CAROLINA SMOKIES ASSOCIATION OF REALTORS®, INC. - COMMITTEES

Education – The Education Committee is responsible for facilitating the Code of Ethics and MLS Orientation classes for our new members and installation of these members upon completion of both orientation classes. Supplemental information will be provided by the board office regarding board programs, policies, lockboxes, by-laws and rules and regulations. This Committee also assists in organizing other educational classes, etc., for the membership. The classes will be held on a quarterly basis, or more often as needed.

Community Outreach (*Civic/Public Affairs*) – This committee is responsible for coordinating support for The Carolina Smokies Association of Realtors®, Inc. and participating in any local civic fund-raising activity (i.e.: Relay for Life & Habitat for Humanity). The meetings are dependent upon the nature and time of events. This committee is also responsible for research and market analysis and communication and dissemination of market data and activities to the general public through newspapers, radio and social media. It may also include attendance at county meetings such as Board of Commissioners, Planning and Development Board, etc. It would also include participation in community events such as Relay for Life.

Legislative/Political Affairs (REALTOR PAC)– This committee is responsible for advocating for legislation relative to real estate topics of concern. They collect member RPAC donations and submit them to the board office. Periodically, there are politically run affairs through our State Legislature. Members of this committee may be asked to attend. Unless requested to attend political functions there are no official meetings.

Realtor Foundation – The Carolina Smokies Association of Realtors®, Inc. typically gives three (3) scholarships each year. One each in Jackson, Macon and Swain counties. The committee is responsible for organizing and raising funds to support the scholarships. The scholarship is open to the public. Applications are given to the high schools, posted on the website and are available at the board office. When they are received, each county Committee member representative reads each application in their county and then an award is given based on merit and/or need of the student. This committee meets beginning no later than April 1st and for the number of times to facilitate proper collection of fund-raising dollars and distribution of scholarships. The chair or a representative from the committee is requested to attend the local school awards banquet with the board president to present the awards to the students.

Board Appointed Committees

Grievance – Members of the Grievance Committee are appointed by the President and approved by the Board of Directors for staggered three (3) year terms. The Committee shall select a chairperson and a vice-chairperson, or the President can appoint such. The Grievance Committee receives ethics complaints and arbitration requests and determines if the facts as presented warrant a hearing by the Professional Standards Committee. It does not decide if a member has violated the

Code of Ethics or hold hearings. It does not mediate or arbitrate business disputes. If it is determined that a hearing is warranted, the complaint is sent to the Professional Standards Committee for a hearing. It is required that each committee member attends a class designed for Grievance and Ethics training every two (2) years.

Professional Standards – This Committee is appointed by the President and approved by the Board of Directors. The Committee shall select a chairperson and vice-chairperson, or the President can appoint such. The Professional Standards Committee receives complaints that the Grievance Committee decides to warrant a hearing. Members of this Committee shall be selected to serve on Hearing Panels as required to hear matters of alleged unethical conduct by Board Members, or to provide arbitration as requested. The Committee conducts the hearing to determine if any disciplinary action is warranted. Every two (2) years, it is a requirement for each Committee member to attend a class or workshop for Grievance and Ethics training. In addition to the Grievance and Ethics training these committee members must also have completed a Professional Standards course prior to serving on a hearing panel.

Bylaws - The Bylaws Committee reviews the governing documents of the Carolina Smokies Association of REALTORS®, Inc. and recommends amendments needed to maintain clarity, consistency, legal compliance, and alignment with the policies of the North Carolina Association of REALTORS® and the National Association of REALTORS®. The President appoints the Committee, subject to confirmation by the Board of Directors. Its size, leadership, duties, and term shall be determined by the President or Board. The President serves as an ex-officio member and shall be notified of all meetings.

Strategic Plan – This committee is appointed by the President, President Elect and Treasurer (who will also serve on the committee). The committee will meet to create the strategic plan. The strategic plan is revised every three years. The committee will review and/or update annually.

Designated Committees

Core Standards Committee – This committee is responsible for the review of the NAR Organizational Alignment Core Standards document and making sure all required items are scheduled, documented and submitted prior to the deadline. The committee meets no more than six times per year.

Nominating – This committee is responsible for recruiting volunteer members to serve on committees and boards. There are generally no more than two meetings per year unless a vacancy occurs. Most of the involvement will be limited to phone calls and emails.

Christmas Party – is hosted and organized by the in-coming and out-going Presidents.