

MIDDLESEX COUNTY ASSOCIATION OF REALTORS®

COMMITTEE SELECTION FORM FOR 2015

DEADLINE TO SUBMIT IS **FRIDAY, OCTOBER 24, 2014**

The Middlesex County Association of REALTORS® is seeking volunteers to serve on its 2015 committees. If you wish to be considered for any committee/s listed below, submit the form by the deadline of October 24.

Volunteers are the foundation of MCAR strength and continued success. Committees are formed by the incoming President.

BUDGET & FINANCE COMMITTEE

Description: Establishes an operating budget for the Association, in conjunction with the Executive Officer, based on revenue forecasts. The preliminary budget is drafted by the committee and approved by the Board of Directors. **Charge:** Monitor effectiveness of the budget, adjusting as necessary.

COMMUNITY SERVICE COMMITTEE

Description: Schedule and plan events that benefit the community. **Charge:** To participate in the events.

EDUCATION/FAIR HOUSING & CULTURAL DIVERSITY COMMITTEE

Description: Schedule and plan annual education classes. Goal is to provide as many continuing education opportunities for members. Committee is responsible for contacting speakers and obtaining resumes. Staff will coordinate room needs and assist in other areas when possible. To demonstrate the commitment of equal professional service to members by providing a diversity seminar. **Charge:** Explore educational forums and guest speakers in an effort to plan events to reach the most members. Encourage members to register.

GRIEVANCE COMMITTEE

Description: The function of this committee is to give initial consideration to allegations of unethical conduct or arbitration requests, and determine whether a complaint should be the subject for a hearing in its claim and presentation. **Charge:** Make the determination whether a complaint should be dismissed or referred to the Professional Standards Committee for a hearing.

INSTALLATION COMMITTEE

Description: Plan the annual installation of the newly elected Officers and Directors for the coming year. **Charge:** Secure advertisers for the program book, collect door prizes and get sponsors. Promote the event by distributing the flyer to members.

LOCAL NJAR® CIRCLE OF EXCELLENCE VERIFICATION COMMITTEE

Description: For approximately 4 days, review applications submitted for the award. **Charge:** Review applications and advise Chair of any concerns with the submissions. Set up for the Awards Lunch in March or April.

NOMINATING COMMITTEE

Description: Recruit leadership that is strong and effective. To accomplish this goal, a pipeline of future potential leaders is identified, recruited, and exposed to the Association structure. The Committee is chaired by the Immediate Past President. **Charge:** Establish a system to recognize potential leadership and provide a slate of candidates for Board approval. The Board of Directors election is held at the last meeting of the year.

PROFESSIONAL STANDARDS COMMITTEE

Description: This Committee conducts arbitration and ethics hearings as needed, following procedures outlined in the NAR Code of Ethics and Arbitration Manual of NAR. The Committee also works to educate members about the Code of Ethics and its applications. **Charge:** To provide themselves as trained members for ethics and arbitration hearing panel members.

REALTOR®/REALTOR®-ASSOCIATE OF THE YEAR COMMITTEE

Description: The objective is to select MCAR members whose personal and professional accomplishments are worthy of formal recognition by the Association. **Charge:** Provide criteria and solicit nominations for the R/RAOTY awards from the membership. Make final selection. Staff forwards recipients applications to NJR® as candidates for NJR® R/RAOTY.

REGISTRATION COMMITTEE

Description: To register the attendees at MCAR events. **Charge:** Arrive half hour before the event to check in attendees at the event. Two committee members are assigned by the Chair to work each event with the assistance of one staff member.

RPAC COMMITTEE

Description: Responsible for raising voluntary RPAC (REALTOR® Political Action Committee) funds to achieve NAR's goal. **Charge:** Plan, promote and attend fundraisers. Make "one-on-one" contacts. With broker's approval, attend office meetings to explain RPAC.

TECHNOLOGY COMMITTEE

Description: Analyzes current website and social media sites. **Charge:** Suggest technology changes to benefit members.

Submit completed form to Middlesex County Association of REALTORS® by Friday, October 24, 2014.

Mail: 779 Gornik Drive, Perth Amboy, NJ 08861

Fax: (732) 442-7323

E-mail: stefanie@middlesexrealtor.com.

Name: _____ Company: _____

Phone: _____ E-mail Address: _____

Committee Choice: _____

Why do you want to be on the above committee? _____

What are your talents that would make you a good candidate for the committee? _____

Questions? Contact Stefanie DiPoalo, Education and Program Coordinator: 732-442-3400, Ext. 103; stefanie@middlesexrealtor.com.