

POLICY MANUAL

GREATER IDAHO FALLS ASSOCIATION OF REALTORS®

Approved and adopted by:
1988 Board of Directors

Revised 1995

Revised and approved by
2008 Board of Directors

Revised and approved
2009 Board of Directors

Revised and approved
2010 Board of Directors

VISION

The vision of the Greater Idaho Falls Association of REALTORS® is to be an Association responsive to changes in the real estate industry, focusing on delivering high value services and support to the membership.

MISSION

The mission of the Greater Idaho Falls Association of REALTORS® is to promote and maintain high standards of conduct as expressed in the Code of Ethics in order to further the interests of real property ownership and other real estate services.

ADMINISTRATIVE POLICIES & PROCEDURES for the GREATER IDAHO FALLS ASSOCIATION OF REALTORS®

PURPOSE

The purpose of this manual is to furnish written guidelines in the day to day operations of the Greater Idaho Falls Association of REALTORS® officers, directors, committee chairpersons, members and staff. Changes, additions and/or deletions to the policy manual can be made subject to a majority vote of the Board of Directors.

FUNCTIONS OF THE BOARD OF DIRECTORS

As authorized by Article XI of the bylaws of the Greater Idaho Falls Association of REALTORS®, the Board of Directors is responsible for governing the Greater Idaho Falls Association of REALTORS®. The Officers and Directors shall conduct the Association's affairs in accordance with Association bylaws, policies and instructions.

CODE OF CONDUCT

Members of the Board of Directors and staff carry certain duties and responsibilities for the well being of the organization. The Code of Conduct outlines some of those duties and responsibilities in accordance with the organization's governing documents. Confidentiality and Conflicts of Interest are the two primary concerns for the Code of Conduct. All members of the Greater Idaho Falls Association of REALTORS® Board of Directors and all paid staff will be required to sign a Code of Conduct form.

PROFESSIONAL STANDARDS

The Greater Idaho Falls Association of REALTORS® is responsible for enforcing the NAR Code of Ethics pursuant to the Bylaws of the NAR. Membership in a Board of REALTORS® has been recognized by the courts as a valuable property right. Therefore, any action by a Board limiting or denying the rights and privileges of a member must be justified. The Board has wide latitude in sanctions which may be applied for violations

of the Code of Ethics. It must however, act responsibly in the application of these sanctions, attempting always to make the punishment commensurate with the offense.

Appeals to the Board of Directors may be heard by a panel of Directors appointed by the President for that purpose or the Executive Committee. Five directors or a quorum, whichever is less, shall constitute such an appeal panel. The decision of the appeal panel is final and not subject to further review by the Board of Directors.

Records relative to ethics hearings shall be retained for one year after any discipline has been complied with absent a threat of litigation. In arbitration cases, records shall be retained for one year after the award has been paid absent a threat of litigation. Minimally, all professional standards records should be retained until the appeal or procedural review period has expired.

CODE OF ETHICS TRAINING

Applicants for REALTOR® membership shall complete an orientation program on the Code of Ethics of not less than two hours and thirty minutes of instructional time.

All REALTORS® are required to complete quadrennial ethics training of not less than two hours and thirty minutes of instructional time. REALTORS® completing such training during any four year cycle shall not be required to complete additional ethics training in respect of this requirement as a requirement of membership in the GIFAR.

DUES

Dues for all members shall be payable annually in advance and shall be considered past due on the first day of January of the upcoming year. If dues are not paid by January 5th, a \$50 late fee will be charged. If dues have not been paid by January 31st, membership in the Association and MLS will be terminated. However, termination shall not wipe out any debt to the Association. If a member is terminated and the designated broker chooses to keep their license active, it will be the responsibility of the designated broker to pay all fees. If the designated broker fails to pay, their office will be terminated from the Association on January 31st, as per the NAR guidelines. No action will be taken to terminate or expel a member for non-payment of disputed amounts until accuracy of the amount owed has been confirmed.

The Association will adhere to the provisions of the Omnibus Budget Reconciliation Act (OBRA) of 1993. We will state on our dues invoice the percentage of dues that is nondeductible as a business expense.

NOTIFICATION OF NEW AGENTS, RELEASE OF AGENTS AND TRANSFERS

In accordance with bylaws Article VI, Section 1, the designated broker shall notify the Board of any change in status of personnel, structure of organization, name change or additions to their licensed staff within seven (7) calendar days of such change utilizing an Agent Status Change Form which will be signed by the designated broker. Failure to make notification within the designated period will result in a \$25 fine.

In accordance with bylaws Article V, Section 6a, a REALTOR® member must notify the board office, in writing, within **30 days** of a status change (i.e. agent to broker) and must satisfy all requirements stipulated in the bylaws, within 30 days or their membership will be terminated unless otherwise directed by the Board of Directors.

A REALTOR®member who transfers from one firm to another must complete the transfer within **10 days** of the DB notification or their membership will terminate unless otherwise directed by the Board of Directors.

ORIENTATION

All new members are required to attend the next scheduled New Member Orientation. Failure to attend without an excused absence (by the CEO) will result in a \$250.00 fine. If the fine is not paid within 30 days of the class date, Association membership and all services including MLS will be suspended and remain suspended until the fine is paid. Failure to attend the second scheduled class without an excused absence will result in an additional \$500 fine, due and payable immediately. If the fine is not paid within 30 days of the class date, membership and all services including MLS will be suspended and will remain suspended until the fine is paid **and** the member attends the next orientation. Those applicants who have held previous membership in this Association or any other Association of REALTORS® within three years from date of application will be exempt from attending Orientation.

MEDIA CONTACTS

The President, immediate past President and President-elect shall be the spokespersons for the Association. As such they must approve all press releases and other media contacts before the information is released to the press. In order to ensure consistency of communication, all members of the staff and Board of Directors will be advised in advance of all press releases and other media contacts. The president may direct someone of their choosing to represent the Association in his/her absence or with regards to subject matter better responded to by another.

MEETINGS

1. A Director's meeting shall be held monthly. A special meeting may be called by the President or by any member of the Board. Each Director will receive verbal or written notice at least twenty-four hours in advance.
2. A General Membership meeting shall be held monthly. The date and place of the meetings are determined by the Board of Directors. Details for calling other special meetings are found in the bylaws, Article XII, Sections 3 and 4. Any member may ask a guest to attend a General Membership Luncheon Meeting, at their expense, once per calendar year, before membership shall be required.
3. The Board of Directors shall have an annual retreat each year during the fourth quarter. The purpose of the retreat will be to plan meetings and activities for the upcoming year, and the directors and chairpersons shall attend.

4. The Executive committee shall meet on an as needed basis.

VOTING

Voting will normally be done by voice. When an issue is controversial, ballot may be taken in writing. (secret ballot). The President shall have one vote ONLY in the event of a tie on issues brought to the Board. All other officers, local directors, state directors and state officers shall have one vote.

ATTENDANCE

The Association depends on the experience, knowledge and judgment which each director brings to the Board of Directors. Attendance at every meeting is extremely important. Any absence with advanced notice shall be defined as “excused.” Should any director miss three consecutive meetings without being excused, their position shall be declared as vacant and the Board of Directors will appoint someone to fill the position until the next regularly scheduled election.

LEGAL ISSUES

TAX STATUS

The GIFAR is organized as an IRS 501 (3) C, not for profit.

LEGAL AND PROFESSIONAL COUNSEL

The Board of Directors may retain legal and other professional counsel as deemed necessary. The CEO may make contact and request appropriate services. This will include but is not limited to Professional Standards reviews.

LEGAL LIABILITY

The Board of Directors is covered by the Directors and Officers Errors and Omissions Insurance Program as provided by the *National Association of REALTORS®, which provides blanket coverage to protect directors from litigation that may result from actions taken by the Board of Directors.

ANTI-TRUST LAW

We support competition and an open market place in which fees, commissions and compensation are fully negotiable between parties to each such agreement. We support Federal anti-trust laws.

*Provided only if Association Bylaws and MLS Bylaws and Rules and Regulations are annually approved by the NAR.

REPRESENTING THE MEMBERSHIP

As a member of the Association governing body, the board’s major responsibility is to represent the entire membership of the Association.

1. In evaluating a position keep in mind that the Board of Directors is responsible for all members and must place the welfare of the total Association ahead of factional considerations.

2. Each director is unique and contributes special talents to the successful management of the Association. It is important, therefore, that you express your viewpoints and share your opinions on issues.

3. Criticism can be important to the growth. Deal with issues and facts, not personalities.

4. As a Director, you'll find that much importance is being attached to your remarks, both on and off the record. Discretion protects credibility, discourages rumors, gossip and negative criticism.

PARLIAMENTARY RULES

“Robert’s Rules of Order” latest edition is the authority governing all Association meetings except where otherwise provided and when not in conflict with the Constitution and bylaws. The CEO will act as parliamentarian at the meetings unless otherwise designated by the President.

CORRESPONDENCE

Correspondence of specific interest to all the Directors shall be circulated with copies. This applies to incoming communications and replies, as well as letters originating within the Association office. Copies of letters written or directed to be written on behalf of the Board of Directors, by individual Officers or Directors, shall be circulated with copies to all Board of Directors and the Association office.

Written correspondence with the Association shall be directed to the Board office located at 1508 Midway Ave, Idaho Falls, ID 83406. Other forms of communication may be used; email chiefeo@gifar.org, office phone (208) 523-1477, and fax (208) 522-7867.

NOTICES

A calendar of meeting dates is to be published and circulated as soon as possible in the fiscal year. A monthly calendar of events shall be available on the website.

DISTRIBUTION OF MINUTES

Minutes of meetings shall be sent to the Officers and Directors as soon as possible following the meeting. Any Association member may read the minutes at the Association office.

CONTRACTS

The negotiation and execution of contracts as approved by the Board of Directors shall be entered into by the Chief Executive Officer or the President. When deemed necessary the contracts will be reviewed by legal counsel.

FISCAL YEAR

The fiscal and elective year of the Association shall be January 1 through December 31.

BUDGET REVIEW

Budget committee will meet prior to Board of Directors and Committee Chairpersons Retreat. The Budget Chairperson should present budget to the Board of Directors with

rationale for increases or decreases to budget line items based upon past history or known changes. Comparison of actual to budget variance will be prepared for monthly review by the Board of Directors. Budget Chairperson should present the budget review to the Board of Directors. If there is a significant variance from budget, the Budget Chairperson should come to the Board of Directors with suggested recommendations to help get back on budget whether expense reduction or budget increase. The Budget Chairperson should have complete expense figures within two weeks after the end of the quarter with the exception of year-end when expenses and income might take 30 days to obtain.

CHECK WRITING AUTHORIZATION

Any two signatures will be required from the following authorized officers of the Association: CEO, Secretary-Treasurer, President, President-elect.

RETURNED CHECK POLICY

A \$25.00 returned check fee will be assessed on any check presented with non-sufficient funds, account closed, etc. Association will require replacement payment with certified funds; cash, money order, certified check, etc.

OPERATING RESERVES

An operating reserve of at least six (6) months shall be established and maintained at such point as current and immediate future obligations are satisfied.

ASSOCIATION INVESTMENTS

All monies of the Association shall be invested in accounts of federally insured financial institutions, US Government Bonds or low risk mutual funds. At least 50% of the funds of the Association at any given time shall be invested in federally insured bank accounts in amounts not to exceed federal insurance limits.

CREDIT CARDS

Credit cards will only be issued to the CEO.

PETTY CASH

There shall be a petty cash fund of \$100 available for incidentals and day to day operations of the Association. Such funds shall be accounted for by means of receipts and approved by the CEO.

CONTRIBUTIONS

Contributions, whether economic, political, or charitable will be considered on a case by case basis by the Board of Directors. The basic guideline is:

1. All contributions should benefit membership as a whole or
2. The real estate industry or
3. The community at large.

Special interests will be avoided as they are considered a personal responsibility.

Exceptions may be made at the discretion of the Board of Directors.

MEMORIALS

Memorials may, whenever possible, be sent when a member/spouse, their children, sons & daughter-in-laws, mother or father have died.

INSURANCE COVERAGE

- | | | |
|-----|---|----------------------|
| 1. | Liability Coverage and Fire Policy for Association owned building
Non-owner auto | Provided/Association |
| 2. | Worker's Compensation Coverage | Provided/Association |
| *3. | Fidelity Insurance for Employees | Provided/Association |
| *4. | Errors & Omissions/Board of Directors | Provided/NAR |
| 5. | Liability Policy/Board of Directors | Provided/NAR |
| 6. | Health Insurance/Benefit for Employees | Not provided |

All coverage should be bid at least every two years to determine that fees are competitive. The account is small enough that bidding annually would be prohibitive. (Bid sheets to be provided at least to all agencies associated with REALTOR® member offices).

* Provided only if Association bylaws and MLS Rules and Regulations are approved by the NAR. There is no charge for coverage to the local board.

TRAVEL

President - President will be sent to the State Convention. Expenses covered will include: Registration, Travel Room Expense and Meals. The budget committee will determine the amount annually, based on the location of the Convention. President shall be encouraged to attend the IAR Director's meetings.

Vice President/President elect – Current President-elect will be sent to the National Convention, State convention, the NAR Leadership Summit and the IAR Leadership Conference. Expenses covered will include: Registration, Room, Travel Expense (including ground transportation). Meals will be included. The budget committee will determine the amount annually, based on the location of the Convention. Prudence should be used in making travel arrangements.

Chief Executive Officer – The Chief Executive Officer will be sent annually to the AE-Institute, the State Convention, IAR Annual Board meeting, IAR Leadership Training and the NAR Leadership Summit. Expenses covered will include: all Transportation, Lodging, Registration, Meals. The Budget Committee will determine the amount based on the location of the events.

State Directors – The Association will reimburse State Directors registration and two night's lodging for the Idaho State Convention

REALTOR Of The Year – The GIFAR ROTY will be allotted up to \$1,000.00 to cover expenses incurred to attend the State Convention. This money may cover

registration, travel, room and food. Any expenses beyond the \$1,000.00 limit will be subject to approval by the Board.

Any reimbursement of expenses will be made by submitting an Association reimbursement form, accompanied by proper receipts or documentation. Travel advances will be made on a case by case basis. Any amount in excess of budgeted amount is subject to approval by the Board of Directors. All submissions for reimbursement will be reviewed by the Executive Committee prior to being paid.

WEATHER RELATED ISSUES/DISASTER

It shall be at the discretion of the President to cancel meetings and the discretion of the CEO to close the Board office due to weather related conditions or other disasters.

USE OF ASSOCIATION FACILITIES AND EQUIPMENT

FACILITIES

The Association conference room may be used by any real estate related organization, or dues paying member of the Association, in good standing, with a payment of a \$25 fee for four (4) hours (i.e. real estate franchise, title companies, banks, mortgage companies, appraisers). The fee shall be double for any non-member.

All individuals or groups requesting permission to use the premises for meeting and so forth will be required to sign a Classroom Policy Agreement.

EQUIPMENT

The guidelines for equipment use will be limited to use of equipment at the Association Office. Brokers may come and use the video equipment and conference room for training when needed.

TOUR

Weekly Association tours shall take place each Tuesday morning at 8:45 unless Monday or Tuesday is a holiday. In order to place a home on the tour, a Tour Request Form must be completed and returned to the Board office by fax, email, hand delivered, etc. by 5:00 pm the Tuesday before the tour. The home must fall within the boundaries outlined on the tour information sheet provided to each agent. Either you or your representative must be available to show the home. If unavailable, you must notify the Board office by the preceding Monday at noon. All members are welcome to join the tour.

SMOKING

The Board office shall provide an exterior ashtray as the building shall be a non-smoking facility.

FIREARMS AND WEAPONS

The Association prohibits all firearms and other weapons on Association property. The Association's policy is to provide protection to employees and members, against safety hazards. No employee, agent or guest, excluding law enforcement personnel while performing their job, shall be allowed to possess any type of weapon on Association property. All violations must be brought to the attention of the President and CEO. An employee in violation will be subject to immediate dismissal.

RECOGNITION & AWARDS

It is generally agreed the donation of time, energy and experience to/for the benefit of the general membership should be recognized by the Greater Idaho Falls Association of REALTORS®. The Board of Directors may make these selections or at its discretion, appoint an ad hoc committee to do so.

It has been the Board's judgment that outgoing Elected Officers and Directors be acknowledged with a plaque specifying their position and year/years of service. The Chairpersons of all standing committees will be acknowledged by plaques specifying their time of service. The size, shape and cost of the plaques and certificates will be similar to those presented in prior years. These plaques will be presented at a general membership meeting.

The **Past President's Perpetual Memory Plaque** will be maintained in the Board office displaying the name and year/years of service. If a member serves as President of the Idaho Association of REALTORS®, that service will be noted on this plaque also.

A **REALTOR® of the Year** will be acknowledged for his/her contribution to the membership, the profession and the community at an event determined by the Board of Directors. A plaque will be given to the recipient, a newspaper article placed in the local newspaper following the award presentation, and the nomination form forwarded to the Idaho Association of REALTORS® for competition in Idaho Association of REALTORS® recognition awarded at the state convention. The selection committee will be made up of the last five recipients of the award. Chairperson of the committee will be the person holding the designation for the greatest number of years. **A REALTOR® of the Year Perpetual Memory Plaque** will be maintained, in the Board office, displaying the name and year of honor.

An **Honorary Life Membership** in the Greater Idaho Falls Association of REALTORS® will be granted annually if the Board of Directors feels there is a member deserving of this honor. This person should have been a long and continuous member and supporter of the Greater Idaho Falls Association of REALTORS®. This honor is meant to reflect the Association's respect for longevity, community activity and continuing education. Local Association dues will be waived for this member. The National and State dues assessment must be paid by the member. Selection criteria and nomination form for Board use shall be on file at the Association office.

LEGISLATION/POLITICAL INVOLVEMENT

Political involvement is necessary for the continued support and strength of the free enterprise system. Our goal is to seek appropriate input in the consideration of candidates, issues and legislation that affect the real estate business and the free enterprise system. We strive to keep our members informed in all areas of political activity. We support the IAR legislative committees and have local representatives on the Local Political Involvement Committee. Political endorsements may be guided by the views of our LPIC and/or of the IAR.

JOB DESCRIPTIONS FOR THE ASSOCIATION

ASSOCIATION PRESIDENT

Basic Functions

Serves as the chief elected officer, representing the entire membership and the best interests of the organization. Exercises personal leadership in the motivation of other officers, board members, committee members, staff and membership. Influences the establishment of goals and objectives for the organization during term of office. Acts as spokesperson and inspirational leader and takes an important part in monitoring and evaluating the organization's performance and effectiveness. Work in partnership with the CEO as necessary. Is an ex-officio member of all committees.

Duties, Responsibilities and Authority

Within the limits of the constitution, bylaws and policies, the chief elected officer is responsible and has commensurate authority to accomplish the duties set forth below:

1. Presides at and attends all meetings of the Board of Directors and Executive Committee. Coordinates agenda material with the CEO.
2. Sees that the Board of Directors, Executive Committee and officers are kept fully informed on the conditions and operations of the Association (the CEO plays a major part in fulfilling this responsibility)
3. Works with the CEO in seeing that the basic policies and programs that will further the goals and objectives of the Association are planned, formulated and presented to the Board of Directors.
4. Appoints chairpersons of Association committees and task forces (often with the approval of the Board of Directors), outlines the purpose and duties of these committees and monitors the progress.
5. Sees that the organizational structure and policies of the Association are reviewed annually with the CEO.
6. Supports and defends policies and programs adopted by the Board of Directors and Executive committee.
7. Promotes interest and active participation in the Association on the part of the membership and reports activities of the Board of Directors to members by means of letters, publications or speeches.
8. Presents a report at the retreat.
9. Acts as the spokesperson for the Association to the press, the public, legislative bodies and related organizations.

10. In cooperation with those Committee Chairpersons who monitor financial responsibility helps develop, recommend, and upon approval of the Board of Directors, operate within an annual budget.

Relationship

1. Responsible to the Board of Directors and through the appropriate body, to the membership for seeing that the programs and policies of the Association reflect the needs and the aspirations of the membership.
2. The President consults and advises with the CEO on all matters pertaining to Association policies, programs and finances.

Public Relations

The President is the spokesperson for the Association and therefore, is the most assessable to the news media. This applies to television and radio (often referred to as the electronic media).

Because of this recognition the media affords the office of the President his/her views, opinions and announcements on real estate related matters are most likely to make news. Accordingly, the media information committee of the Association will try to have him/her quoted.

VICE PRESIDENT / PRESIDENT-ELECT

It is the duty of the Vice President/President-Elect to perform the duties of the President in the event of his/her absence or disability and shall perform such other duties as may be enjoined upon him/her by the Board of Directors. In the absence of unforeseen events, he/she shall succeed to the Presidency.

Representative of the President

On many occasions, the Vice President will be called on by the President to represent the Association at important meetings, luncheons and dinners and business sessions where representation from the Association is deemed appropriate.

Team Effort

The office of the Vice President provides an excellent opportunity to train for the presidency. As a member of the Executive Committee he/she is involved at all levels of the decision-making process which provides excellent training for the following year.

Reports to the Directors

Vice President may be asked, from time to time, to give reports from the Executive Committee to the Board of Directors.

SECRETARY/TREASURER

Automatically a member of the Finance Committee and works with the committee during the year as deemed necessary and as directed by the President or Executive Committee.

Is considered the first signatory on all checks drafted against the Association and the President or Past President will be asked to sign along with the CEO for the required two signatures on all checks. Is required to review and approve all new membership applicants.

ELECTED DIRECTORS

Will meet attendance requirements as set forth previously and will act as liaison to a committee for the year as assigned by the President or the Executive Committee and will report to the Directors on behalf of that committee. Directors will also be required to represent the membership and stay informed as set forth previously in this manual.

STATE DIRECTORS

State Directors will be elected for a three year term to represent the membership of the Greater Idaho Falls Association of REALTORS® at the Board of Directors meeting of the IAR held during the year (approximately 3 or 4 times). Any expense incurred in carrying out these duties will be the responsibility of the IAR and the elected State Directors, not the GIFAR.

Duties, Responsibilities and Authority

1. Keep informed of matters affecting real estate in the community, state and nation and contribute responsibly to the Association on such matters;
2. Make sure the aims and objectives of the State Association are accepted and carried out at the local level;
3. Bring programs and issues from the GIFAR to the attention of the state association, as required.

CHIEF EXECUTIVE OFFICER

The CEO shall be an employee hired by agreement of the GIFAR Board of Directors and the SNRRMLS Board of Directors. The CEO shall conduct the day to day business of the Association as directed by the Board and its President. The CEO may assist with committee duties and other activities as directed.

Duties, Responsibilities and Authority

1. Undertake such functions as may be designated by the Board of Directors;
2. be experienced with business methods;
3. have the skill and willingness to assist officers, committees and members;
4. stand aloof from policies and rivalries of members while keeping devotion directed to the overall good of the Association;
5. provide continuity of policies, work and progress in the Association whose leadership are frequently changing and whose members are busy with their own duties
Full position description shall be kept on file.
6. In the event of an emergency during the CEOs absence, the Board President will immediately be notified and will determine the best course of action to take

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice President/President-Elect, Past President, Secretary/Treasurer and the CEO.

COMMITTEE RESPONSIBILITIES

Association committees help the board of directors conduct business. Committees are vehicles for parceling out the board's work and removing some of the tasks from the full board's consideration. Policy issues should be deliberated at the full-board level, whereas social planning and community programs are best hammered out at the committee level.

Committees may be standing committees or ad hoc committees. Standing committees are specified in the bylaws and carry out the conduct the business of the organization. Ad hoc committees are formed for a specific transient purpose, and dissolved upon completion of the task. The President shall appoint, special committees as deemed necessary.

Committee chairs should be members of the Board of Directors. Committee members are not required to be board members.

JOB DESCRIPTIONS FOR COMMITTEE CHAIRS AND MEMBERS

COMMITTEE CHAIRPERSON

Function

Chair all meetings of their committee during appointed term of office. Coordinate with committee members, CEO/staff and the Board President to achieve assigned objectives. Will liaison with other committee leadership as required.

Responsibilities

Within the limits of the bylaws of the Association and policies established by the Board of Directors, the Committee Chairperson and/or Vice-Chairperson shall be expected to adhere to the following:

1. Chair all committee meetings during appointed term of office.
2. Establish goals for the committee with the assistance of the President and CEO.
3. Liaison with Association elected officers, appointed liaison and/or staff to develop annual committee objectives
4. Oversee the progress of committee members in completing assigned projects.
5. Develop with CEO the final agenda for each meeting.
6. Approve minutes after each meeting.
7. Carry Committee actions and concerns to the Board of Directors.

8. Provide input to President, CEO and Budget/Finance Committee any anticipated funds needed to carry out the objectives for the year.
 9. Provide report of individual project or annual report after completion of project/year.
 10. Recommend to elected officers potential committee leadership.
- In the event of inability to be present or perform any of the specific responsibilities the chair shall ask the vice-chair to perform those responsibilities.

COMMITTEE MEMBER

Function

Reports to the committee chair. Actively participates in the work of the committee; provides thoughtful input to the deliberations of the committee; focuses on the best interest of the association and the committee rather than on personal or constituent interests and works toward fulfilling the committee's goals.

Responsibilities

1. Attends committee meetings
2. Reviews all relevant materials before committee meetings. Makes contributions and voices objective opinion on issues.
3. Carries out individual assignments made by committee chair or through volunteering.
4. Works as part of the committee and staff team to ensure that the committee proposes policies and/or develops products and services that help association members and staff who are responsible for programs within the scope of interest of the committee.
5. Represents the committee in meetings of other association groups.
6. Refrains from any discussion or activities that are in violation of antitrust laws.