an online meeting or face-to-face. Time Investment: 2-4 hrs per meeting. Regular meetings to be held in May, August, November, February

Quorum & Voting: Fifty One percent of appointed, voting members must be participating to establish a quorum. Faxed, e-mail or proxy votes will not be accepted.

Attendance: Voting members unable to attend two regularly scheduled meetings within a 12 month period must be replaced by the appointing association/board upon request.

Scope of Responsibility:

- Review recommended changes to Matrix
- Review cost vs. value, if applicable.
- Review and recommend new fields and new and existing pick list changes.
- Review and recommend request for required fields.
- Review and recommend changes to IDX fields.
- Make recommendations to other related committees and Board of Directors.

Staff Role:

- Provide executive and administrative support and guidance to the chairperson and the committee.
- Assemble the agenda and background materials for each meeting.
- Follow through on Committee actions as requested or upon approval of the Board of Directors (if needed).