



Committee Sign Up

TIAR is always looking for smart and innovative members
to join our committees.

Please pick at least one committee that you would like to serve on
and help us strive for a better Association.

- ☐ By-Laws Committee
- ☐ Professional Development Committee
- ☐ Finance Committee
- ☐ Legislative Committee
 - ☐ RPAC
- ☐ Membership Committee
 - ☐ IT/Website Committee
- ☐ MLS Committee
- ☐ Professional Standards Committee
 - ☐ Grievance Committee
- ☐ Public Relations Committee
 - ☐ Special Events Committee

Please consider me for a seat on the TIAR Committee (s) that I have checked.

Name

Date

FINANCE COMMITTEE

Purpose:

To formulate and make recommendations concerning strategic and financial planning, investment management, and budgeting and to oversee all of the Association's finances and resources, so as to provide efficient and effective usage of all its assets.

Make-up of the Committee: The Finance Committee shall consist of a minimum of five (5) members as follows:

- The Committee shall be chaired by the elected Treasurer of the Board.
- The Past President shall serve as an ex-officio member of the Committee.
- The remainder of the Committee shall consist of the current President and (1) member of the Board or past members of the board of directors, serving a one-year term. There shall be at least (2) two at large members, and may include affiliate members.

Duties of the Finance Committee:

- To perform monthly budget reviews at the Association office.
- To present budget reviews at the Board of Directors meetings.
- To recommend budget changes when required.
- To review and recommend to the Board of Directors any capital expenditures.
- To coordinate with other Committees to achieve approved objectives.
- Arrange a financial review of the Board's financial accounts and records and physical and to report the results of the review to the Board of Directors.
- Confidentiality is a requirement. Board business in the Finance Committee is confidential on all levels and the committee member must have the President's permission to speak outside of the committee about board finances.

Meetings of Finance Committee: The Committee shall meet for the transaction of its business at the Topsail Island Association of Realtors office at the call of the Chairperson. Regular meetings shall take place no less than once a quarter and additional meetings may be called at the discretion of the Committee Chairman or at the request of the Board of Directors.

MLS COMMITTEE

Mission Statement

The Topsail Island Association of REALTORS® MLS Committee is to work to assure that REALTORS® remain the primary provider of information about real estate & is dedicated to serving its members by providing services and tools that enhance their ability to conduct business with integrity and competence. To supervise the MLS and its technology & to review and make recommendations for amendments to the MLS rules and regulations as required so our members can remain competitive in our industry.

Officers and committee members shall be removed from office by the Board of Directors upon a finding that the officer or committee member failed to administer the MLS in accordance with acceptable business procedures and the laws of this state and nation. Upon removal for cause, the President shall immediately appoint another member to fill the removed member's remaining terms.

The Chairman shall preside at all meetings of the MLS Committee, and shall appoint all committees necessary to the effective operation of the MLS, subject to confirmation by the MLS Committee. The Chairman shall have authority to execute contracts and other legal documents on behalf of the MLS, after approval thereof by the Board of Directors of the Topsail Island Association of REALTORS, Inc. The Vice Chairman shall perform the duties of Chairman in the temporary absence of the Chairman.

The Administrator shall take charge of all funds of the MLS and shall expend them as directed by the MLS Committee.

Duties of MLS Committee: The business of the MLS Committee shall be conducted and the property of the MLS managed by the MLS Committee. Major policy decisions of the MLS shall be referred to and acted upon by the Board of Directors of Topsail Island Association of REALTORS upon the recommendation of the MLS Committee.

Meetings of MLS Committee: The Multiple Listing Service Committee shall meet for the transaction of its business at a time and place to be determined by the Committee or at the call of the Chairperson. Regular meetings shall take place no less than once a quarter and additional meetings may be called at the discretion of the Committee Chairman.

Meetings of MLS Participants: The Committee may call meetings of the Participants in the Service to be known as meetings of the Multiple Listing Service.

MLS Committee Members Absenteeism- Should a committee member exceed 3 unexcused absence, that do not qualify as personal or family illness, emergencies or prior approval, the MLS Chair shall ask member to step down and appoint a replacement for that position.

LEGISLATIVE AFFAIRS & RPAC COMMITTEE

Purpose:

The TIAR Legislative Affairs committee, along with our Government Affairs Director, BASE, develops, advances, and implements the legislative and regulatory objectives of TIAR at the local, state, and national levels. It consists of three elements that work together to maximize the political strength of REALTORS®: a strong grassroots advocacy network utilizing skilled members of TIAR who serve as key persons, a powerful legislative committee, and a 3-way relationship between TIAR, the North Carolina Association of REALTORS® (NCAR), and the National Association of REALTORS® (NAR).

It is the role of the Legislative Affairs Committee to:

- *Promote service by REALTOR® members on local boards and/or commissions.
- *Organize members and boost responses to NCAR and NAR Calls to Action.
- *Inform members of NAR's new or revised RPAC policies and issues.
- *Host legislative events in an effort to maintain communications and rapport with elected officials.
- Promote public policies which encourage regional economic growth, job creation and a healthy real estate, homebuilding, land use and development industry.

The Chairperson shall attend the NCBASE Board of Directors meetings as the TIAR representative. The committee shall report to the Board of Directors monthly or as needed. The committee shall meet quarterly or at the call of the President or Legislative Affairs Committee Chair.

REALTORS® Political Action Committee

RPAC works in conjunction with the Legislative Committee on local legislation and initiatives that effect home ownership. The committee plans and implements fund raising events to supplement contributions received through the TIAR dues collection process in order to meet or exceed the NCAR RPAC goal set for TIAR each year. The funds collected are used to promote the election of pro-REALTOR® candidates both locally and nationally.

PROFESSIONAL DEVELOPMENT COMMITTEE

Mission Statement

The Professional Development Committee provides tools for members to perform to the highest standards. That encompasses providing opportunities to earn designations, to share information about upcoming educational classes around the state, and to research member needs and interests in future programming.

The purpose of the Education Committee is to plan, present and provide comprehensive, professional, educational opportunities, tools, resources, re-certification courses, Code of Ethics courses that meet the NAR requirements, Designation Courses, and educational seminars on important issues in our industry to the members of the Topsail Island Association of REALTORS®. Responsibilities include choosing topics and arranging speakers for educational seminars, choosing function rooms to accommodate the required set-up and number of people anticipated to attend. In addition to the required subject matters, the committee is responsible for offering a variety of topics to enable members to effectively assist clients and customers in the conveyance of real estate or of any interest, right, or benefit in real estate, grow their business, and minimize liability. Monthly reports shall be submitted by the Chair to the Board of Directors.

Duties of the Committee:

- Plan and implement technology courses inclusive of all age groups.
- Offer special topic seminars monthly.
- Investigate and secure one or more designation course to be held at TIAR annually. (GRI, CRS, E-Pro, etc)
- Promote courses offered by NCAR and NAR to the members.
- Encourage members to apply for NCREEF or other scholarships for Realtor education.
- Work with NCAR to co-sponsor courses in our area to share both expenses and revenue.

BYLAWS COMMITTEE

The purpose of the committee is to ensure that the Bylaws/Association Policies reflect the current structure, standards of practice and operations of the Association and are relevant to its members and are written or revised as necessary. The Bylaws Committee is also charged with maintaining and updating the Association Bylaws as mandated by the National Association of REALTORS®. The Bylaws Committee is comprised of a Chair and at least three additional members, one of which is the Association Executive. The Chair shall submit reports to the Board of Directors.

MEMBERSHIP COMMITTEE

The Membership Committee highlights and promotes the benefits of membership. It is also this committee's responsibility to promote our Board to increase our Realtor and Affiliate membership, approve applications from incoming members, and keep abreast of all policies and any membership issues. New Member Orientation Courses are scheduled and carried out by this committee twice annually. This committee must keep abreast of functions being offered by the Professional Development & Education Committee in order to promote board offerings at the New Member Orientation courses. A monthly report including membership numbers, withdrawals, transfers, new firms, etc shall be provided to the Board of Directors.

IT & WEBSITE COMMITTEE-

To understand which technology tools can help all TIAR members, and focusing on the tools we have now – to help all members become proficient in their use. Oversees and recommends changes to our website and Board office technology and considers new and better ways to communicate with our members and the public. The Chair will submit recommendations and reports to the Board of Directors as needed.

PUBLIC RELATIONS AND EVENTS

The purpose of the Committee is to plan projects and provide services suited to our industry that better the local communities, enhances the REALTOR image and otherwise improves conditions in our industry. In addition, this committee plans fund-raising events like the Topsail Home Tour & the Golf Tournament. Don't be afraid to try something different if you think it will work! Remember 10% different is 100% better.

This committee should develop relationships with local press for the purpose of advancing REALTOR® image when possible. Prepare articles for press releases, blogs, and promotion through local professional organizations to increase consumer knowledge and awareness of the real estate industry; to further consumer access to affordable housing; and to gain consumer respect and confidence of the real estate profession. Document board functions and other board Community projects with photographs. All advertisements and articles in newspapers or publications need to be proof read by the Chief Executive Officer/AE and the current Board President.

This is an active committee that meets monthly and works closely in conjunction with and supports the efforts of other committees on event-based projects. These committees might include: Education, Membership, Legislative Affairs, RPAC, and others as necessary. The Chair will report to the Board of Directors.

IN CASE YOU NEED ONE: TASK FORCE

1. Make-up of task forces: Except as explicitly directed by the By-laws or these Rules and Regulations, task forces shall consist of a Chair and the number of other members determined by the President or Committee Chair.
2. Purpose: Task forces of the Board serve at the pleasure of the appointing authority to perform a specific function for the President, or Committee Chair, and to report results to the appointing authority. Normally, a task force is not charged with periodic reporting and regular meetings; rather, the task force usually is formed to perform a specific function, report findings and recommendations, and disband as soon as the mission is completed.
3. All Taskforce members serve at the discretion of the President (or Committee Chair) and may or may not be reappointed when there is a change in administration.