

TEAM RESPONSIBILITIES:

MLS	Financial	Membership	Communications	Professional Conduct	Governance
Alliance 2FindYour Home 2FYH - Open Houses	Budgeting P & L Accts Payable	BNAR & REIS MLS Admins Supra Health Insurance Discounts/ Products MMSI	MLX MOTD BNAR News & Events Key Communicator	Grievance Mediation Professional Standards	By-laws Standing Rules Leadership Development
Rules/Regs	Accts Receivable		BNAR Website Office Manager Updates	Realtor Issues Best Practices	BOD Meeting Management
MLS Membership Agreements	Banking		DR and OM Email	Contracts	Core Standards
Copyrights	HR, Pension & Payroll		PR Campaigns	Fair Housing	Accelerate Program
Data Agreements/ RETS	Inventory		Surveys		PAG's
Statistics	Store		Promote Benefits/Issues, etc. Through Events		
Instanet Use/Design/ Troubleshoot	Investments		BNAR Advertising Social Media		
Realist Use/Design/ Troubleshoot	Month-End		News Releases Dedicated Email/Post Card		
MLX Use/Design/ Troubleshoot	Fixed Assets Billing/Invoicing		Calendar of Events Flyer for Orientation Class		
Compliance Tool (Listing check)	e-commerce (NAR)		Target Marketing		
MLX Security	Travel		Office Visits		
SSO Portal HomeSnap (Broker Portal)	REALTOR.com		Test Messaging		
Synchronization to Zillow/ListHub, etc. Drone/Video/Photography					

Education	Networking Events	IT	Community	REALTOR Advocacy
C.E Orientation Lunch-N-Learns Breakfast-N-Learns	Agent's Day Election Regional Meetings	Network Stations Security	Habitat for Humanity Day of Caring (United Way) WNY Heroes	Network with Public Officials Inform Members on Issues political & legislative Resource on Political & Legislative Issues to members Resource on Political & Legislative Issues to elected and appointed officials.
Webinars	Social Events	Phones/ Internet Printers	Salvation Army Boys & Girls Club St. Luke's Mission of Mercy Cystic Fibrosis Foundation	Receive feedback from Membership regarding political & legislative Issues
Faculty Review	Economic Forecast	BNAR Website	Buffalo Niagara Ambassadors Kids Escaping Drugs Child & Family Services	RPAC – REALTORS Political Action Committee Independent Expenditure (IE) DEI
Designations		Surveys Hardware Software Training Video Creation	SPCA Serving Erie County WNY Stem Hub Hand in Hand Evan Wood Fund/Oishei Childrens Hospital	