

# NORTHEAST ATLANTA METRO ASSOCIATION OF REALTORS®

## POLICY & PROCEDURES MANUAL



# NAMAR

Northeast Atlanta Metro  
Association of REALTORS®

Manual Bylaws/Policy & Procedures Committee  
**Reviewed and Amended April 2024**

The purpose of this manual is to assist in the training of our volunteer members in the purpose,

function and duties of their office, committee or councils.

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Notice of Meeting Guidelines for all NAMAR Committee/Director Meetings NAMAR virtual meeting technology is permitted at the discretion of the Chair and based on the scope of the meeting and the Agenda. Participants must be in a private setting, be engaged in the meeting conversation, and MAY NOT be actively driving. Cameras must be turned on during the entire meeting.

# Elected and Appointed Positions

## **PRESIDENT:**

- Immediately upon installation, the President shall sign all forms, Bank and otherwise, so as to be able to transact the business of NAMAR
- Shall attend and serve as Chairman of the Executive Committee
- Shall attend all regularly scheduled NAMAR meetings
- Shall receive a copy of the previous meetings minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting
- Shall be responsible for any “called”, “emergency” or “executive session” meetings, and shall attend such meetings
- Shall support and enforce the Bylaws and Policy & Procedures of NAMAR
- Shall actively support all activities of NAMAR
- Shall represent NAMAR at GAR Leadership activities
- Shall serve as a State Director at the GAR Inaugural Meeting and the GAR Annual Meeting.
- Shall report to the Board of Directors on these meetings
- Shall give notice if unable to attend GAR meetings per GAR BOD guidelines.
- Shall represent NAMAR at the NAR Legislative Meeting and the NAR Conference and Expo.
- Shall report to the Board of Directors on these meetings
- Shall represent NAMAR as a NAR National Director as per NAR Guidelines
- Shall serve on the Administration and Operations Committee
- Shall serve as the Vice-Chair Special Awards and Recognition Committee
- Shall perform such other duties as directed by the Executive Committee or the

## Board of Directors **REIMBURSEMENT/ COMPENSATION POLICY**

- Shall be responsible for registering during early bird registration period and be reimbursed for early bird registration fee.
- Shall be responsible for making own hotel and travel reservations. Airfare shall be reimbursed for coach/main cabin only.
- \$75 per diem for food and beverage per day
- Mileage will be reimbursed at the IRS current mileage rate.

Requests for reimbursement must be submitted with receipts within 30 as of the last day of the event. Failure to submit within this time period shall result in forfeiture of reimbursement of expenses.

## **PRESIDENTIAL APPOINTMENTS**

- Shall confirm the Chairman for all NAMAR committees following the general election - Have in place prior to installation. Shall appoint the Association Committee Coordinator following the general election of Officers
- Shall appoint two members at large and one past president to serve on the Executive Committee as outlined in the Bylaws
- Shall appoint members in good standing to the Statewide Professional Standards and Grievance Committee as outlined in the GAR Statewide Professional Standards and Grievance Committee criteria
- Shall appoint 5 new members to serve 3 year terms to the Strategic Planning Committee as outlined in the Bylaws
- Shall appoint 7 members to Nomination Committee (no later than **June 1st** as outlined in the Bylaws (Note:4 past presidents – most recent active & 3 at large)
- Shall create task forces as needed
- Shall serve as an ex-officio member of all NAMAR committees
- Shall appoint two (2) trustees for the Gwinnett County Board of REALTORS® Scholarship Foundation per Foundation bylaws and Articles of Incorporation
- Shall appoint committee members as noted in each committee, as per committee requirements

## **PRESIDENT-ELECT:**

- Shall attend the NAR Leadership Summit – all arrangements are made by the Association Executive
- Shall serve on the Executive Committee and attend all regularly scheduled meetings
- Shall attend all regularly scheduled NAMAR meetings as designated by the Board of Directors
- Shall, upon notification, attend “called”, “emergency” or “executive session” meetings
- Shall represent NAMAR at GAR Leadership activities
- Shall support and enforce the Bylaws and Policy & Procedures of NAMAR
- Shall actively support all activities of NAMAR
- Shall serve as a State Director at the GAR Inaugural Meeting and the GAR Annual Meeting
- Shall serve as the Chairman of NAMAR’s GAR Directors
- Shall give notice if unable to attend GAR meetings per GAR BOD guidelines.
- Shall attend the NAR Mid-Year Meeting and the NAR Conference and Expo
- Shall represent NAMAR as a NAR National Director as per NAR Guidelines if required training has been satisfied (if not, then the Nominating Committee shall select a member with the required training)
- Shall serve as the Chairman of the Strategic Planning Committee. Meetings shall be held at least semiannually
- Shall serve on the Administration and Operations Committee
- Shall perform such other duties as directed by the President, the Executive Committee or the Board of Directors
- Shall ensure that all GAR State Directors are registered for State Conferences they are slated to attend

## **REIMBURSEMENT/ COMPENSATION POLICY**

- Shall be responsible for registering during early bird registration period and be reimbursed for early bird registration fee.
- Shall be responsible for making own hotel and travel reservations. Airfare shall be reimbursed for coach/main cabin only.
- \$75 per diem for food and beverage per day
- Mileage will be reimbursed at the IRS current mileage rate. Early Bird Registration to conferences only

Requests for reimbursement must be submitted with receipts within 30 as of the last day of the event. Failure to submit within this time period shall result in forfeiture of reimbursement of expenses.

## **PRESIDENT-ELECT APPOINTMENTS**

- Appoint all Vice Chairman for all NAMAR Committees following the General election and have in place prior to installation.
- Shall appoint Association Committee Coordinator for their Presidential Year
- Shall appoint a member of the Board of Directors to perform the Invocation/Inspiration and the Pledge of Allegiance at all Board of Directors Meetings

**TREASURER:**

- Immediately upon installation shall sign all necessary Bank forms as necessary so as to be able to transact the business of NAMAR
- Shall be available to review and sign checks for payment of NAMAR expenses/obligations at all times, as necessary
- Shall be Chairman of the Finance Committee and this committee shall be responsible for the preparation of the proposed Annual Budget and present it to the Executive Committee
- Shall conduct quarterly meetings of the Finance Committee for review of the budget
- Shall attend all regularly scheduled NAMAR Board of Directors Meetings
- Shall, upon notification, attend “called”, “emergency” or “executive session” meetings
- Shall represent NAMAR at GAR Leadership activities
- Shall serve as a State Director at the GAR Inaugural Meeting and the GAR Annual Meeting
- Shall support and enforce the Bylaws and Policy & Procedures of NAMAR
- Shall review and advise upon multiple bids for any financial matters in excess of \$5,000 (Five Thousand Dollars)
- Shall actively support all activities of NAMAR
- Shall perform such other duties as directed by the President, Executive Committee or the Board of Directors

#### **REIMBURSEMENT/ COMPENSATION POLICY**

- Shall be responsible for registering during early bird registration period and be reimbursed for early bird registration fee.
- Shall be responsible for making own hotel and travel reservations. Airfare shall be reimbursed for coach/main cabin only.
- \$75 per diem for food and beverage per day
- Mileage will be reimbursed at the IRS current mileage rate.

Requests for reimbursement must be submitted with receipts within 30 as of the last day of the event. Failure to submit within this time period shall result in forfeiture of reimbursement of expenses.

#### **IMMEDIATE PAST PRESIDENT:**

- Shall attend all regularly scheduled NAMAR meetings as designated by the

#### Board of Directors

- Shall upon notification, attend “called”, “emergency” or “executive session” meetings
- Shall support and enforce the Bylaws and Policy & Procedures of NAMAR
- Shall actively support all activities of NAMAR
- Shall serve as the Chair of the Nominating Committee
- Shall serve as the Chair Special Awards and Recognition Committee
- Shall serve on the Administration and Operations Committee
- Shall perform such other duties as directed by the President, Executive Committee or the Board of Directors

#### **GAR STATE DIRECTORS:**

- President-Elect shall serve as the Chairman of all NAMAR GAR Directors

- Shall serve a 3 Year, staggered, term
- Shall serve as a State Director at the GAR Inaugural Meeting and the GAR Annual Meeting
- Shall give notice if unable to attend GAR meetings per GAR BOD guidelines
- Shall register for GAR State Conferences within 45 days of the conference\*
- Shall represent NAMAR at GAR Leadership activities
- Shall support and enforce the Bylaws and Policy & Procedures of NAMAR
- Shall attend any required GAR Training for State Directors
- The following individuals are automatic GAR Directors by virtue of position: President, President-Elect, Treasurer

## **REIMBURSEMENT/ COMPENSATION POLICY**

- Early Bird Registration to GAR State Conferences only\*\*
- If an alternate is requested to step in to replace a GAR Director, alternate shall be eligible to be reimbursed the amount of registration at the time of their notice to register for the Conference.\*\*

**\*GAR DIRECTORS SHALL REGISTER FOR CONFERENCE DURING THE “EARLY BIRD” REGISTRATION PERIOD. SHOULD THE GAR DIRECTOR NOT REGISTER WITHIN 30 OF CONFERENCE, THE FAILURE TO REGISTER SHALL CONSTITUTE A VOLUNTARY RESIGNATION OF THEIR POSITION.**

\*\*Requests for reimbursement must be submitted with receipts within 30 as of the last day of the event. Failure to submit within this time period shall result in forfeiture of reimbursement of expenses.

## **NAMAR LOCAL DIRECTORS:**

- Shall serve a 3 year term
- Shall attend all regularly scheduled Board of Directors Meetings of NAMAR.

- Shall have received a copy of the previous meetings minutes, via email, and shall have reviewed them for information and accuracy prior to attending the next scheduled meeting
- Shall, upon notification, attend “called” or “emergency” meetings
- Shall represent NAMAR at GAR Leadership activities
- Shall support and enforce the Bylaws and Policy & Procedures of NAMAR
- Shall actively support all activities of NAMAR
- Shall serve as an ambassador/liason/spokesperson for the membership of NAMAR
- Shall be appointed to serve on a NAMAR committee
- Shall adhere to Article XII.2. of the Bylaws of NAMAR
  - Article XII - Section 2. Meetings of Directors The Board of Directors shall designate a regular time and place of meetings. Absence from three regular meetings without an excuse deemed valid by the Board of Directors shall be construed as resignation. A Director will automatically forfeit their directorship if they are absent from any three meetings within a calendar year. An explanation of any absence must be approved by the Executive Committee. A Director shall have the right to appeal the decision of the Executive Committee to the Board of Directors. The decision of the Board of Directors shall be final. Should a Director forfeit their position but later decide they want to be an active Director they may seek nomination through the nominating committee. A quorum consists of a majority of Elected Directors.

## **ASSOCIATION COMMITTEE COORDINATOR:**

AS STATED IN THE BYLAWS, Article XIII.2.: “Annually, the President will appoint one

(1) REALTOR® MEMBER to be the Association Committee Coordinator. The Association Committee Coordinator will assist the President by coordinating activities of all Association committees and making recommendations of committee chairpersons to the President. The Association Committee Coordinator will be a voting member of the Board of Directors with a one (1) year term as appointed by the President.”

- Shall send out notices to all Committee Chairman and Councils that if they have a written report due (only if they had a meeting), sent via email, by Wednesday the week prior to the Executive Committee meeting and the Board of Directors meeting
- Shall ensure that all committee meetings are reported to the appropriate NAMAR staff member in order to assure room space at the desired time, and are on the NAMAR calendar
- Shall attend Executive Committee meetings to report on Committee Reports submitted by the Chairs
- Shall support and enforce the Bylaws and Policies & Procedures of NAMAR
- Shall actively support all activities of NAMAR

## **Committee Responsibilities**

## **ADMINISTRATION AND OPERATIONS COMMITTEE (A & O)**

**PURPOSE:** The Administration and Operations Committee shall oversee and annually evaluate the Association Executive

**COMPOSITION:** Five (5)

**MAKEUP:** Immediate Past President, President, President Elect and two (2) of the Past Presidents, appointed by the President

**CHAIR:** Elected by the committee.

**RESTRICTIONS:** All committee meetings will be closed to anyone other than committee members.

**QUORUM:** Three (3)

**STAFF LIAISON:** Association Executive

**REPORTING:** At the discretion of the President and with the consensus of the committee, if a report is deemed necessary, the President will present it to the Executive Committee.

### **DUTIES AND RESPONSIBILITIES:**

- The Immediate Past President shall call the first meeting for the A & O Committee during the first (1st) quarter of the year.
- Shall conduct a yearly performance evaluation of the Association Executive during the final quarter of the year
- Shall review the salary and compensation package of the Association Executive, with recommendations presented to the Executive Committee
- Shall provide any Budget requests to the Finance Committee for the next fiscal year by **September 1st**, as needed.

## **AWARDS AND RECOGNITIONS COMMITTEE**

**Purpose:** To manage any and all special awards outside of the REALTOR® Excellence, Achievement, & Leadership Awards Committees scope. These awards

include but are not limited to the REALTOR® of the Year- Sales, REALTOR® of the Year - Manager, Captain of Industry, Rookie of the Year and other special recognitions that may be requested from time to time by the Executive Committee and/or Board of Directors.

**Term:** This committee's term begins on April 1st and ends March 31st (this constitutes their fiscal year)

**Primary Responsibilities:** to solicit nominations for the REALTOR Awards to perform within the budgetary guidelines in a timely manner.

**CHAIR:** Immediate Past President

**VICE CHAIR:** President

**Composition:** A minimum of 7 REALTOR® members, of which five (5) are selected by the committee Chair.

**Quorum:** Majority

- Meet as needed
- Minutes taken for each meeting and a report filed with the Association Committee Coordinator by the Wednesday of the week prior to the Executive Meeting of each month.
- Any and all awards are at the discretion of the current committee.
  - The criteria considered for these awards will be REALTOR® involvement at NAMAR, RPAC investments, Community Service, and Committee and Association Volunteerism & General Participation, and criteria shall be published on the NAMAR website in conjunction with requirements for the Circle of Excellence awards.
- Shall select the best candidate from the current or past REALTOR of the Year recipients (REALTOR of the Year - Sales and REALTOR of the Year - Broker) to submit as the GAR REALTOR of the Year nominee.
- Shall provide any Budget requests to the Finance Committee for the next fiscal year by **September 1st**

## **BYLAWS/POLICY AND PROCEDURES COMMITTEE**

**PURPOSE:** To review the Bylaws for any needed revisions or amendments. To review a Policy & Procedures Manual that defines the purpose and duties of our Officers, State and Local Directors and all of our Committees. The Policy & Procedures Manual is beneficial to all incoming Chairman and Vice Chairman and shall serve as a reference guide to the Executive Committee and to the Board of Directors of NAMAR. This shall meet the directive from the Strategic Planning Committee

**COMPOSITION:** Five (5) Realtor Members

**CHAIR:** Appointed by President

**VICE CHAIR:** Appointed by President Elect

**QUORUM:** Three (3)

**STAFF LIAISON:** Association Executive

**DUTIES & RESPONSIBILITIES:**

- Annually review the Bylaws and review the Policy & Procedures manual and shall forward recommendations to the Executive Committee for review.
- Shall provide a written report to the Association Committee Coordinator no later than the first Wednesday of the month for reporting to the Executive Committee and to the Board of Directors.
- Shall provide any Budget requests to the Finance Committee for the next fiscal year by **September 1st**

**COMMUNITY SERVICE COMMITTEE**

**PURPOSE:** The Community Service Committee promotes a positive REALTOR®

image to the Community while giving service to the Community.

**COMPOSITION:** Eight (8). Open to NAMAR REALTOR® and Affiliate Members

**CHAIR:** Appointed by the President

**VICE CHAIR:** Appointed by the President-Elect

**QUORUM:** Majority

**STAFF LIAISON:** Association Executive

**DUTIES & RESPONSIBILITIES:**

- Shall plan, recruit volunteers and carry out projects which support the purpose of the committee
- Shall be a participant in the Annual Sheltering Arms Children's Christmas event.
- Shall respond to the request of the Sheltering Arms administrators for this event
- Shall provide the appropriate NAMAR staff person with timely and up-dated information for publication
- Shall provide a written report to the Association Committee Coordinator no later than the first Wednesday of the month for reporting to the Executive Committee and to the Board of Directors
- Shall refer to and support the established goals of NAMAR in planning and implementing the Community Service programs
- Shall present any budget requests to the Finance Committee for the fiscal year by **September 1st** each year

**RIDE - REALTORS® for Inclusion, Diversity and Equity**

**PURPOSE:** REALTORS® for Inclusion, Diversity and Equity

Committee shall develop and recommend policies promoting diversity within NAMAR

**COMPOSITION:** A minimum of five (5), Open to NAMAR REALTOR® and Affiliate Members

**CHAIR:** Appointed by the President

**VICE CHAIR:** Appointed by the President Elect

**RESTRICTIONS:** Chair and Vice Chairman must be REALTOR® members

**QUORUM:** Majority

**STAFF LIAISON:** Association Executive

**DUTIES AND RESPONSIBILITIES:**

- Shall coordinate NAMAR activities to increase diversity within the NAMAR membership
- Shall identify the concerns and needs of minority members.
- Shall encourage cultural diversity educational programs for the membership
- Shall provide the NAMAR staff up-dated information for publication on courses and events offered
- Shall provide a written report to the Association Committee Coordinator no later than the first Wednesday of the month for reporting to the Executive Committee
- Shall provide any Budget requests to the Finance Committee for the next fiscal year by **September 1st**

**EDUCATIONAL ADVISORY COMMITTEE**

**PURPOSE:** The Education Advisory Panel shall be responsible for the NAMAR school, oversee the delivery of education courses to fulfill the educational needs of the

membership, and be responsible for planning, implementing and hosting New Member Orientation

**COMPOSITION:** Five (5)

**CHAIR:** Appointed by the President

**VICE CHAIR:** Appointed by the President Elect

**RESTRICTIONS:** Chair and Vice Chairman must be REALTOR® members

**QUORUM:** Three (3)

**STAFF LIAISON:** Director of Education

**DUTIES AND RESPONSIBILITIES:**

- Shall ensure that all CE course offerings which will be submitted through the NAMAR school meet the minimum GREC requirements
- Shall be responsible for the New Member Orientation
- Shall provide a written report to the Association Committee Coordinator no later than the first Wednesday of the month for reporting to the Executive Committee
- Shall provide any Budget requests to the Finance Committee for the next fiscal year by **September 1st**

**EXECUTIVE COMMITTEE**

**PURPOSE:** Read Article XIII. 1. of the NAMAR Bylaws. The Executive Committee shall serve as the steering committee regarding policies & procedures, compliance with

NAR and GAR and shall be responsible to the Board of Directors for the effective conduct of NAMAR

**COMPOSITION:** Seven (7) Members: President, President-Elect, Immediate Past President, Treasurer, 2 members at large (a managing Broker and a sales associate) and 1 past President. •

**CHAIR:** President

**VICE CHAIR:** President Elect

**COMMITTEE COORDINATOR:** Non-voting member

**RESTRICTIONS:** All Executive Committee Meetings will be closed except if determined by a majority of the Committee

**TERM:** One year

**QUORUM:** Four (4)

**STAFF LIAISON:** Association Executive

**REPORTS TO:** Board of Directors

**DUTIES & RESPONSIBILITIES:**

- Shall meet prior to the Board of Directors Meeting and move forward recommendations to the Board.
- Shall review and submit to the Board of Directors any proposed changes in the Bylaws of NAMAR
- Shall review the proposed budget for NAMAR prior to its presentation to the Board of Directors
- Shall refer to and support the established goals of NAMAR in planning and implementing programs

**PARTNERS IN BUSINESS EXPO COMMITTEE**

**PURPOSE:** The Partnership Committee shall work in conjunction with the Director of Partnership Services in implementing the Partnership Packages as well as plan the

Annual Expo.

**COMPOSITION:** Open to both REALTOR® and Affiliate members

**CHAIR:** Appointed by the President

**VICE CHAIR:** Appointed by the President Elect

**TERM:** Shall begin 30 days after the completion of annual event

**QUORUM:** Majority

**STAFF LIAISON:** Director of Partnership Services

**DUTIES AND RESPONSIBILITIES:**

- Shall plan, implement and host the Annual EXPO within the budget
- Shall review the Partnership Program entitlements and levels of participation.
- Shall provide a written report to the Association Committee Coordinator no later than the first Wednesday of the month for reporting to the Executive Committee.
- Shall provide any Budget requests to the Finance Committee for the next fiscal year by **September 1st**

**FINANCE COMMITTEE**

**PURPOSE:** The Finance Committee shall be responsible for preparing the Annual Budget

**COMPOSITION:** President, President Elect, Immediate past President, Treasurer, and three (3) members at large appointed by the President for a total of seven (7) Realtor members

**CHAIR:** Treasurer

**RESTRICTIONS:** Must be REALTOR® members

**TERM:** One year

**QUORUM:** Four (4)

**STAFF LIAISON:** Director of Finance

**DUTIES & RESPONSIBILITIES:**

- Shall prepare the Annual Budget for presentation to the Executive Committee for Approval by the December meeting
- Shall have meetings as called for by the chair

**LEGISLATIVE AND GOVERNMENTAL AFFAIRS  
COMMITTEE**

**PURPOSE:** Establish and maintain membership involvement in local legislative

issues. The primary concern and focus will be for Gwinnett and surrounding jurisdictions

**COMPOSITION:** Seven (7)

**CHAIR:** Appointed by the President

**VICE CHAIR:** Appointed by the President Elect

**RESTRICTIONS:** The Chair and Vice Chair shall be REALTOR® members

**QUORUM:** Four (4)

**STAFF LIAISON:** Association Executives

**PRIMARY DUTIES:**

- Maintain knowledge of legislative issues relevant to Real Estate professionals
- Ensure communication to general membership regarding those legislative issues
- Encourage participation in the NAR and GAR “Call To Action” campaigns
- Encourage participation in local issues such as zoning, private property rights and eminent domain
- Communicate with area legislators regarding issues that concern us
- Shall provide any Budget requests to the Finance Committee for the next fiscal year by **September 1st**

**MEMBERSHIP COMMITTEE**

**PURPOSE:** The Membership Committee is responsible for reviewing member applications for membership to the Board as per the Bylaws

**COMPOSITION:** There should be no limit on the number to serve on this committee

**CHAIR:** Appointed by the President

**VICE CHAIR:** Appointed by the President Elect

**RESTRICTIONS:** Chair and Vice Chair must be REALTOR® members

**QUORUM:** Majority

**STAFF LIAISON:** AE

### **DUTIES & RESPONSIBILITIES:**

- Shall be responsible for recruitment of new members – Note Members are determined by Broker participation – focus needs to be directed to Brokers and should not be the sole responsibility of the committee
- Shall actively seek ways to engage the membership in NAMAR activities and make recommendations to the Executive Committee and to the Board of Directors
- Shall refer to and support the goals of NAMAR in planning and implementing programs
- Shall serve as the Public Relations Liaison and assist the AE in maintaining an ongoing relationship with the local media and provide notification of NAMAR events, goals and issues, including but not limited to: Awards Celebration & events, General Meetings, Education Classes, Election Results, GAR & NAR Conference Attendance, Officer Installation, Community Service Projects
- Shall provide a written report to the Association Committee Coordinator no later than the first Wednesday of the month for reporting to the Executive Committee and to the Board of Directors.
- Shall provide any Budget requests to the Finance Committee for the next fiscal year by **September 1st**

### **NOMINATING COMMITTEE**

**PURPOSE:** Read Article XI. 4. Of the NAMAR Bylaws. The Nominating Committee shall be responsible for annually nominating the slate of Officers and Directors for NAMAR

**COMPOSITION:** Seven (7) members appointed by the current President and approved by the Board of Directors. The appointment is to be made at least two (2) months prior to the election but no later than **June 1st** - Four (4) most immediate active Past Presidents, three (3) REALTOR® members at large

**CHAIR:** Most Immediate active Past President

**QUORUM:** Four (4)

**STAFF LIAISON:** Association Executive

### **DUTIES & RESPONSIBILITIES:**

- Shall seek recommendations from the membership through e-mail, in person and through the efforts to inform the membership electronically that applications must be in prior to **September 1st**
- Shall set aside a date and time to interview all applicants during the third (3rd) quarter of the year.
- Shall select one (1) candidate for each office and one (1) candidate for each place to be filled on the NAMAR Board of Directors and for each GAR Directors place to be filled
- Shall present the slate to the Board of Directors.
- Shall refer to and support the established goals of NAMAR

## **PROGRAM COMMITTEE**

**PURPOSE:** Manage the General Membership Meetings/monthly Networking event, and other programs as assigned by the Board of Directors.

**COMPOSITION:** Open to NAMAR REALTOR® and Affiliate Members

**Chair:** Appointed by President

**Vice-Chair:** Appointed by the President-Elect

**Staff Liaison:** Association Executive

**DUTIES & RESPONSIBILITIES:**

- All responsibilities are to be performed within established budgetary guidelines and in a timely manner
- Responsible for procuring a speaker, appropriate to the meeting or topic
- Shall provide a written report to the Association Committee Coordinator no later than the first Wednesday of the month for reporting to the Executive Committee and to the Board of Directors
- Shall provide any Budget requests to the Finance Committee for the next fiscal year by **September 1st**

**REALTOR® POLITICAL ACTION COMMITTEE  
(RPAC)**

**COMPOSITION:** Five (5) REALTOR® members

**CHAIR:** Appointed by the President

**VICE CHAIR:** Appointed by the President Elect

**QUORUM:** Three (3)

**STAFF LIAISON:** Association Executive

**PURPOSE:** Develop and implement programs to meet local RPAC fundraising goals

**PRIMARY DUTIES:**

- All responsibilities are to be performed within established budgetary guidelines, in a timely manner, and following the policies established by NAR
- Shall provide any Budget requests to the Finance Committee for the next fiscal year by **September 1st**

## **STRATEGIC PLANNING COMMITTEE**

**PURPOSE AND GUIDELINES:** AS STATED IN THE BYLAWS Article XIII. 3.:  
“The Strategic Planning Committee shall consist of eighteen (18) members. Automatic members will be the President, President Elect, and the Association Executive. In addition, there will be fifteen (15) at large members.

The President will appoint members to the committee and the President Elect

will be the Chairman.

Members will be appointed for three (3) year terms with five (5) members appointed each year. Members will be allowed no more than two consecutive appointed three year terms.

To continue on the committee, members cannot miss more than two scheduled meetings during a calendar year and/or an annual retreat.  
The President shall appoint members to fill any unexpired terms that become vacant.

## **COUNCILS AND NETWORKS**

### **BROKER'S COUNCIL**

THIS IS A RESOURCE FOR OUR BROKERS, OFFICE MANAGERS OR BROKER DESIGNEES. WE FEEL THAT IT IS OUT OF PLACE FOR THE PURPOSES OF THIS DOCUMENT.

**PURPOSE:** Provide Broker education, provide Broker to Broker resource networking, and encourage participation of members and recruitment of non-members.

**COMPOSITION:** NAMAR Brokers members and/or Office Managers, or Broker Designees. One (1) year term

**CHAIR:** Appointed by the President

**VICE CHAIR:** Appointed by the President Elect

**RESTRICTIONS:** Must be a Broker and /or Office Manager or Broker Designee

**STAFF LIAISON:** Association Executives

**DUTIES & RESPONSIBILITIES:**

- Organize quarterly Broker educational program
- Shall set the Council agenda, meeting schedule and guidelines
- Encourage Broker participation in NAMAR
- Shall refer to and support the established goals of NAMAR
- Shall actively support all activities of NAMAR

## **YOUNG PROFESSIONALS NETWORK**

**PURPOSE:** Whether you're new to real estate or not, Georgia's Young Professional Network (YPN) is a way to connect with other young professionals and learn about events

and resources that can boost your career. Develop a networking group of professionals 40 years of age and younger.

The Young Professional Network provides opportunities to connect and collaborate with other young professionals exhibiting the same level of enthusiasm in a fun environment, as well as experience events and resources that can lead to a successful career in real estate.

**COMPOSITION:** This committee shall consist of 5 members of NAMAR in Good Standing

**CHAIR:** Appointed by the President

**VICE CHAIR:** Appointed by the President Elect

**STAFF LIAISON:** Association Executive

**RESPONSIBILITIES:**

- Organize quarterly networking events
- Shall set the Council agenda, meeting schedule and guidelines
- Encourage participation of new members
- Shall refer to and support the established goals  
NAMAR
- Shall actively support all activities of NAMAR