

GCBR Committee Responsibilities

The Executive Officer guides all Committees with their projects and responsibilities throughout the year.

Membership: The committee promotes REALTOR® and Affiliate membership. Providing material, webinar or coordinating a seminar for the membership on REALTOR® Safety on an annual basis per NAR Core Standard requirement.

Government Affairs Committee: The Government Affairs Director heads this committee and is our liaison to MR's Legislative Department. This committee initiates legislation important to the real estate professional and also develops and maintains for GCBR favorable relations with local, state and federal legislators from Garrett County and the State of Maryland. NAR Core Standard (Advocacy) requirements for Government Affairs Committee.

RPAC: the committee assists in educating the membership on RPAC in an effort to meet the yearly goal set by NAR. This committee does not endorse candidates but supports those who are supportive of the REALTOR® Party, free enterprise system and private property rights. NAR Core Standard (Advocacy) requires RPAC contribution to be included with annual dues billing notice and forthcoming may be a requirement to hold at least one RPAC Fundraiser a year.

Public Relations/ REALTORS® Consumer Outreach: To provide informative news releases and photos to local media on the activities of the GCBR. To meet NAR Core Standards GCBR will participate in not less than four meaningful consumer engagement activities reflected by: Being the "Voice for Real Estate" and promote market statistics and/or real estate trends and issues and their impact on consumers. Highlight local, state or national real estate data in a news release or through direct outreach to local reporters, release market statistics. Two of the four activities must be demonstrating the association's investment in the community. All press releases and photos **must** be approved by the GCBR President and Executive Officer prior to release.

Involves membership participation in different community service and fundraising events. The Community Outreach will concentrate its efforts on #2 Community involvement – promoting the value proposition of using a REALTOR® and/or engaging in community activities which enhance the image of the REALTOR® and #3 Community investment – organizing human resources (i.e., assisting in a Habitat for Humanity build, etc.) or fundraising for a benefit of charitable/community organizations of the NAR Core Standards requirements.

Equal Opportunity and Fair Housing: Education to the membership on civil rights laws, fair housing and equal opportunity legislation in order to assure equal services to all. Continue to seek participation in MR Fair Housing events.

Contracts/Standard Forms: To ensure that the GCBR forms conform to current laws and that they respond to the members' needs. Reviews new and revised forms prior to submitting to DotLoop for update and release to the membership. GCBR forms on the MR web site also need kept current. Each office should supply a representative to serve on this committee and that person should be someone who is qualified to make decision for the firm.

Bylaws/Policies & Procedures:

Keep the Board's Bylaws, Policies & Procedures Manual current with respect to new policies, rules, regulations or Bylaws adopted or recommended for adoption. NAR mandatory Bylaw

changes can be voted on and approved by the GCBR Board of Directors. The Executive Officer will notify NAR that GCBR Bylaws are in compliance per NAR Core Standard requirement. Note: any GCBR Bylaw changes that are not mandated by NAR must be presented to the GCBR Membership for a vote per Article XVI Amendments.

Grievance: This committee works similarly to the grand jury in screening ethics complaints and requests for arbitration. **Must attend the yearly Professional Standards Seminar held at GCBR.** This committee consists of seven qualified members with one alternate from different offices and operates on staggered three year terms. NAR Core Standard requirement.

Regional Professional Standards: Called upon as needed to serve as a representative with other Boards to conduct hearings and will have to travel to the hearing location (Cumberland). **Must have completed the Professional Standards Seminar and attend the yearly Professional Standards Seminar sponsored by MAR .** NAR Core Standard requirement.

Strategic Planning: As an NAR Core Standard requirement, every association must submit an updated Strategic Plan to NAR every two years. This committee will develop an action or business plan that includes tactics (how-tos) and target dates. The action plan should identify necessary resources – financial and human – to carry out the plan. Review current Strategic Plan and share ideas to revise and update new 2-year plan that establishes a healthy organizational structure and financial stability. There should be at least 3 Board of Director members sitting on this committee.

Budget & Finance: To supervise and prepare each fiscal year budget and forward to GCBR Officers & Directors for final review and approval. Assists with overall finances of GCBR, evaluation and salary review of staff. This committee should begin working on the new fiscal year budget each August. NAR Core Standard requires every association have Financial Policies for their association and must be reviewed and updated as advised by the Executive Officer. **This is a standing committee consisting of the current Treasurer as Chair, current President, current Vice President and immediate Past President.**

Nominating: To solicit and propose **qualified** members for election to the GCBR Board of Directors. When selecting a qualified member, they must be contacted individually to make sure they will accept the nomination. **This is a standing committee consisting of current President, current Vice President and current Past President.**

Technology: Plan and teach different technology workshops as needed which may include DotLoop, Social Media, Videos, Photography, etc.

YPN: Help young real estate professionals excel in their careers by giving them the tools and encouragement to become involved in four core areas:

- **REALTOR® associations.** Attend REALTOR® conferences and pursue leadership roles with their local, state, and national association.
- **Real estate industry.** Take an active role in policy discussions and advocacy issues; be informed about the latest industry news and trends.
- **Peers.** Network and learn from one another by attending events, participating in online communication, and seeking out mentoring opportunities.
- **Community.** Become exceptional members of their community by demonstrating a high level of REALTOR® professionalism and volunteering for causes they feel passionate about.

Affordable Housing: Educates the membership and the community about the available local, state, and federal programs for homebuyers.