

Bylaws Committee

Function of the Committee – To provide operating policies for the Board.

Objectives:

To provide the formulation of operating policies for the Board;

To review and amend as necessary Board operating policies, rules and regulations;

To enhance the REALTOR® image;

To select and train a Co-Chairperson;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

To provide budget information to Finance Committee by September 1st for the following budget year if applicable.

Community Service Committee

Function of the Committee – To encourage Members to take part in Community Service to improve the quality of life in our community, to enhance the REALTOR® image, and advance issues of importance to the industry.

Objectives:

To encourage members to take part in community service programs;

To improve the quality of life in local communities, through involvement with residents and public service organizations;

To enhance the REALTOR® image;

To select and train a Co-Chairperson;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

To provide budget information to Finance Committee by September 1st for the following budget year if applicable.

Education Committee

Function of the Committee – To promote and provide educational programs relating to Real Estate issues with quality instructors.

Objectives:

To promote awareness of the solid educational background needed for real estate professionals;

To provide local educational programs with quality instructors;

To provide support for the state's GRI programs;

To inform members of educational requirements regarding licensure;

To poll the membership to see what courses and subject matter would be of interest to them;

To present at least one national level education speaker or course per year;

To provide an orientation course for all new members of the Elmira-Corning Regional Board of REALTORS®, Inc.;

To select and train a Co-Chairperson;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

To provide budget information to Finance Committee by September 1st for the following budget year if applicable.

Grievance Committee

Function of the Committee – To review grievances and decide whether a hearing through Professional Standards should take place.

Objectives:

To review Grievances in regard to enforcement of the Code of Ethics;

To decide whether or not a hearing through Professional Standards should take place;

To ensure equitable application to the Code;

To protect the public or other REALTORS® against fraud, misrepresentation and unethical practice in real estate;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

Selection & Requirements:

The President will designate the Chairperson, subject to confirmation by the Board of Directors; the Chair may select and train a Co-Chair;

The Grievance Committee will have at least 6 members, who are subject to confirmation by the Board of Directors; Committee members will serve staggered three (3) year terms;

The Grievance Chair will work collaboratively with the chair of the Professional Standards Committee to ensure a good mix of representatives on each committee;

Grievance Committee members must take the NYSAR Professional Standards training once every 3 years; the Chairperson should take it every year.

The Grievance Chair will work collaboratively with the chair of the Professional Standards Committee to allocate the budgeted funds for training as determined by the Board of Directors; Chair will provide budget information to Finance Committee by September 1st for the following calendar year's budget if applicable.

Hospitality Committee

Function of the Committee – To assist in the planning of the Board’s Membership Meetings and social functions.

Objectives:

To plan various sites for membership meetings for the year and determine their availability (to be completed by March 1st);

To negotiate the cost of sites and meals and forward the information to the E.O.;

To confirm agreements with the selected sites and forward any contracts/site agreements to the E.O. (for signature);

To seek sponsors for Board events as approved by the Board of Directors;

To plan additional functions as directed by the Board of Directors;

To select and train a Co-Chairperson;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

To provide budget information to Finance Committee by September 1st for the following budget year if applicable.

Legislative Committee

Function of the Committee – To educate Members about Legislation that protects private property owners and the Real Estate Industry, and to monitor and maintain a liaison with Governmental Agencies.

Objectives:

To educate members on legislative activity, to increase political awareness and represent the interest of real estate before The State Legislature;

To monitor and analyze bills introduced in Legislature for their impact on the real estate industry;

To maintain liaison with the Legislative Department and Lobbyists at NYSAR;

To select and train a Co-Chairperson;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

To provide budget information to Finance Committee by September 1st for the following budget year if applicable.

Membership Committee

Function of the Committee – To educate Members about the benefits of membership.

Objectives:

To encourage qualified persons to attain membership status;

To encourage greater membership participation;

To educate and assist members in understanding the benefits of membership;

To poll/survey the membership at the direction of the Board of Directors;

To select and train a Co-Chairperson;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

To provide budget information to Finance Committee by September 1st for the following budget year if applicable.

Multiple Listing Service (MLS) Committee

Function of the Committee – To better serve the Members through a centralized source of current market information.

Objectives:

To provide a centralized source of market information, which provides a means of making cooperative offers of compensation (of both Buyer Brokerage and Subagency);

To provide Rules and Regulations designed to ensure ethical practice in negotiations;

To provide a means whereby REALTORS® may better serve the public through cooperation;

To participate in REALTOR® Office visits as requested by the Executive Officer;

To participate in recommendations of changes affecting the MLS computer system as well as information on future systems available when directed by the Board of Directors;

To determine needs for education regarding the MLS system and/or Rules and Regulations;

To become involved in recommendations on Internet accessibility;

To select and train a Co-Chairperson;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

To provide budget information to Finance Committee by September 1st for the following budget year if applicable.

Professional Standards Committee

Function of the Committee – To assure due process, interpret facts and render a decision from a hearing.

Objectives:

To assure that due process has been followed;

To reveal and obtain only the facts;

To interpret facts in terms of the Code;

To examine evidence carefully, in terms of complaint;

To conduct the hearing so that the Code is vindicated and all parties are educated;

To render a decision in an impartial manner;

To provide ongoing training for the Members of the Committee and participate in the New Member Orientation Program upon request of the E.O.

To actively take part in the Regional Professional Standards Cooperative with Ithaca, Cortland and Binghamton;

To provide information for the Elmira-Corning Regional Board of REALTORS® Newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison.

Selection & Requirements:

The President will designate the Chairperson, subject to confirmation by the Board of Directors; the Chair may select and train a Co-Chair;

The Professional Standards Committee will have at least 6 members, who are subject to confirmation by the Board of Directors; Committee members will serve staggered three (2) year terms;

The Professional Standards Chair will work collaboratively with the chair of the Grievance Committee to ensure a good mix of representatives on each committee;

Professional Standards Committee members must take the NYSAR Professional Standards training once every 2 years; the Chairperson should take it every year.

The Professional Standards Chair will work collaboratively with the chair of the Grievance Committee to allocate the budgeted funds for training as determined by the Board of Directors; Chair will provide budget information to Finance Committee by September 1st for the following calendar year's budget if applicable.

Public Relations Committee

Function of the Committee – To arrange publicity and photo opportunities for Board events and promote the Board and the professional image of its members to the public.

Objectives:

To work closely with the Board staff and Community Service committee in covering events;

To promote the relationship of the REALTOR® organization with the local media;

To present a positive image of the membership and REALTOR® organization to the public;

To monitor local articles and notify the Board of negative publicity;

To select and train a Co-Chairperson;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

To provide budget information to Finance Committee by September 1st for the following budget year if applicable.

NOTE: The P.R. Committee is not the spokesperson for the Board. All inquiries for interviews or information should be directed to the Board President in accordance with the ECBOR Policy Manual.

REALTOR® Political Action Committee (RPAC)

Function of the Committee – To raise the necessary funds to have an effective REALTOR® Political Action Committee.

Objectives:

To encourage Member participation in the political and elective process;

To secure a contribution of the minimum dollar amount* or more from each Member of the Elmira-Corning Regional Board of REALTORS®;

To educate Members on the Legislative Priorities established by NAR and NYSAR;

To select and train a Co-Chairperson;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

To provide budget information to Finance Committee by September 1st for the following budget year if applicable.

* Fundraising and Participation Goals are allocated by NYSAR each year. In 2014, the “minimum dollar amount” for a donation to count toward our “Participation Goal” was \$15.00 per person.

Standard Forms Task Force

Functions at the Request of the Board of Directors

Objectives:

To develop and modify standard forms and documents used by members as requested by the Board of Directors;

To select and train a Co-Chairperson;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

To provide budget information to Finance Committee by September 1st for the following budget year if applicable.

Technology Task Force

Functions at the Request of the Board of Directors

Objectives:

To research and advise the Board on technology matters;

To select and train a Co-Chairperson;

To provide information for the Elmira-Corning Regional Board of REALTORS® newsletter as requested by the Executive Officer, and Committee reports as necessary to the Board of Directors Liaison;

To participate in the New Member Orientation Program upon request of the E.O.

To provide budget information to Finance Committee by September 1st for the following budget year if applicable.