

## **I. Committees**

### **A. BNAR Committees, as per the BNAR Bylaws**

1. The President each year shall appoint Committee Chairpersons with the exception of the Chief Executive Officer Review Committee. All chairperson appointments are subject to confirmation by the Board of Directors.
2. The President-Elect each year shall appoint all committee Vice Chairpersons. All Vice-Chairperson Appointments are subject to confirmation by the Board of Directors.
3. Special Committees - The President shall appoint, subject to confirmation by the Board of Directors, special committees as deemed necessary.
4. Organization - All committees shall have duties, functions and powers assigned by the President or the Board of Directors except as otherwise provided in the Bylaws, Standing Rules, Strategic/Business Plan and appendices.
5. President - The President shall be an ex-officio member of all committees except the Nominating Committee and the Chief Executive Officer Review Committee and shall be notified of their meetings.

### **B. BNAR Standing Committees as per the BNAR Bylaws**

#### **The Standing Committees of this Association shall be:**

Agents' Day  
Education  
Housing Opportunities/Cultural Diversity  
Public Affairs

### **C. BNAR Permanent Committees as per the BNAR Bylaws**

#### **The Permanent Committees of this Association shall be:**

Bylaws	Membership
Chief Executive Officer Review	Nominating
Executive	Professional Standards
Mediation	Strategic Planning

### **D. Special Committees (not in the Bylaws)**

Special Committees of this Association may be appointed by the President each year with the approval of the BNAR Board of Directors, such as:

Green	RPAC
Forms & Contracts	Technology
REALTOR® Issues	Young Professionals

## **II. Committee Organization Per The Standing Rules**

### **A. Membership**

All committee members must be members of the Buffalo Niagara Association of REALTORS®s, Inc. with the exception of Housing Opportunities and Legislative/Public Affairs Committee.

### **B. Attendance:**

Any committee member who fails to attend three (3) regular or special meetings of the committee, without prior excuse acceptable to the Chairperson of the committee, shall be deemed to have resigned from the Committee and the vacancy shall be filled as provided in the Bylaws for original appointees.

### **C. Organization**

All committees shall have duties, functions and powers as stated in the Committee Standing Rules except as otherwise provided in the Bylaws.

### **D. Duties and Responsibilities**

The duties and responsibilities of all committees, committee chairpersons, co-chairpersons, vice-chairpersons and committee members shall be part of the Standing Rules and shall be filed under Committees Standing Rules in its own section of the Directors' manual and on the BNAR website.

### **E. Standing Rules**

Each year the Committee Chairmen shall be given the Committee Standing Rules pertaining to the Duties and Responsibilities of their committee and its members as well as the Budget and Strategic Plan.

### **F. Committee Reports**

All committee reports, recommendations, and Action Items are to be given to the BNAR President/Chief Executive Officer prior to the Executive Committee meeting. This material will be communicated to the BNAR Board of Directors seven days prior to the upcoming Board of Directors meeting.

### **G. Confidentiality and Anti-Trust**

All committee members will be required to sign the Association Confidentiality and Antitrust Compliance Policies and Procedures form once each year, and the Confidentiality & Antitrust Avoidance Sign in Sheet at each meeting. The forms are part of the Standing Rules.

### **III. Committee Standing Rules**

- A. All committee members must be members of the Buffalo Niagara Association of REALTORS®, Inc. with the exception of the Housing Opportunities Committee and Public Affairs Committee.
- B. In order to serve as a committee chairperson, it is recommended that a minimum of one year's experience on the committee or its sub-committee is recommended.

### **IV. The Duties and Responsibilities of the BNAR Committee Chairperson(s) each year shall be:**

- A. To prepare a plan of action each year based on ideas and direction from the Board of Directors. This plan, prepared by the incoming Chairperson and committee members shall include objectives, goals, methods, materials and budget needed
- B. To coordinate with the BNAR Staff Advisor for all notices of committee meetings for all participants.
- C. To prepare an agenda in advance of all meetings with the appropriate staff person.
- D. To conduct and attend committee meetings as needed.
- E. To start committee meetings on time.
- F. To stick to the agenda and control unnecessary, inappropriate and off task discussions.
- G. To implement the Strategic Planning objectives and strategies on a timely basis.
- H. To run the committee within the approved budget for the year.
- I. To know the association's practices, policies and procedures.
- J. To know the reporting procedure to the Board of Directors for action items.
- K. To oversee and/or develop programs which will meet the association's goals and objectives.
- L. To approve and sign all minutes for the committee.

### **V. The Duties and Responsibilities of the BNAR Committee Member(s) each year shall be:**

- A. To attend all committee meetings.
- B. To arrive promptly at meetings.

- C. To undertake specific responsibilities as delegated by the chairperson of the committee.
- D. To report directly to the committee chairperson.
- E. To assist other committee members, committee chairpersons and BNAR staff when necessary to insure that the committee's programs are executed in a timely and professional manner.
- F. To encourage the membership to participate in BNAR programs.

#### **VI. Committee Meetings:**

- A. A minimum of one committee meeting shall be held each year.
- B. Virtual e-meetings are allowed.
- C. All committee meetings are to be set up with the BNAR staff advisor.
- D. All committee members are to be notified of the meeting at least one week prior to the meeting.
- E. Procedure at all meetings of this Association shall be in accordance with Roberts Rules of Order Newly Revised and shall be defined in the Standing Rules of this Association.
- F. A quorum for all committee meetings is a majority of the total members in order to transact business.

#### **VII. BNAR Committee Descriptions and Objectives:**

##### **A. Agents' Day**

To provide an educational, informative and social day for all members and to provide a Trade Show of exhibits and educational seminars.

##### **B. Bylaws**

The Bylaws Committee, each year, shall meet to review the Bylaws for compliance with the National Association of REALTORS® and recommend changes if necessary.

##### **C. Chief Executive Officer Review**

To review the contract and evaluate the Chief Executive Officer of the BNAR each year.

**D. Housing Opportunities/Cultural Diversity**

To develop programs to coordinate, implement and disseminate information to acquaint the BNAR members with the benefits of involvement in housing programs and opportunities.

**E. Education**

To provide courses to obtain and maintain licensing, to provide information relative to BNAR procedures, to provide technical/informational courses and seminars.

To review and update current courses, programs and seminars, and to have a program for obtaining competent faculty.

To provide an Association Orientation Program each year.

To maintain a technology edge.

**F. Executive**

To oversee the finances of the BNAR and the financial report to the directors. The Executive Committee serves as part of the Finance Committee.

The Executive Committee each year shall consist of the current officers, the Presidential advisor and immediate Past President

**G. Forms and Contracts**

To review all existing BNAR forms and contracts, making revisions when necessary.

**H. Green**

To educate members on green principles and encourage members to be advocates in spreading the green philosophy to its members and the public.

**I. Grievance**

A review panel for requests for arbitration, violations of Ethics, Bylaws and ML Rules and Regulations. Members of the Grievance Committee will be required to attend the Professional Standards Training offered by NYSAR in order to be on that years' committee.

**J. Mediation**

To mediate prior to an Arbitration. Members of the Mediation Panel will be required to attend the Professional Standards Training offered by NYSAR.

**K. Membership**

To promote the value of the BNAR to members and the value of REALTORS® to the public. To promote careers and develop a plan to increase membership.

**L. Membership Discounts & Services**

To research, negotiate and disseminate information on products and services that will benefit the membership.

**M. Nominating**

To present a slate of candidates for the Associations Board of Directors and Slate of Officers for the Buffalo Niagara Association of REALTORS®, Inc.

**N. Professional Standards**

To administer and enforce the National Association of REALTORS® Code of Ethics and Standards of Practice.

To perform the duties and obligations set forth in the Professional Standards Manual of the National Association of REALTORS®.

Members of the Professional Standards Committee will be required to attend the Professional Standards Training offered by NYSAR in order to be on that years' committee.

**O. Public Affairs**

To maintain rapport with the various governmental and private organizations which supervise and regulate the real estate business.

To represent the interests of REALTORS® in local government concerns within the Association jurisdiction.

To reinforce NYSAR and NAR efforts to represent REALTORS® legislative interests.

To identify and prioritize issues that are important to REALTORS® and the real estate industry.

To reduce the vulnerability of members to litigation instituted by government and other parties.

To screen political candidates for possible support and contributions.

**P. REALTOR® Issues**

To reduce the vulnerability of members to litigation instituted by government and other parties.

**Q. RPAC**

To collect contributions from our members to help support policies and candidates working to help the real estate industry and to increase the number of members contributing to RPAC.

**R. Strategic Planning**

To provide an ongoing review process of the organizational structure, goals, objectives, programs, business plan and strategic planning.

**S. Technology**

To maintain a technology edge and evaluate technology tools that assist members to work smarter and more efficiently.

## VII. BNAR Committee Report Form:

This is a standard form to be used to submit to the BNAR any newsworthy events, trends or information that comes from your committee. This will be turned over to the Communications Director for placement to the media and/or the membership

Committee Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_

Committee Vice Chairperson: \_\_\_\_\_

Staff Advisor: \_\_\_\_\_

Name of Project/Program: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) Involved: \_\_\_\_\_

Time(s) Involved: \_\_\_\_\_

Place: \_\_\_\_\_

Target Audience: \_\_\_\_\_

\_\_\_\_\_

Comments/Description:

## VIII. Committee Recommendation Form for Action Items

**Committee:**

**Date:**

**Chairman & Vice Chairman:**

**Committee Recommendation:**

**Purpose of Recommendation:**

**Program Cost:**

Direct Staff Time: # of day's \_\_\_\_\_

Can the proposed recommendation be implemented within the limits of the currently approved budget for the program? Yes\_\_\_\_\_ No\_\_\_\_\_

If no, additional budget requested: \$\_\_\_\_\_

Projected total program cost (including original budget): \$\_\_\_\_\_

**Executive Committee Recommendation:**