

MID-VALLEY ASSOCIATION OF REALTORS®

COMMITTEE MEMBER EXPECTATIONS AND PROTOCOL

- Committee members accept the responsibility for carrying out the goals of their committee's purpose when volunteering to serve on the committee.
- Committee members will be expected to attend regular meetings, events and volunteer their services as needed.
- Committee members are required to learn and follow Roberts Rules of Order.
- Committee members are required to read and understand the MVAR Bylaws and Policies.
- Committee members will participate in discussions to make recommendations/proposals to be presented to the MVAR Board of Directors for approval before implementation.
- Committee members requesting funds above and beyond budgeted amounts, must be approved by the Board of Directors prior to any disbursement or commitment of funds.
- Committee members will be respectful of each other when sharing ideas or suggestions at meetings. Each shall work cooperatively with one another and collaborate effectively with other committees to support the successful efforts of the Association and their members.
- Committee members understand MVAR personnel is responsible for contracts, venue dates, locations, marketing design, announcements, disbursements, and all communication to members.
- Committee members requests for MVAR preparing invitations, announcements, social media postings and other communications on the committee's behalf, will be provided to the MVAR Executive Officer or Marketing Assistant thirty (30) days in advance of final date needed released to members, for proper planning and scheduling of operation.

UNIFICATION OF EFFORTS

As a Committee Member, you are expected to support the decisions of your fellow committees publicly if asked, including but not limited to, on social media platforms. While you may not have participated in the decision-making process on another committee, all of MVAR committees work hard to come to the decisions they make, and we expect all committee members, chairs and directors to support each other's decisions and to provide a united front on our Association decisions publicly.

POLICY NOTICE

All MVAR committee meetings are to be held in the Association Office whenever possible. The MVAR President and Executive Officer is an ex-officio member of all committees and will receive meeting notices. All correspondence shall come from the Executive Director or at the direction of the Chair. Such communications shall originate from or be coordinated with the MVAR President and Executive Officer. All committee recommendations/proposals must be presented to the Board of Directors for final approval before implementation. Committee requests for funds, above and beyond budgeted amounts, must be approved by the Board of Directors prior to any disbursement or commitment of funds. All claims for reimbursements from individuals authorized to receive reimbursement must be submitted to MVAR within thirty (30) days of the time the expense was incurred and must be accompanied by an original (or copy) of a receipt.

The President and the Executive Officer, with approval of the Board of Directors, shall be the only individuals authorized to enter into Contracts or Agreements which incur financial or other liabilities to the Association.

The full disclosure of Mid-Valley Association of REALTORS® Policy Statements and current Bylaws are provided in its entirety at www.midvalleyassn.realtor. Committee Members are required to read and understand MVAR Bylaws and Policies.

CONFIDENTIALITY STATEMENT OF UNDERSTANDING

Confidentiality is the preservation of privileged information. All specific information regarding Mid-Valley Association of REALTORS® financial data, business records, members, volunteers, and personnel are considered confidential and may not be disclosed by you outside of the capacity in which you learned the information. All records regarding business belong to the Mid-Valley Association of REALTORS® and will be kept in the possession of the Association only for official record.

Please be aware that anti-trust laws require that there be NO discussion at the meeting concerning certain competitive business practices such as the amount of fees, commissions, splits, salesperson compensation or the boycotting of other real estate firms. The President, or presiding officer, will stop the discussion and/or the meeting should the conversation move into these areas of potential anti-trust violation.

2022-2023 COMMITTEE: _____

By signing below, you are acknowledging that you have read, understand, and agree to the above expectations and protocol described.

Committee Member Signature: _____ **Date:** _____