



GOLDEN ISLES
ASSOCIATION OF REALTORS®
& Multiple Listing Service, Inc.

**Golden Isles Association of REALTORS® &
Golden Isles Multiple Listing Service, Inc.**

Policy & Procedures Manual

Mission Statement

Investing in our members through professionalism, community, and advocacy.

Our Vision

Enhancing the quality of life in our community.

**SUBMITTED FOR ADOPTION BY BOD
& APPROVED BY BOD: May 9, 2008
Reviewed by BOD: September 10, 2009
Approved by BOD: November 2, 2010
Approved by the BOD: November 2014
Approved by the BOD: July 12, 2019
Approved by the BOD: Sept 9, 2020
Approved by the BOD: April 1, 2021
Approved by the BOD: November 3, 2023**

P – WORDS

POLICIES	(Board Driven)
PROCEDURES	(Staff Driven)
PRECEDENTS	(Been Done Before)
PRACTICES	(We Always Do It That Way, Never Written Down)
POSITIONS	(Governmental, Resolutions)



TABLE OF CONTENTS

TABLE OF CONTENTS	3
DEFINITIONS AND GENERAL PROVISIONS POLICY	4
BOARD OF DIRECTORS MEETINGS	6
POLICY AMENDMENT PROCESS	8
ANTITRUST COMPLIANCE POLICIES AND PROCEDURES	9
CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT	10
CONFLICT OF INTEREST DISCLOSURE POLICY AND AGREEMENT	11
ANTI-HARASSMENT POLICY AND PROCEDURES	13
SOCIAL MEDIA BEST PRACTICES	15
ORGANIZATIONAL ALIGNMENT CORE STANDARDS	16
STRATEGIC PLAN	17
GOLDEN ISLES ASSOCIATION OF REALTORS® BOARD OF DIRECTORS	18
PRESIDENT	19
PRESIDENT ELECT	22
IMMEDIATE PAST - PRESIDENT	24
VICE PRESIDENT OF ADMINISTRATION AND FINANCE	25
VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT	27
VICE PRESIDENT OF GOVERNMENTAL AFFAIRS & RPAC	28
VICE PRESIDENT OF MEMBER AND PUBLIC SERVICES	29
GIAR OFFICERS & DIRECTORS	30
GAR STATE DIRECTORS	32
REGIONAL DIRECTOR FOR GEORGIA ASSOCIATION OF REALTORS®	34
GIAR STAFF	36
ASSOCIATION EXECUTIVE / CEO	36
MLS & EDUCATION STAFF MEMBER	41
ADMINISTRATION AND FINANCE STAFF MEMBER	44
MEMBER SERVICES AND COMMUNICATIONS STAFF MEMBER	46
ASSOCIATION COMMITTEES	48
ASSOCIATION CALENDAR PROCEDURES	72
TRAVEL & EXPENSE REIMBURSEMENT POLICY	73
FINANCIAL PROCEDURES POLICY	75
REVIEW OF CORPORATE RECORDS BY MEMBERS	78
RECORD RETENTION REQUIREMENTS	80
RECORD RETENTION – GOVERNMENT REQUIREMENTS	81
WHISTLEBLOWER POLICY	82

DEFINITIONS AND GENERAL PROVISIONS POLICY

PRESIDENTIAL ADVISORY GROUP (PAG): A PAG is a group of Members, Staff, or other Association stakeholders that are appointed by the President to advise the President on a specific issue or topic. A PAG can be an effective way to approach an issue that may span multiple committees or functional areas of the Association. A PAG reports its findings and recommendations, if any, directly to the Association President. The President has complete discretion over the PAG, its responsibilities, and its findings or recommendations. Upon completion of the PAG work a report shall be submitted to the Administrations and Operations Committee for review prior to being presented to the Executive Committee by the President.

TASK FORCE: A Task Force is appointed by the President and approved by the Executive Committee to fulfill a specific short-term task or goal and should be disbanded once its mission is accomplished. A task force reports their findings and/or recommendations, if any, to the Executive Committee. A Task Force shall limit its scope to the task or goal defined by the Executive Committee. The Executive Committee is the only Committee that may authorize a Task Force.

COMMITTEE and FORUMS: Committees and Forums are standing governance units defined in our Bylaws and/or in our Policies and Procedures Manual under authority established by the Board of Directors. Creation of additional Committees and Forums is subject to approval of the Board of Directors. Committees may recommend action(s) affecting other Committees or functional areas within the Association to the committee or entity providing oversight of the committee or functional area as authorized by the Policies and Procedures for review and consideration at the next meeting of the committee. A motion to accept, amend, or defeat the recommendation shall be included in the committee minutes.

SUBCOMMITTEE (a.k.a. Ad Hoc Committee, Work Group, Focus Group): A subcommittee is appointed by the Committee Chair from Members of the larger Committee and has a specific purpose or task to research and accomplish. Their findings and/or recommendations are reported to the full Committee. The subcommittee shall be disbanded once its mission is accomplished. A subcommittee only operates within the scope of the broader Committee's purpose, duties, and responsibilities. A subcommittee that needs to continue beyond the term of the chair will need to be re-appointed by the subsequent chair.

SCOPE AND PURPOSE OF COMMITTEES AND FORUMS: shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities. Each Committee/Forum and position in the Association is a vital part of a system of interconnected defined roles all working together to implement and achieve the Vision of the Association. It is inherently important that the overall roles of the interconnection of committees, forums, offices, positions, and staff work well in concert to achieve the goals and vision of the Association. The overall purpose of each Committee and Forum shall be in support of the Strategic Plan of the Association.

COMMITTEE REPORTING: Each Committee Chair and/or Co-Chair shall report Committee activities and actions of said committee to the entity or Officer as specified in the Policies and Procedures Manual.

EX-OFFICIO: An ex-officio member regardless of their position in GIAR may make motions, speak in debate, vote, etc. except when policy states that an ex-officio member does not have the right to vote.

STAFF LIASON: The Staff Liaison is assigned by the CEO and serves as an advocate, advisor, administrator, and resource to enable each Committee, Forum, Task Force, and/or PAG to fulfill its charge and accomplish its goals within its stated scope, purpose, and budget and in accordance with the GIAR Vision, Core Values, and the Strategic Plan.

CONTRIBUTING MEMBER: Shall be an individual, non-voting member, whose contribution to a committee is through review and comment.

VACATED PRESIDENTIAL APPOINTED POSITIONS: Should a vacancy occur in a position that is filled by Presidential appointment, the President who made the original appointment shall select a replacement eligible to serve for the remainder of the position's term and forward the name to the current President for appointment unless the rules of a particular committee or position override. If the President who made the original appointment is not available, the current President shall appoint a replacement eligible to serve for the remainder of the position's term unless the rules of a particular committee or position override.



BOARD OF DIRECTORS MEETINGS

CONSENT AGENDA


The GIAR Board of Directors (BOD) consent agenda shall be compiled by staff and reviewed by the Administration and Operations Committee (A&O) prior to distribution or printing. The consent agenda groups the routine, procedural, informational, and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the Board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision-making, or action, are placed in the Board of Directors Meeting Agenda for review, consideration, and action.

- The GIAR Board of Directors Consent Agenda includes the following:
- Minutes of the Previous Board of Directors
- Membership Report
- Unaudited Profit and Loss Statements & Balance Sheet (except March, June, September, and December when the financials will be presented in the regular agenda for review.)

The Consent Agenda allows the GIAR Board of Directors to:

- Approve the items listed above without discussion or individual motions.
- Streamline meetings to allow the focus to be on substantive issues.
- Remove individual items from the consent agenda at the request of any one member.
- Adopt by general consent without debate items not removed from the consent agenda.
- Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the President or Chair.

FIDUCIARY DUTY

In your role as a GIAR Director, Officer, or as a member of certain Committees, you have a fiduciary duty to act in the best interests of GIAR. Your fiduciary duties of care, loyalty, and obedience as defined by corporate law are owed to GIAR, not to any local REALTOR® Association or Institute, Society, or Council that may have selected you to serve in your position as Director or other role at GIAR. As a Director or while participating in your role or position at GIAR, you are required to act in the best interests of GIAR, rather than in the interests of yourself or another person or  entity.

CONFIDENTIALITY

Unless there are exceptional reasons for confidentiality, meetings of the Association are open to any member. Each Committee description will state whether it is an open or closed meeting. Some committees may need to establish some level of confidentiality of a particular topic or issue and will expect the committee members and guests to abide by the level of confidentiality requested. Confidentiality is the preservation of privileged information. By necessity, there will be times that personal and private information is disclosed in a particular meeting. Part of what you learn is necessary to provide services to the Member(s) of the Association or the Association as a whole. GIAR expects you to respect the privacy of Members, Vendors, and Staff and to maintain their personal and/or financial information as confidential. Confidentiality of legislative advocacy negotiation

may also be required on a case-by-case basis. General information, policy statements, or statistical material that is not identified with any individual, Member, vendor, or staff is not classified as confidential. GIAR is an organization that is transparent to its Members, but there will be instances that in terms of law, ethical, moral, or negotiation position that confidentiality is required and will be expected by those with privileged information.

Circumstances may warrant the following:

Option #1 – Members are required to have a signed GIAR Confidentiality and Non-Disclosure and Policy Agreement on file with the staff liaison prior to any participation with the committee.

Option #2 – Based on the nature of the material to be reviewed and/or discussed, members may be required to sign a GIAR Conflict of Interest Disclosure Policy and Agreement for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

POLICY AMENDMENT PROCESS

1. **GOVERNANCE CHANGE:** Any addition or deletion to policy content, a change that affects how the policy is administered or interpreted, or adoption of new rules/regulations. This includes policy amendments originating from any committee, work group, or task force as noted in the official minutes.
 - Authority: All Governance Changes must be submitted to, and approved by, the Board of Directors. (Per the Bylaws, ALL Bylaws changes require a 30-day notice to the Board of Directors before action may be taken.
 - Implementation: Changes approved by the Board of Directors are effective at the time of approval unless a fixed time in the future is noted in the motion approved by the Board of Directors.

2. **HOUSEKEEPING CHANGE:** Changes or corrections that do not change policy content or interpretation, such as correcting a typographical error, updating contact information (phone numbers, URLs, addresses), reformatting (to include changes to font type, size, bold, underlining, case, numerical (only applies to formatting where numbers may be substituted for bullet points or Roman numerals)).
 - Authority: All Housekeeping Changes must originate from a committee, work group, or task force and be reviewed, and approved, by the Executive Committee. Staff recommendations, not coming forth from another Committee, work group, or task force, shall be submitted to the Executive Committee for review and approval.
 - Implementation: All Housekeeping changes approved by the Executive Committee shall be documented in the minutes and noticed to the Board of Directors within 10 days. Changes approved by the Executive Committee are effective 30 days following approval unless a fixed time in the future is noted in the motion approved by the Executive Committee.

ANTITRUST COMPLIANCE POLICIES AND PROCEDURES

It shall be the policy of the Golden Isles Association of REALTORS® to be in strict compliance with all Federal and State Antitrust laws, rules, and regulations. Therefore:

These policies and procedures apply to all membership, Board, committee, and other meetings of the Association, and all meetings attended by representatives of the Association.

Discussions of prices or price levels is prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price such as:

- Cost of operations, supplies, labor, or services;
- Allowance for discounts;
- Terms of sale including credit arrangements; and
- Profit margins and markups provided this limitation shall not extend to discussions of methods of operations, maintenance, and similar matters in which cost or efficiency is merely incidental.

It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.

Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.

It is the Golden Isles Association of REALTORS® policy that all meetings or seminars attended by representatives of the Association where discussion can border on an area of antitrust sensitivity, the Association's representative should request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the Association's representative should publicly excuse themselves from the meeting and request that the minutes show that he left the meeting at that point and why he left. Any such instances should be reported immediately to the President and staff of the Association.

It is the Golden Isles Association of REALTORS® policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, Director, committee member, official representative of member companies and Golden Isles Association of REALTORS® employees annually and that the same be provided at all meetings of the membership of the GIAR REALTORS®. A copy of these Antitrust Compliance policies and procedures shall be included as part of the agenda "packet" for each meeting of the Committee.

Name & Position: _____

Signature: _____

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This Confidentiality and Non-Disclosure Agreement (Agreement), dated _____, between the Golden Isles Association of REALTORS® (“GIAR”), a Georgia Corporation, and _____ <insert full legal name of other entity>, an individual (“Recipient”), provides for the non-disclosure of certain information considered to be confidential by GIAR relating to the Recipient’s participation on GIAR Committees, Sub-Committees or Task Force (the “Purpose”). I serve on the <insert name of committee(s)> GIAR committee(s)_____.

CONFIDENTIAL INFORMATION DEFINED: Confidential Information is any information marked as “confidential” by GIAR or is represented by GIAR as being confidential or declared “confidential” before or within a reasonable time after its disclosure, or that the Recipient knew or, based on the content of and the circumstances surrounding its disclosure, should have known was confidential. Such information includes, but is not limited to, all documents, data, records, files, memoranda, reports, email transmissions, fax transmissions, and any other source of information regarding GIAR, or its business, including, without limitation, information concerning any committee, its members, its process, applicants (including the contents of any applications) and selected candidates.

PROTECTION OF CONFIDENTIAL INFORMATION: Recipient agrees to use the Confidential Information solely for the Purpose described above. The recipient agrees to use a reasonable degree of care in protecting the Confidential Information and shall not disclose such information to any third party without prior written consent of GIAR. Further, in the event Recipient becomes aware of an unauthorized disclosure of the Confidential Information, Recipient shall: (a) immediately notify GIAR; (b) take all reasonably, appropriate steps to prevent further unauthorized access and/or use; and (c) cooperate with GIAR in its efforts to secure the Confidential Information and protect its rights therein.

RETURN OR DESTRUCTION: Recipient shall retain records of the tangible items of Confidential Information furnished to it by GIAR. Upon notice received from GIAR, and/or upon cessation of the parties’ pursuit of the purpose, the Recipient shall immediately return or destroy all copies of all tangible items of Confidential information.

TERM: Confidential information disclosed pursuant to this agreement will be subject to the terms of this Agreement in perpetuity.

BREACH OF AGREEMENT: In the event a Recipient fails to abide by the terms of this agreement, the Chair or Co-Chair or any member who becomes aware of such breach, shall report the issue to the Administration and Operations Committee Chair; and the Recipient shall be subject to discipline in accordance with GIAR’s Policies and Procedures Manual.

Name & Position: _____

Signature: _____

CONFLICT OF INTEREST DISCLOSURE POLICY AND AGREEMENT

A. POLICY: This conflict of interest policy is written to assist Directors, officers, committee members, guests in attendance and employees of the Golden Isles Association of REALTORS® (GIAR) in identifying actual and potential conflicts of interest involving a Contract or Transaction with GIAR; and to provide GIAR with a procedure where the Contract or Transaction can be treated as lawful and binding even though a Director, officer, committee member or employee has, or may have, a conflict of interest with respect to the Contract or Transaction. In the event there is any inconsistency between state law and the requirements and procedures prescribed herein, state law shall control.

1. DEFINITIONS:

Acting Officially: shall mean discussing, deliberating, making a recommendation or voting on.

Conflict of Interest: shall mean any circumstance described as such in this Policy.

Contract or Transaction: shall mean any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by GIAR. The making of a gift to GIAR is not a Contract or Transaction.

Family Member: shall, with respect to a Responsible Person, mean a spouse, domestic partner, an individual sharing the same home, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, grandchild or grandparent of a Responsible Person or the trust or estate of any of the above parties.

Material Financial Interest: shall mean a direct or indirect financial or beneficial financial interest of any kind or an interest that results in or is reasonably expected to return or produce some monetary gain or other material thing of value for the person with the Material Financial Interest.

Qualified Person: shall mean any Responsible Person who, with respect to a Conflict of Interest Contract or Transaction involving another Responsible Person, does not have either: 1) a conflicting interest respecting the Contract or Transaction; or 2) a familial, financial, professional or employment relationship with the Responsible Person that would reasonably be expected to exert an influence on the Responsible Person's judgment when voting on the Contract or Transaction.

Responsible Person: shall mean any person serving as an officer, Director, committee member, committee guest or employee of GIAR.

2. PROCEDURES FOR A RESPONSIBLE PERSON WITH A CONFLICT OF INTEREST TO ENTER INTO A CONTRACT OR TRANSACTION WITH GIAR:

Prior to the Board of Directors or any GIAR Committee thereof (hereinafter collectively and individually referred to as "GIAR Body") Acting Officially with respect to a Contract or Transaction with which a Responsible Person has a Conflict of Interest, the Responsible Person shall disclose the following to the Chair of the GIAR Body Acting Officially:

- a. the existence and nature of the Conflict of Interest; and
- b. all facts known to the Responsible Person respecting the subject matter of the transaction that an ordinarily prudent person would reasonably believe to be material to a judgment as to whether or not to proceed with the Contract or Transaction.

The disclosure shall be made by the Responsible Party as soon as reasonably possible after the Responsible Party realizes that he or she has a Conflict of Interest. The Chair of the GIAR Body considering such Contract or Transaction shall, prior to the GIAR Body Acting Officially, report the substance of the disclosure made by Responsible Person to the GIAR Body and cause the same to be entered into the minutes of the meeting of the GIAR Body.

A Responsible Person shall play no part, directly or indirectly, in the GIAR Body when it is Acting Officially with respect to the Contract or Transaction in which the Responsible Person has a Conflict of

Interest. This shall include without limitation the Responsible Person not being able to see or hear and not being physically present in the room when the GIAR Body is Acting Officially. If the responsible person has a presentation or materials relating to a request for funds, a contract, or transaction, such documents shall be provided to the Chair or Co-Chair to share with the Committee so the party responsible for presenting the document(s) can leave the room before the agenda item is discussed and voted on by the committee. If the Chair and Co-Chair both have a conflict, the Chair shall appoint another member of the committee to assume the position of Chair for that specific agenda item only.

A Responsible Person shall not be counted towards a quorum of any meeting in which the GIAR Body is Acting Officially with respect to a Contract or Transaction with which the Responsible Person has a Conflict and such Responsible Person's ineligibility to be counted toward a quorum or to vote shall be reflected in the minutes of such GIAR Body. The Contract or Transaction shall be approved by the affirmative vote of a majority (but not less than two) Qualified Persons on the GIAR Body to become effective.

3. **AGREEMENT OF RESPONSIBLE PARTY NOT TO ACCEPT GIFTS OR GRATUITIES:** Each Responsible Party agrees not to accept any gifts, gratuities, free services, entertainment, loans or other things of value (hereinafter collectively "Things of Value") from any person, company or other legal entity that is either doing business or seeking to do business with GIAR except for Things of Value that have a nominal value not exceeding \$25 in any given calendar year and are not given on a regular basis.
4. **CONFLICT OF INTEREST DEFINED:** For purposes of this policy, the following circumstances are deemed to create a Conflict of Interest:
 - a. A Contract or Transaction between GIAR and a Responsible Person or Family Member of a Responsible Person; or
 - b. Contract or Transaction between GIAR and an entity in which a Responsible Person or a Family Member of a Responsible Person has a Material Financial Interest

B. OTHER CONFLICTS OF INTEREST NOT NECESSARILY INVOLVING A CONTRACT OR TRANSACTION: A Responsible Party shall refrain from participating in any decision as a member of a GIAR Body where the Responsible Party cannot exercise the requisite sound judgment, duty of care and duty of loyalty required of the Responsible Person under Georgia law, nor shall any Responsible Person knowingly violate any of these duties while serving on a GIAR Body.

C. AGREEMENT: Each Responsible Person shall agree to sign and submit a copy of this Conflict-of-Interest Disclosure Policy and Agreement to GIAR.

Relationships, positions, or circumstances include service as a Director of or consultant to a not-for-profit organization or ownership of a business that provides goods or services to GIAR.

Disclosure regarding business interests of a Responsible Person or a Family Member shall be confidential and made available only to the Chair, the Chief Executive Officer, and any committee appointed to address Conflicts of Interest. **EXCEPTION:** When additional disclosure is necessary in connection with the implementation of this policy.

I have reviewed, and agree to abide by, GIAR's Conflict of Interest Disclosure Agreement for the term:

Signature: _____

Date: _____

ANTI-HARASSMENT POLICY AND PROCEDURES

PURPOSE: The Golden Isles Association of REALTORS® aims to be inclusive of the largest number of contributors, with the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe, and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status, and religion.

This Anti---Harassment Policy outlines our expectations for staff, for members and for guests when visiting the Association office and who participate in GIAR and GIMLS Meetings and Events or who represent GIAR and GIMLS at Meetings or Events as well as the consequences for unacceptable behavior. We expect to create safe and positive experiences for everyone.

“Participant” in this policy refers to anyone present at GIAR or GIMLS meetings and events, including staff, contractors, vendors, exhibitors, venue staff, members, and all attendees.

EXPECTED BEHAVIOR: We expect all participants (attendees, members, vendors, exhibitors, contractors, staff, and venue staff) to abide by this Anti---Harassment Policy in all venues, including ancillary events and official and unofficial social gatherings.

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.
- Alert community leaders if you notice a dangerous situation, someone in distress, or violations of this Anti---Harassment Policy, even if they seem inconsequential.

UNACCEPTABLE BEHAVIOR: Unacceptable behaviors include:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant at all related events and in one---on---one communications. GIAR and GIMLS event venues may be shared with members of the public; please be respectful to all patrons of these location
- harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics.
- inappropriate use of nudity and/or sexual images in public spaces (including presentation slides).
- deliberate intimidation, stalking or following.
- harassing photography or recording.
- sustained disruption of talks or other events.
- unwelcome and uninvited attention or contact.
- physical assault (including unwelcome touch or groping)
- real or implied threat of physical harm
- real or implied threat of professional or financial damage or harm

Exhibitors in any expo hall, sponsor or vendor booths, or similar activities are also subject to the Anti-Harassment Policy. In particular, exhibitors should not use sexualized images, activities, or other material. Booth staff

(including volunteers) should not use sexualized clothing, uniforms, or costumes, or otherwise create a sexualized environment.

Be careful in the words that you choose. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you. Excessive swearing and offensive jokes are not appropriate for GIAR and GIMLS activities.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOR: Unacceptable behavior from any participant at GIAR or GIMLS related meetings and meetings, including attendees, sponsors, exhibitors, contractors, volunteer leaders, vendors, venue staff, and anyone with decision---making authority, will not be tolerated.

If a participant engages in unacceptable behavior, GIAR and GIMLS Leadership or Staff may take any action they deem appropriate, including removal from any GIAR or GIMLS related meeting or event at which the harassment occurred. Egregious violations will result in more severe sanctions.

IF YOU ARE SUBJECT TO OR WITNESS UNACCEPTABLE BEHAVIOR: If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of GIAR or GIMLS Leadership or Staff immediately. Staff can be identified by name badges.

- All reports are confidential. If possible, provide the following information, preferably in writing:
- Identifying information (name/badge number, appearance) of the participant doing the harassing
- The behavior that was in violation
- The approximate time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident
- Other people involved in or witnessing the incident

The staff are trained in how to deal with the incident and how to proceed further with the situation. If needed or requested, staff or Leadership will help participants contact venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the meeting or event.

ADDRESSING GRIEVANCES: If you feel you have been falsely or unfairly accused of violating this Anti---Harassment Policy, you should notify the GIAR Board of Directors with a concise description of your grievance. Your grievance will be handled in accordance with our existing governing policies.

Name & Position: _____

Signature: _____

SOCIAL MEDIA BEST PRACTICES

Golden Isles Association of REALTORS® (GIAR) values social media. Its proper use creates awareness of our purpose and mission. It is also a great communication and marketing tool. As a GIAR leader*, what you share on the Internet is (or may be interpreted to be) representative of GIAR and, in any event, must be approached with caution. The written word is easily misunderstood and misinterpreted, especially in a leadership position as you are held to a higher standard by others. GIAR also respects your right to interact and communicate about non-Association related matters using the Internet. In order to protect GIAR from the posting of comments and information that may have a harmful effect on its reputation and/or its employees, the following best practices have been developed.

- For the purpose of this document, “engaging in social media” means posting or uploading content to any type of interactive electronic communication including but not limited to websites, blogs, social networks, discussion Boards, and listservs.
- You assume any and all risks associated with engaging in social media.
- Before engaging in social media, know GIAR’s position on issues. Be sure it is clear that your opinion and views expressed are yours alone and that any statements, opinions, and beliefs do not necessarily reflect the views of the Association.
- When engaging in social media, be vigilant to ensure that you do not disclose any information that is confidential or proprietary to GIAR or to any third party that has disclosed information to us. This includes but is not limited to the use of Association trademarks and copyrighted material.
- Use caution when posting photos of leadership, staff, and members from REALTOR® events.
- Since the Internet is a public space, you must refrain from engaging in social media that may disparage or harm the image or reputation of GIAR or any of its employees.
- When engaging in social media, do not expect your comments to be private. Even comments posted in private groups can easily be shared publicly.
- When it comes to political advocacy and candidate campaigns, represent, and conduct yourself online as a member of the Georgia REALTOR® Party, which supports real property rights regardless of political affiliation.
- RPAC investments should not be solicited in any online public forum.
- Do not share or publicly post any decisions that are confidential. This includes Board matters, personnel, staffing, professional standards decisions, and financial information.

Name & Position: _____

Signature: _____

ORGANIZATIONAL ALIGNMENT CORE STANDARDS

Local, state, and territorial Associations of REALTORS®, as a condition of membership in the National Association of REALTORS®, must meet NAR’s Organizational Alignment Core Standards, a set of requirements that fall into six categories:

- Code of Ethics
- Advocacy
- Consumer Outreach
- Unification Efforts and Support of the REALTOR® Organization
- Technology
- Financial Solvency

REALTOR® Associations must certify compliance with the standards by June 30, 2015— by June 30 of each subsequent year and beginning in 2017, by December 30 of each subsequent year —or be subject to revocation of their charter.

[View and download the Organizational Alignment Core Standards](#)

The standards were approved by NAR’s Board of Directors in May 2014 and replace a previous set of organizational standards. The purpose of the new standards: to raise the bar for REALTOR® Associations and ensure high-quality service for REALTORS®.

Among the new standards is the need for an up-to-date strategic plan. To help Associations meet that standard, NAR is developing training for potential facilitators and providing grants for Associations to complete the strategic planning process. Strategic planning grants are available through June 30, 2015, and money will be disbursed only after a plan has been submitted to and approved by NAR. When finalized, details about the facilitator training will be posted at REALTOR®.org and in the Internal News Service Report for AEs.

Grants will also be available to facilitate Association mergers that take place between May 17, 2014, and June 30, 2016, with disbursement after completion of a successful merger.

Enforcement of the Organizational Alignment Core Standards will be the joint responsibility of the local Associations, state and territorial Associations, and national Association. NAR is currently building an online compliance reporting process, with expected completion in fall 2014.



STRATEGIC PLAN



GOLDEN ISLES
ASSOCIATION OF REALTORS®

2023 -2024 STRATEGIC PLAN

Our Mission

Investing in our members through professionalism, community and advocacy

Our Vision

Enhancing the quality of life in our community

MEMBER SERVICES

Serving the evolving needs of our members

1. Identify & deliver resources and benefits to members
2. Provide cutting edge technology, state of the art resources, and data management to serve the needs of our members
3. Measure and communicate the benefits of membership
4. Support the health and wellness of our members

ADVOCACY

Advocating for REALTORS®, the real estate industry, our members, and the community housing needs

1. Promote the benefits of real property ownership
2. Educate our members on public policy that influences real estate and encourage our members to participate in the political process
3. Leverage GAR & NAR financial resources and subject matter experts to benefit our community

PROFESSIONAL DEVELOPMENT

Challenging members to enhance their knowledge, professionalism, and integrity, all while inspiring and nurturing future leadership

1. Provide current, diverse and quality education
2. Create pathways for leadership development
3. Champion the doctrine of the NAR Code of Ethics and the expectations of *model* ethical conduct

COMMUNITY OUTREACH

REALTORS® enhancing our communities

1. Engage in community service projects and events
2. Identify the needs in our community and focus on providing volunteer time and resources
3. Communicate the REALTOR® impact on our community

GOVERNANCE

Maintaining the structure, people, and resources for a dynamic Association

1. Sustain the volunteer, leadership and professional staff
2. Maintain and assure responsible management of the Association's assets
3. Maintain an structure that assures success and sustainability
4. Evaluate and measure performance

GIAR Strat Plan™



GOLDEN ISLES ASSOCIATION OF REALTORS® BOARD OF DIRECTORS

OFFICER'S DUTIES & RESPONSIBILITIES

The elected officers of the Association shall be a: President, President-Elect, Immediate Past President, Vice President of Administration & Finance, Vice President of Professional Development, Vice President of Governmental Affairs, and Vice President of Member and Public Services (added 2014). They shall be elected for terms of one year and not to exceed two consecutive years at the same Vice President position. The formal installation ceremony of officers and Directors may be held at either the Awards Banquet or the December Membership Meeting.

CONSENT AGENDA

The GIAR Board of Directors consent agenda shall be compiled by staff and reviewed by the Administration and Operations Committee prior to distribution or printing. The consent agenda groups the routine, procedural, informational, and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the Board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making, or action, are placed in the Board of Directors Meeting Agenda for review, consideration, and action.

The GIAR Board of Directors Consent Agenda includes the following:

- Minutes of the Previous Board of Directors Membership Report
- Unaudited Profit and Loss Statements & Balance Sheet except March, June, September, and December when the financials will be presented in the regular agenda for review.

The Consent Agenda allows the GIAR Board of Directors to:

- Approve the items listed above without discussion or individual motions
- Streamline meetings to allow the focus to be on substantive issues.
- Remove individual items from the consent agenda on the request of any one member.
- Adopt by general consent without debate items not removed from the consent agenda.
- Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the President or Chair.
-

FIDUCIARY DUTY

In your role as a GIAR Director, Officer, or as a member of certain Committees, you have a fiduciary duty to act in the best interests of GIAR. Your fiduciary duties of care, loyalty, and obedience as defined by corporate law are owed to GIAR, not to any local REALTOR® Association or Institute, Society or Council that may have selected you to serve in your position as Director or other role at GIAR. As a Director or while participating in your role or position at GIAR, you are required to act in the best interests of GIAR, rather than in the interests of yourself or another person or entity.

PRESIDENT

AUTHORITY

Authorized as per Bylaws.

PURPOSE

The President shall be the corporate President of the Association and shall preside at all meetings of the membership and the Board of Directors and shall be an ex officio member of all committees and the MLS Board of Directors. The President shall communicate to the members of the Board of Directors such matters as, in the President's opinion, are deemed proper and tend to promote the welfare and increase the usefulness of the Association. The President shall perform all other duties as are required by law or incident to the office of President or as may be prescribed by the Bylaws and the Board of Directors. The President shall automatically serve as a GIAR Director.

QUALIFICATIONS

As set forth in the Bylaws.

DUTIES

President and President-Elect shall recruit and recommend applicants for participation in the GAR State Leadership Academy program and the selection must be approved by the Board of Directors.

PRE-INSTALLATION GUIDELINES

- Prior to installation the following guidelines should apply:
- Become generally familiar with the Association Bylaws, Code of Ethics, a summary of Robert's Rules of Order, Policies and Procedures Manual, Professional Standards Rules and Regulations, and MLS Rules and Regulations.
- Appoint committee chairs, as needed, subject to approval by the Board of Directors and may appoint such other sub-committees, task forces and presidential advisory groups as needed.
- Meet with current President and/or Past Presidents to become familiar with the office and to promote a smooth transfer of authority.
- Meet with Committee Chairs and review policies, procedures, and goals for the coming year.
- Delegate such Presidential duties as appropriate to President Elect and/or other Officers throughout the year.
- Sign the Association's Confidentiality Agreement and Conflict of Interest Code before taking office.
- Have electronic mail capability in order to be able to receive notices and information from the Association and CEO.
- Directors, including the President, are encouraged to, at a minimum, make an annual voluntary donation and participate in the Georgia Association of REALTORS® political action fund (RPAC).



BUSINESS

- Serve as official spokesperson for the Association.
- Strive, in cooperation with the Budget and Finance Committee, to operate within an annual budget.
- Confirm that the VP of Administration & Finance or CEO arranges to have the Association's finances audited or reviewed annually. Be available to sign checks as needed.

MEETINGS

- Schedule and coordinate Board of Directors meeting calendars:
- Check annual calendar to conform to Bylaws when coordinating agenda with CEO.
- Attend and conduct all Board of Directors meetings:
 - Commence meetings on time.
 - Control meetings with firm guidance and control discussion to the subject being considered.
 - Confer with CEO or Legal Counsel for decisions on Parliamentary procedure.
 - Vote only to break a tie.
- Relinquish the chair for the entire subject if taking part in the discussion.
- Make reasonable efforts to attend all major events and Association functions and meetings, including General Membership and broker/manager meetings. In the event the President is unable to attend an event or function, arrange for an alternate, such as the President-Elect to attend.
- Serves on the Executive & the A&O Committees, and the Strategic Planning Committee
- Attend all special Leadership meetings and Association's Annual Leadership Retreat.
- Attend all New Members Orientation Meetings (or designate a representative to attend).
- Attend all A&O Committee planning meetings.
- Meet with the GIAR President-elect, VP of Admin & Finance and the GIMLS President, GIMLS President-elect and GIMLS Secretary-Treasurer to evaluate the Chief Executive Officer annually during budget period, if possible, but no later than last day of October.
- Make recommendations for members of GIAR to serve on Georgia Association of REALTORS® and National Association of REALTORS® committees and Forums for the upcoming year.

MEMBERSHIP

- Consult with and work in cooperation with the CEO.
- Influence the establishment of goals and objectives for the Association, which are established by the Board of Directors prior to the Budget preparation and in conjunction with staff input.
- Be responsible for confirming that the programs and policies of the Association reflect the needs and aspirations of the membership.
- Act as spokesperson and inspirational leader of the Association and take a substantial role in monitoring and evaluating organizational performance and effectiveness.
- Exercise personal leadership in the motivation of other Officers, Directors, Committee members and membership.
- Promote interest and active participation in the Association by the membership.
- Report activities of the Directors and the Association to the Members by means of letters, publications, and/or speeches.
- Attend Association functions and meetings.

- Monitor progress of Committees, and Nominating Committee, as ex officio member, and make appropriate recommendations.
- Meet with President-Elect and CEO on regular basis to discuss Association issues and agenda items for Board of Director meetings.
- Meet with local, state, and national political leaders, broker owners and/or office managers, and marketing groups as necessary (can utilize concept of small focus group survey meetings, i.e., breakfast meetings, etc.)
- Serve as designated shareholder representative to Golden Isles MLS Board of Directors
- Coordinate planning and hosting of periodic meetings of Golden Isles MLS shareholder Associations with the presidents, president-elect, and executive officer.
- Attend and represent voting shareholder interest of Association at the annual meeting and all special meetings of the Golden Isles MLS.

PUBLIC RELATIONS

- Be the official representative of the entire membership and promote the best interests of the Association.
- Attend, at President's discretion, outside functions and meetings as a representative of the Association.
- Maintain liaison with the news media, in cooperation with the CEO.
- Provide interviews to news media (or designate a representative to be interviewed) regarding local real estate market conditions, industry positions or trends.
- Attend functions and meetings of other Boards/Associations within the Association's region when appropriate.

SERVE AS GAR DIRECTOR AND NAR DELEGATE

- Attend GAR Director and NAR Delegate meetings and conventions (GAR Inaugural & Annual, NAR Mid-Year Legislative Meeting, NAR Annual Convention & Expo) as budgeted for.
- GAR meetings: attend Opening Session, Award Ceremony Luncheon, GAR Legislative Day events, Leadership roundtables, and the GAR Board of Directors meeting including the Region 8 Caucus and State Director Training every two years.
- NAR meetings: attend the GAR and Region 5 Caucus meeting at Annual and Mid-Year meetings, the Capitol Hill visits during the Legislative Meeting and Leadership Roundtables. Serve as official voting delegate to NAR Delegate body, when officially meets during annual meetings.



PRESIDENT ELECT

AUTHORITY

Authorized as per Bylaws.

PURPOSE

In the absence of the President, or at any time when requested to do so by the President, shall discharge the duties of the President. The President-elect shall succeed to the office of President.

QUALIFICATIONS

- Only the office of President-elect is tantamount to election to the office of President the following year. The election to any other executive position is not a necessary prerequisite to ultimate election to the office of President-elect and is not necessarily an endorsement for any other executive position in subsequent years.
- Serves on the Board of Directors, A&O Committee, Nominating and the Strategic Planning Committee

WILL SERVE AS A GAR STATE DIRECTOR

- Attend and participate in GAR Leadership Summit or Conference, if applicable.
- Must attend the GAR Region 8 caucuses, State Director Training every two years and the GAR Board of Directors Meetings
- Attend the Annual NAR Convention & Expo and NAR Leadership Summit, as President-elect, and serve as official voting delegate to NAR delegate body, which when officially meets during annual meetings.

DUTIES AND RESPONSIBILITIES

- Shall attend all regular and special called BOD meetings.
- Shall sign checks and approve expenses, as needed.
- Shall present timely and updated information to the BOD on the activities of the committees over which they are responsible.
- Shall begin to plan and develop a Leadership President-elect retreat and training to occur in the last quarter of each year.
- Shall establish clear goals and objectives for their upcoming year as President of the Association and will select the co-chairs to hold chair positions for their upcoming year as President of the Association. Appointments should be appointed and approved by the BOD by the end of September each year.
- Shall attend, when possible, the committee meetings over which they are responsible.
- Shall communicate with the President of the BOD if they feel a Chair is not able to fulfill their duties and help with the selection of a new Chair, if necessary
- Be familiar with the GIAR Bylaws, Code of Ethics, Robert's Rules of Order, GIAR Policies & Procedures, Professional Standards Policy, GIMLS Bylaws and Rules & Regulations and other governing documents.
- Shall make reasonable efforts to attend all major events and functions of GIAR.
- Shall attend all GAR events in which a vote is to be taken.

- Shall sign any, and all, GIAR Confidentiality and Conflict of Interest Agreements
- Carry out assignments as designated by the President of the Board of Directors
- Be familiar with the GIAR budget and related items contained therein in which they may be over a committee responsible for such budget item.
- All Staff items are to be channeled through the GIAR CEO
- Be generally familiar with Association operation and philosophies.
- Demonstrate the willingness to devote time to GIAR responsibilities, including homework, necessary preparation for assignments and attendance.
- Shall review the BOD packet sent prior to the meeting and be ready to discuss items contained therein.
- Shall refer to, and support, the established goals of the Association and the President of the Board of Directors in planning and implementing all activities.
- President and President-Elect shall recruit and recommend applicants for participation in the GAR State Leadership Academy program and the selection must be approved by the Board of Directors.

IMMEDIATE PAST - PRESIDENT

AUTHORITY

Authorized as per Bylaws.

PURPOSE

In the absence of the President and the President-elect, shall discharge the duties of the President. The Immediate Past President shall perform such other duties as directed by the President or the Board of Directors.

QUALIFICATIONS

As set forth in the Bylaws.

TERM

Term: One year

DUTIES AND RESPONSIBILITIES

- Shall strive to achieve a continued adherence to and implementation to the Golden Isles Association of REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the Association, its Committees and its Membership surrounding the Strategic Plan.
- Serves on the Strategic Planning Committee
- Shall meet with the A&O Committee to evaluate the Chief Executive Officer; such evaluation will be conducted in the fourth quarter of the year.
- Shall attend the strategic planning retreat.
- Shall educate members of the importance of responding to Calls for Action.
- Shall perform such other duties as directed by the Board of Directors, the Executive Committee, or the President.



VICE PRESIDENT OF ADMINISTRATION AND FINANCE

AUTHORITY

Authorized as per Bylaws.

PURPOSE

Shall be the Chief Financial Officer of the Association and shall serve as secretary and treasurer of the Corporation and shall have such duties and powers as may be prescribed by the Board of Directors or the President. The Vice President of Administration and Finance shall serve on the following committees: (1) Administration & Operations, (2) Bylaws & Policy, and (3) on the Board of Directors.

WILL SERVE AS A GAR STATE DIRECTOR

- Attend and participate in the GAR Inaugural & Annual Conference, if applicable.
- Must attend the GAR Region 8 caucuses, GAR State Director training and the GAR Board Directors Meetings

DUTIES AND RESPONSIBILITIES

- Serves as the Chair of A&O
- Shall be responsible for authenticating the records of the Golden Isles Association of REALTORS®
- Shall cause full and accurate accounts of the receipts and disbursements of funds of the Golden Isles Association of REALTORS® to be kept.
- Shall cause all monies and other valuable effects in the name of and to the credit of the Golden Isles Association of REALTORS® in such depository as may be designated by the Board of Directors
- Shall cause a detailed record of income and expenses and render a statement of the Golden Isles Association of REALTORS® accounts to the Board of Directors at scheduled meetings.
- Shall annually prepare a budget for the Golden Isles Association of REALTORS® to be approved by the Board of Directors
- Shall render to the Board of Directors, whenever they may require, an accounting of all transactions and the financial condition of the Golden Isles Association of REALTORS®
- Shall annually review the Golden Isles Association of REALTORS® Financial Policy and Procedures Manual with A&O
- Shall perform such other duties as directed by the Board of Directors or the President
- Serves on the Strategic Planning Committee
- Shall attend all regular and special called BOD meetings.
- Shall sign checks and approve expenses, as needed.
- Shall present timely and updated information to the BOD on the activities of the committees over which they are responsible.
- Shall attend, when possible, the committee meetings over which they are responsible.
- Shall communicate with the President of the BOD if they feel a Chair is not able to fulfill their duties and help with the selection of a new Chair, if necessary
- Be familiar with the GIAR Bylaws, Code of Ethics, Robert's Rules of Order, GIAR Policies & Procedures, Professional Standards Policy, GIMLS Bylaws and Rules & Regulations and other governing documents.



- Shall make reasonable efforts to attend all major events and functions of GIAR.
- Shall attend the New Member Orientation Meetings, if possible
- Shall attend all GAR events in which a vote is to be taken.
- Shall sign any, and all, GIAR Confidentiality and Conflict of Interest Agreements
- Carry out assignments as designated by the President of the Board of Directors
- Be familiar with the GIAR budget and related items contained therein in which they may be over a committee responsible for such budget item.
- All Staff items are to be channeled through the GIAR CEO
- Be generally familiar with Association operation and philosophies.
- Demonstrate the willingness to devote time to GIAR responsibilities, including homework, necessary preparation for assignments and attendance.
- Shall review the BOD packet sent prior to the meeting and be ready to discuss items contained therein
- Shall refer to, and support, the established goals of the Association and the President of the Board of Directors in planning and implementing all activities.

QUALIFICATIONS

As set forth by the Bylaws



VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT

AUTHORITY

Authorized as per Bylaws.

PURPOSE

Shall have such duties and powers as may be prescribed by the Board of Directors or the President. The Vice President of Professional Development shall serve on the following committees: (1) Education (2) Awards Selection Committee (3) Circle of Excellence (4) Banquet Planning Committee, (5) Technology and on the Board of Directors.

WILL SERVE AS A GAR STATE DIRECTOR

- Attend and participate in the GAR Inaugural & Annual Conference, if applicable.
- Must attend the GAR Region 8 caucuses, GAR State Director training and the GAR Board Directors Meetings

DUTIES & RESPONSIBILITIES

- Shall attend all regular and special called BOD meetings.
- Shall sign checks and approve expenses, as needed.
- Shall present timely and updated information to the BOD on the activities of the committees over which they are responsible.
- Shall attend, when possible, the committee meetings over which they are responsible.
- Shall communicate with the President of the BOD if they feel a Chair is not able to fulfill their duties and help with the selection of a new Chair, if necessary
- Be familiar with the GIAR Bylaws, Code of Ethics, Robert's Rules of Order, GIAR Policies & Procedures, Professional Standards Policy, GIMLS Bylaws and Rules & Regulations and other governing documents.
- Shall make reasonable efforts to attend all major events and functions of GIAR.
- Shall attend the New Member Orientation Meetings, if possible
- Shall attend all GAR events in which a vote is to be taken.
- Shall sign any, and all, GIAR Confidentiality and Conflict of Interest Agreements
- Carry out assignments as designated by the President of the Board of Directors
- Be familiar with the GIAR budget and related items contained therein in which they may be over a committee responsible for such budget item.
- All Staff items are to be channeled through the GIAR CEO
- Be generally familiar with Association operation and philosophies.
- Demonstrate the willingness to devote time to GIAR responsibilities, including homework, necessary preparation for assignments and attendance.
- Shall review the BOD packet sent prior to the meeting and be ready to discuss items contained therein.
- Shall refer to, and support, the established goals of the Association and the President of the Board of Directors in planning and implementing all activities.

QUALIFICATIONS

As set forth in the Bylaws.



VICE PRESIDENT OF GOVERNMENTAL AFFAIRS & RPAC

AUTHORITY

Authorized as per Bylaws.

PURPOSE

Shall have such duties and powers as may be prescribed by the Board of Directors or the President. The Vice President of Governmental Affairs shall serve on the following committees:

(1) Governmental Affairs and (2) RPAC and on the Board of Directors.

WILL SERVE AS A GAR STATE DIRECTOR

- Attend and participate in the GAR Inaugural & Annual Conference, if applicable.
- Must attend the GAR Region 8 caucuses, GAR State Director training and the GAR Board Directors Meetings

DUTIES & RESPONSIBILITIES

- Shall attend all regular and special called BOD meetings.
- Shall sign checks and approve expenses, as needed.
- Shall present timely and updated information to the BOD on the activities of the committees over which they are responsible.
- Shall attend, when possible, the committee meetings over which they are responsible.
- Shall communicate with the President of the BOD if they feel a Chair is not able to fulfill their duties and help with the selection of a new Chair, if necessary
- Be familiar with the GIAR Bylaws, Code of Ethics, Robert's Rules of Order, GIAR Policies & Procedures, Professional Standards Policy, GIMLS Bylaws and Rules & Regulations and other governing documents.
- Shall make reasonable efforts to attend all major events and functions of GIAR.
- Shall attend the New Member Orientation Meetings, if possible
- Shall attend all GAR events in which a vote is to be taken.
- Shall sign any, and all, GIAR Confidentiality and Conflict of Interest Agreements
- Carry out assignments as designated by the President of the Board of Directors
- Be familiar with the GIAR budget and related items contained therein in which they may be over a committee responsible for such budget item.
- All Staff items are to be channeled through the GIAR CEO
- Be generally familiar with Association operation and philosophies.
- Demonstrate the willingness to devote time to GIAR responsibilities, including homework, necessary preparation for assignments and attendance.
- Shall review the BOD packet sent prior to the meeting and be ready to discuss items contained therein.
- Shall refer to, and support, the established goals of the Association and the President of the Board of Directors in planning and implementing all activities.

QUALIFICATIONS

As set forth in the Bylaws.



VICE PRESIDENT OF MEMBER AND PUBLIC SERVICES

AUTHORITY

Authorized as per Bylaws.

PURPOSE

Shall have such duties and powers as may be prescribed by the Board of Directors or the President. The Vice President of Member and Public Services shall serve on the following committees: (1) Community Relations, (2) YPN, (3) Member Services and Programs (4) Public Relations (5) Housing Opportunity & Diversity and on the Board of Directors.

WILL SERVE AS A GAR STATE DIRECTOR

- Attend and participate in the GAR Inaugural & Annual Conference, if applicable.
- Must attend the GAR Region 8 caucuses, GAR State Director training and the GAR Board Directors Meetings

DUTIES & RESPONSIBILITIES

- Shall attend all regular and special called BOD meetings.
- Shall sign checks and approve expenses, as needed.
- Shall present timely and updated information to the BOD on the activities of the committees over which they are responsible.
- Shall attend, when possible, the committee meetings over which they are responsible.
- Shall communicate with the President of the BOD if they feel a Chair is not able to fulfill their duties and help with the selection of a new Chair, if necessary
- Be familiar with the GIAR Bylaws, Code of Ethics, Robert's Rules of Order, GIAR Policies & Procedures, Professional Standards Policy, GIMLS Bylaws and Rules & Regulations and other governing documents.
- Shall make reasonable efforts to attend all major events and functions of GIAR.
- Shall attend the New Member Orientation Meetings, if possible
- Shall attend all GAR events in which a vote is to be taken.
- Shall sign any, and all, GIAR Confidentiality and Conflict of Interest Agreements
- Carry out assignments as designated by the President of the Board of Directors
- Be familiar with the GIAR budget and related items contained therein which may be over a committee responsible for such budget items.
- All Staff items are to be channeled through the GIAR CEO.
- Be generally familiar with Association operation and philosophies.
- Demonstrate the willingness to devote time to GIAR responsibilities, including homework, necessary preparation for assignments, and attendance.
- Shall review the BOD packet sent prior to the meeting and be ready to discuss items contained therein.
- Shall refer to, and support, the established goals of the Association and the President of the Board of Directors in planning and implementing all activities.

QUALIFICATIONS

As set forth in the Bylaws.



GIAR OFFICERS & DIRECTORS

AUTHORITY

Authorized as per Bylaws.

QUALIFICATIONS

- Member in good standing of the Association when seated.
- Member in good standing of the Association for one year prior to being seated.
- Active in real estate or related business (major source of income).
- Directors should endeavor to possess the following leadership traits:
 - Ability to adapt and foresee changes – progressive and proactive.
 - Attitude of availability and openness to members and their needs
 - Reputation and respect within the real estate community
 - Ability to react positively and clearly under pressure.
 - A coalition builder to help reach common goal(s)
 - Ability to create a positive image of the Association to members and the community.
 - A “team” player

POLICIES AND PROCEDURES

- Attend a Directors Orientation at the Association’s retreat on legal duties and become generally familiar with the Association’s governing documents, such as the Bylaws, Code of Ethics and Multiple Listing Service Rules and Regulations
- Sign the Association’s Confidentiality Agreement and Conflict of Interest Code prior to taking office and on an annual basis thereafter.

PRIOR TO EACH DIRECTORS MEETING

- Director’s packet to be delivered prior to meeting date. All Directors (and Officers) shall have electronic mail capacity in order to receive notices, Board agendas, and other information.
- Shall review entire packet containing items to be covered in session.

MEETINGS

- The Board of Directors may conduct business only in regularly scheduled or properly called special meetings, as per Bylaws, or at an adjournment thereof, of which every Director shall be notified and at which a quorum is present. Board of Directors meetings are held at the Association’s office (unless otherwise notified).
- Meetings shall be conducted in accordance with Robert’s Rules of Order.
- Minutes of previous meeting should be approved before conducting other business.
- The consent agenda shall consist of informational reports and Committee reports.
- All meetings shall be non-smoking.
- All cell phones shall be turned off.



DUTIES AND RESPONSIBILITIES

- Attend all regularly scheduled and specially called Board of Directors meetings.
- Make reasonable efforts to attend Association sponsored events within the industry, including but not limited to broker/manager meetings, general membership meetings, trade shows or educational events.
- Carry out assignments as designated by the President.
- Maintain a high-profile and dignified presence at Association functions.
- Make reasonable efforts to keep abreast of trends and events within the industry, the economy, and the Association to be able to assess the likely impact upon the membership and develop positive plans and objectives accordingly.
- Avoid micromanagement by understanding the relationship between volunteer and staff in an organization where volunteer Directors make policy decisions and staff have the responsibility to ensure policies are carried out.
- Be generally familiar with Association operation and philosophies.
- Demonstrate the willingness to devote time to the Association responsibilities, including necessary homework and preparation.
- Be generally familiar with new technologies and how they are impacting the industry, such as the internet, personal computers, and emerging MLS technologies.

DIRECTIVES FOR THE OFFICERS AND THE BOARD OF DIRECTORS

- Committee and task force items shall be channeled through the CEO to the Chairs.
- Staff items shall be channeled through the CEO.
- All members of the Board of Directors and Officers shall have electronic mail capability in order to be able to receive notices and information from the Association and CEO.
- Members of the Board of Directors, including all Officers, are encouraged to, at a minimum, make an annual voluntary donation and participate in the Georgia Association of REALTORS® (GAR) political action fund(s).
- Telephonic communication to the Association's counsel or accountant shall be directed through the President and/or CEO unless otherwise directed by the Board of Directors.

GAR STATE DIRECTORS

AUTHORITY

Authorized as per Bylaws.

ELECTION OF STATE DIRECTORS (ARTICLE IX, SECTION 9.)

Section 9. Election of State Directors. The number of State Directors shall be designated by the State Association based on Active REALTOR® membership according to GAR Membership Report as of August 31 from previous year (1 elected State Director per 100 members). GIAR State Director positions and any subsequent vacancies shall be filled by an eligible REALTOR® appointed by the President and approved by the Board of Directors. The number of approved Directors shall take office at the beginning of the fiscal year and serve a term of one year (or until their successor has been elected).

The GIAR President is considered a State Director by GAR, GIAR President-elect, all Vice-Presidents and the MLS President are considered GAR State Directors, upon approval by the Board of Directors in accordance with GAR August 31 membership figures from the previous year, i.e., 500 GIAR REALTOR® members = 5 State Directors (PE, and 4 VPs), 600 GIAR REALTOR® members would include all the latter, plus the MLS President, thereafter, subsequent positions will be appointed to members at large by the President and approved by the Board of Directors.

ABSENCE OF STATE DIRECTOR AT GAR MEETINGS

In the case of an unexcused absence of a State Director at a required GAR meeting (State Director Certification Training every two years), Caucus, BOD meeting, Region Director, or VP Forum (where members are running from the floor, etc.) any budgeted expense reimbursement will not be forthcoming.

ALTERNATES

- Each local Board/Association has a set number of Alternates (listed in the Bylaws, Article IX, Section 1.B) that shall be entered into the BOD Reporting Tool no later than December 1. In the event that an elected / appointed State Director is unable to attend the upcoming BOD meeting, the local Board/Association may appoint an Alternate (as listed in the BOD Reporting Tool) no less than forty-eight (48) hours before the Board of Directors meeting. The proxy will receive reimbursement for either their registration fee for the event or one night's lodging at the event.
- Local Board/Associations failing to meet the December 1 deadline and forty-eight (48) hour requirement above shall waive the right to submit an alternate.
- Local Boards/Associations shall be responsible for ensuring that if an alternate is submitted, the alternate has attended the mandatory training to be certified as a GAR Director prior to the BOD meeting.
- Alternates submitted by the local Board/Association shall be confirmed by the GAR staff prior to the upcoming BOD meeting to ensure compliance with the stated criteria.
- Changes to the State Directors and Alternates entered in the BOD Reporting Tool may be made up to the December 1 deadline. No changes will be allowed after December 1.

PURPOSE

The State Director shall serve as liaison between the membership of the Member Boards and the membership of the Georgia Association of REALTORS®

TERM

While serving as an officer of the GIAR BOD

LEADERSHIP LIAISON

President-Elect

DUTIES, RESPONSIBILITIES AND QUALIFICATIONS

- Shall be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policy and Procedures, Strategic Plan, budget, programs, services, and fiduciary duties.
- Shall prepare for and attend all meetings of the Board of Directors, participate in discussions of agenda items (remembering that they are representing the Georgia Association of REALTORS® as a whole) and report on real estate-related situations in evidence within his or her Member Board or Region
- Are encouraged to participate in round tables hosted by Regional Director within their region.
- Shall be familiar with proper Parliamentary Procedure
- Shall inform the Georgia Association of REALTORS® staff of problems of which they are aware so that staff can take appropriate action to help correct deficiencies.
- If requested, shall install Member Board Officers and Directors whenever an Officer or Regional Director of the Georgia Association of REALTORS® is unavailable to perform that function.
- Shall encourage members to participate in all Georgia Association of REALTORS® meetings and conferences, as well as any National Association of REALTORS® or Georgia Association of REALTORS® education seminars being conducted within the proximity of the Member Boards
- Shall support political involvement by Member Boards in governmental affairs.
- Shall be trained on voting procedures and who is represented at the Georgia Association of REALTORS® Board of Directors meeting.
- Shall encourage REALTOR® Board Members to develop their professional skills and enroll as candidates for the various professional designations of the Institutes, Societies, and Councils of the National Association of REALTORS®
- State Directors *servicing by virtue of the GAR Bylaws* (Article IX, Section 1. A) shall attend mandatory training as outlined below:
- Shall complete mandatory State Director Certification Training once every two years.
- The State Director Certification Training shall be held immediately preceding the GAR State Directors Forum during the Inaugural Conference and the Annual Conference.
- The State Director Certification Training shall be 25-30 minutes and open to all GAR Members.

QUALIFICATIONS

As set forth in the Bylaws

REGIONAL DIRECTOR FOR GEORGIA ASSOCIATION OF REALTORS®

PURPOSE

The Regional Director shall serve as liaison between the Member Boards in his or her Region and the Executive Committee.

APPLICATION PROCEDURE

Member must be a member in good standing. Application will be made in the second year of the current Directors term (2022, 2024, 2026, 2028 etc.) GAR APPLICATIONS must be submitted to the GIAR CEO no later than March 15. All applications will be presented to the Board of Directors for selection of the candidate for approval at the April Board meeting and once approved the candidate's application will be signed by the current President of the Association and forwarded to GAR no later than April 15.

Term: Two years (Staggered)

Limits: Two consecutive terms

Reporting: N/A

DUTIES AND RESPONSIBILITIES

- Serves on the GAR Executive Committee
- Serves on the GAR Communications and Public Relations Committee as a Contributing member.
- Serves on the GAR Strategic Planning Committee
- Serves on the Georgia Association of REALTORS® Board of Directors
- Shall provide a means of communication between the Georgia Association of REALTORS® and the Member Boards within his or her Region.
- Shall strive to achieve a continued adherence to and implementation to the Georgia REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the Association, its Committees and its Membership surrounding the Strategic Plan.
- Shall elicit from each Member Board in his or her Region any problems or concerns it may be experiencing and provide specific timely solutions whenever possible keeping the President- Elect and Vice President of Member and Public Services informed of all such activities.
- Shall encourage greater participation by each Member Board in his or her Region in the activities and programs of the Georgia Association of REALTORS® including, but not limited to, continuing education programs, the Graduate, REALTOR® Institute program, the Inaugural Conference, the Annual Conference, the annual Professional Standards Training, and the annual Leadership Development Conference
- Shall represent the Georgia Association of REALTORS® at local Board/Association functions within his or her Region in such matters as updating the Member Board on activities of the Georgia Association of REALTORS®, installation of officers, and such other official functions as requested by the Member Boards
- Shall act as the official spokesperson for the Member Boards in his or her Region regarding matters of mutual concern.
- Shall host Annual Regional Roundtables for local Board/Association leadership, including RPAC Chairs and RPAC contribution processors, in cooperation with the RPAC Trustees

- Shall be prepared to disseminate proper procedures from all legislative committees dealing with Member Board activities in matters of ethics, education, political activities, membership, Board Orientation, and other such activities of the Georgia Association of REALTORS®
- Shall educate members of the importance of responding to Calls for Action
- Shall assist in grassroots efforts via Regional Roundtables, talking points and media provided by the Communications Department
- Shall utilize the Regional Roundtables as a Communication vehicle to assess the needs of the membership.
- Shall file Regional Director's reports prior to the Inaugural Conference, summer Executive Committee meeting, and the Annual Conference with the Director of Leadership Services
- Shall conduct the Region Caucus for his or her region at the Inaugural Conference, and the Annual Conference
- Shall attend the Georgia Association of REALTORS® Annual Professional Standards Training Program once per term.
- Shall attend and, if requested, be a part of, the Georgia Association of REALTORS® Leadership Development Conference
- Shall attend the Georgia Association of REALTORS® Inaugural Conference
- Shall attend the Georgia Association of REALTORS® Annual Conference
- Shall train State Directors on duties and responsibilities and who the State Directors represent.
- Shall inform local Boards of the proper procedures for nominations for the Georgia Association of REALTORS® and National Association of REALTORS® positions and encourage participation.
- Shall attend the strategic planning retreat.
- Shall identify and encourage potential future leaders in his or her region.
- Shall not seek partnership funding from any Partner of the Georgia Association of REALTORS®
- Shall perform such other duties as directed by Board of Directors, the Executive Committee, or the President

GIAR STAFF

ASSOCIATION EXECUTIVE / CEO

POSITION DESCRIPTION

ASSOCIATION EXECUTIVE / CEO (Note: Used Interchangeably)

AUTHORITY

As set forth below

PURPOSE

Shall have such duties and powers as may be prescribed by the Board of Directors of the Golden Isles Association of REALTORS®.

BASIC FUNCTION

Plans, organizes, directs, and coordinates the activities of the Golden Isles Association of REALTORS® and the Golden Isles Multiple Listing Service, Inc. Also plans programs and activities of the Board to assure that the objectives are attained, plans fulfilled, and member needs met. Maintains effective internal and external relationships. The CEO shall not be actively engaged in the real estate business.

Within the limits of the by-laws and policies of the Golden Isles Association of REALTORS® and the Golden Isles Multiple Listing Service, the CEO is responsible for and has authority to accomplish the duties set forth below:

ALTERNATIVE ASSOCIATION STRUCTURES

- Shared Services – resources, both human and financial, that make it essential to maximize Associations' abilities to meet member needs.
- Building collaborative relationships with other organizations to establish ongoing partnerships or short-term, project-specific partnerships.
- Access what each organization brings to the table.
- Consider whether the organizations are competitors for the same target audience or market share.
- Develop a clear, written agreement.
- Determine how the relationship will be funded.
- Continue to nurture the relationship.



ASSOCIATION TECHNOLOGY

- Responsible for the development and continual improvement of the Association website
- Responsible for keeping up to date on state-of-the-art methods of technology that would best suit and benefit the Association.
- Budget and Financial Management
- Develop, in cooperation with the VP of Administration & Finance and Budget Committee an annual budget subject to approval and ensure that all funds and physical assets of the Association are appropriately safeguarded and administered.

DIVERSITY

- Diversity Programs Make Business Sense.
- Associations with serious, well-planned diversity programs achieve better results than others. The payoffs include Membership and leadership that reflect the demographic make-up of emerging markets in the community and, therefore, are positioned to sell to those markets; A stronger presence in the community, particularly in neighborhoods with high concentrations of foreign-born and other minority residents who are moving up the socioeconomic ladder and buying homes.
- Assure self-knowledge and commitment to Cultural Diversity
- Ensure membership is knowledgeable and committed to Cultural Diversity

FAIR HOUSING

Ensure that a Fair Housing education course and /or presentation is done once a year.

GENERAL REAL ESTATE PRACTICES

- Have a basic knowledge of general real estate practices.
- Have a contact base for self and members in need of assistance with issues and questions: GREC, GAR, Instructors, Brokers

MLS SERVICES AND DELIVERY

- Oversee all aspects of the Multiple Listing Service, including MLS provider and manage Multiple Listing Service records and reports.
- Work with the GI MLS Board for MLS provider servicing and contract renewal.
- Attend meetings of the MLS Board of Directors and plans, along with the MLS President, the annual meeting of the Participants.
- Assists the officers and Directors of the MLS in selecting a nominating committee and distributes the proposed slate of officers and Directors to the participants for approval.



REAL ESTATE ISSUES AND TRENDS

- Continually stay abreast of Real Estate Issues and Trends
- Distribute timely information to leadership and membership.

COMMUNICATION AND PUBLICATIONS

Promote interest and active participation by membership and report activities of the Association through its communications vehicle.

EDUCATION

- Responsible for working with the education chair and education staff to ensure that certified facilitators are in attendance at any GAR Partner in Education
- Responsible for making sure all new members attend orientation certification within the guidelines of the GIAR Bylaws, including the new member code of ethics.

MEETING MANAGEMENT

- Liaison between committee chair and staff liaisons to ensure seamless execution of all necessary intentions toward end result of meetings and/or events.
- Performs administrative functions for the Association, maintaining official minutes of the Board of Directors meetings, monthly membership meetings, committee meetings, and other official meetings of the organization, provides security for all files, legal and historical documents membership, and mail lists. Also prepares and/or supervises the preparation of correspondence for the Association.

MEMBERSHIP DEVELOPMENT

Help plan, organize, and direct membership promotion and retention programs; evaluate results, and recommend policies, procedures, and actions to achieve higher membership goals, collect dues, and terminate delinquent members.

PLANNING AND VISIONING

- Participates in activities and programs offered by the State and National Association within the limits of the Association's budget.
- The CEO will attend meetings, educational seminars, and programs deemed beneficial as the budget allows on Local, State, and National levels and disseminate the information to the Board of Directors and membership.



PRODUCT / PROGRAM DEVELOPMENT

- Committees: evaluate the committee processes in place on an ongoing basis
- Provide effective leaders.
- Identify volunteers through an open and selective process.
- Thoroughly prepare members for meetings
- Educate members about serving on committees.
- Recognize volunteers' commitment.

PROFESSIONAL SERVICES

- Executes such contracts and commitments as may be authorized by the Board of Directors.
- Assists in negotiating the contract for monthly luncheon meeting and coordinating arrangements for said meetings. Attends monthly luncheon meetings and keeps accurate minutes and records of such meetings.

COOPERATIVE AGREEMENT

Works with the State Board with regard to keeping the Enforced Cooperative Agreement and the Resolution up to date.

POLICY COMPLIANCE

- Responsible for execution of confirming dates for all BOD meetings, committee meetings, annual events (Circle of Excellence Luncheon, Annual Awards Ceremony, REALTOR® Day, RPAC Reception, Annual Fundraiser, etc.) and making sure any required deposits are made in a timely manner.
- Have working knowledge of the Association Bylaws, MLS Rules and Regulations, and the National Association's Code of Ethics. Work with the Bylaws Committee to keep all bylaws, rules, and regulations in compliance with the National Association of REALTORS®.

DUES FORMULA

Responsible for making sure membership dues to the State and National Association are paid on a timely basis.

STANDARDS OF CONDUCT FOR REALTOR® ASSOCIATION AND UNACCEPTABLE PRACTICES

- Responsible for making sure that the NAR Code of Ethics mandates are promoted to ensure that all REALTOR® members satisfy the requirement each term.
- Ensure that the Officers and the Board of Directors are fully informed on the conditions of the Association and all external factors and attend all meetings of the Association of Directors.
- Plan, formulate, and recommend, for the approval of the Board of Directors, basic policies and programs that will further the objectives of the Association.
- Execute decisions of the Board of Directors, except when another assignment is specifically made by the Association.

- Develop, for the purpose of day-to-day administration, specific procedures, and programs to implement the general policies established by the Board of Directors.
- Establish a sound organizational structure for the Board Office.
- Is responsible for making sure all Accounts Receivable are collected and that accounts for all dues and fees from the membership are deposited in respective bank accounts on a timely basis.
- Responsible for making sure that Accounts Payable for the Board and the MLS are paid in a timely manner.
- Responsible for making sure bank reconciliations are done in a timely manner and that a review of the bank accounts is done quarterly.
- Maintain an active interest in civic organizations and community betterment.
- Maintain personal contacts with membership to the greatest degree possible.
- Maintain a strong working relationship with other local Boards, NAR, and GAR.
- Carries out such other general responsibilities as may be delegated by the officers and Directors of the GI MLS and the GIAR. Other duties and obligations are apparent and necessary to ensure the best possible results for any membership, local, State, or National matters.

MEMBER POLICIES AND PROCEDURES

Maintain a working relationship on the National level (NAR) and the state level (GAR). Keep current on their policies and procedures including the *Code of Ethics and Arbitration Manual* and *The NAR Multiple Listing Service Manual*.

MLS POLICIES AND PROCEDURES

Imperative to stay on top of issues, laws, and trends that affect the MLS.

POLITICAL AND GOVERNMENTAL AFFAIRS

- Work with NAR, GAR, and the local governmental affairs committee chair in order to keep abreast and inform the GI MLS and GIAR Boards of legal issues, real estate trends, technology, and governmental issues.
- Work with NAR, GAR, and local GARPAC chair in order to assist and promote GARPAC.
- Professional Standards (policies and procedures). In agreement with the STATE PROFESSIONAL Standards Committee



MLS & EDUCATION STAFF MEMBER

OVERVIEW

This position reports directly to the CEO of the Golden Isles Association of REALTORS® (GIAR) and manages the operation, supervision, and maintenance of the Multiple Listing Service and Supporting Products. Golden Isles MLS has 1,000+ subscribers and covers real estate markets in the Golden Isles area of Georgia. This position is also responsible for arranging Association educational offerings, including seminars and workshops. This staff member will work with state, National, and other providers to offer a wide range of educational opportunities and designation courses. The positions’ main objective is to serve the membership and conduct business in a manner that conveys to both the public and members that the Association is here to provide service in a professional and courteous manner. This position requires attention to detail, superior organizational skills, and the ability to positively influence and motivate others. Proficiency in technology, computer programs, communications, exceptional customer service, and support skills are also required.

Position Description:	MLS & Education
Reports to:	CEO
Basic Function:	MLS Administrator, Education Administrator
Committee Functions Coordinator:	Assistant to the CEO

BOARDS/COMMITTEES ASSIGNED TO:

- MLS Board of Directors
- Education
- Housing Opportunity & Diversity
- Technology

DUTIES & RESPONSIBILITIES:

MLS

- Manages daily operations of the MLS and meets ongoing needs of its users. *The current system is Matrix MLS.*
- Maintains MLS participant, member and office rosters.
- Provides technical and customer support to subscribers.
- Responsible for planning and oversight of MLS training programs
- Daily monitors and maintains data accuracy, completeness, compliance, and violation/fine notifications, *Current system is Listing Data Checker.*
- Provides oversight and administration of customer service and support for all other MLS services and products. *Current Services & Products: Trestle, Clarity Dashboard, MLS Touch, Realist, RPR, Agent/Broker Metrics, SentriKey Showing Service and Mobile App, eProperty Watch & Forms R Us*
- Directs MLS projects and communication plans to members.
- Assists CEO with evaluating contracts, products, and partnerships with MLS vendors including updates and compliance.
- Assists CEO in ensuring data license agreements are executed, updated, and enforced. *The current system is Trestle.*
- Has full knowledge of governance structure, including MLS, Association, and NAR Bylaws, Policies & Procedures, and Rules/Regulations, and is responsible for the implementation and enforcement of the above-mentioned policies.

- Actively participates with state and national Associations and other industry related groups. May include some travel to industry conferences.
- Recommends strategy to comply with regulatory requirements and stay current with relevant industry trends.
- Other Duties as Assigned

LOCKBOX SYSTEM & INVENTORY

- Monitor Board's Lockbox Inventory & Lockbox distribution to Participants.
- Assists Lockbox Committee Chair for the annual lockbox inventory audit.
- Works with Lockbox Vendor Contacts regarding updates and compliance
- Has full knowledge of MLS and NAR Lockbox rules and regulations.
- Responsible for planning and oversight of Lockbox training programs
- Provides basic technical and customer support.

MONTHLY MLS BOARD OF DIRECTORS MEETING:

- Attends Board Meetings, records minutes, and maintains Minutes Book
- Assists CEO as necessary in report preparation.
- Produces monthly membership report.
- Presents major violations to the MLS BOD for review.
- Presents violation appeals to the MLS BOD for consideration.
- Presents MLS products and services to the MLS BOD for review.
- Assists CEO in planning and preparation of the Annual Participant's Meeting

EDUCATION

- Coordinates with the GIAR Education Committee and committee chair to select and schedule classes that best fit members' needs.
- Assists CEO with arranging contracts with GAR Partners in Education, NAR, and other instructors and speakers for courses, designations, certifications, and other professional development opportunities.
- Assists CEO with managing contractual agreements with instructors/speakers as related to education offerings and continually monitors their effectiveness.
- Creates flyers and graphics to promote educational events.
- Works with the Communications staff person for the marketing of educational offerings
- Manages class registration and maintains education registration records, *The Current System is Growth Zone*
- Coordinates class facilitators and Affiliate sponsorship assignments
- Prepares copies of class materials, evaluations, and instructor bios
- Proctors and submits applications for new GAR PIE class facilitators.
- Exam proctoring as needed.
- Keeps annual records of instructor contracts, original copies of class rosters, evaluations, and CE confirmation records from instructors.
- Has full knowledge of Association and NAR Code of Ethics requirements
- Reports Code of Ethics completion records to NAR
- Has full knowledge of state and national emerging trends and legal developments to the Association and can provide up-to-date educational programs.

- Actively participates with state and national Associations and other industry-related groups, which may include some travel to industry conferences.
- Assesses and promotes the availability of scholarships and/or grants offered by state and national educational institutions.
- Serves as liaison to the Education Committee and works with the Chair to schedule meetings, prepare agendas, provide meeting notices to members, take minutes, and follow up on assignments.
- Other duties as needed.

ADMINISTRATIVE DUTIES:

- Responsible for completing any work that is given to them directly by the CEO.
- Attends meetings, records, and maintains minutes for assigned committees.
- Sends notices for committee meetings and other pertinent information notices.
- Is fully knowledgeable of all GIAR, GIMLS, and NAR governing documents (Board Bylaws and Policies and Procedures, Rules & Regulations, etc.)
- Extensive telephone and personal contact with the general public and membership. Answer all calls promptly.
- Is knowledgeable of all departments to direct calls and questions to the proper person.
- Keeps informed of all Board programs, events, and projects to answer questions and assist customers. Assist with membership questions.
- Maintains accurate records in membership files and member databases (i.e., websites, assigned rosters, etc.)
- Works with Communications Staff to provide content for the Association newsletter.
- Assists Membership & Finance Staff Member as needed with monthly MLS invoicing and collection as needed.
- Assist the CEO in updating and keeping the Policies and Procedures Manual annually.
- Assist Administration & Finance Staff Member with ordering office supplies by informing of needs.
- When the CEO is out of the office, responsible for checking voice mail and e-mail daily and transfers messages to appropriate staff member.
- Learning to use appropriate software/ requesting training as needed.
- Making sure that the mail is mailed each evening.
- Other duties as needed.



ADMINISTRATION AND FINANCE STAFF MEMBER

OVERVIEW

The Administration & Finance Staff Member is responsible for handling the Golden Isles Association of REALTORS® (GIAR) accounts receivable invoices and for preparing bank deposits. The position will collect, in a timely manner, all dues/fees related to GIAR and the Golden Isles Multiple Listing Service, Inc. (GIMLS). Perform clerical work necessary for the function of this position and assist the CEO in whatever tasks may be designated, clerical or otherwise on a regular or intermittent basis.

The Administration & Finance Staff Member is responsible for completing any work that is given directly from the CEO Officer, which includes but is not limited to telephone calls, filing, copying, etc. The Membership Administration & Finance Staff Member must have the maturity to see what needs to be accomplished and to perform these tasks with the knowledge at hand. The position's main objectives are to serve the membership, conduct the flow of business efficiently, and to convey to both the public and the members that the Association Office is here to provide service in a professional and courteous manner.

Position Description: Administration & Finance Director Staff Member

Reports to: CEO

BASIC FUNCTION: All Bookkeeping Duties

BOOKKEEPING

- Remits dues to GAR and NAR in a timely manner and reports all changes of membership as necessary. Coordinates dues remittance with CEO
- Processing membership dues billing: generating annual billing (e-commerce),
- Invoicing new members (pro-rated and including GARPAC) at the time of application
- MLS fees monthly billing to Participants and collecting same in a timely manner.
- Generating MLS late fees, no later than the 15th of each month sent certified mail.
- Invoicing lockbox fees to new MLS participants/subscribers
- Adjusting accounts (credits, debits) of members in conjunction with the CEO or CPA.
- Keeps account of budget line items that pertain to job functions to ensure operations remain within budget.
- Is the Golden Isles Association of REALTORS® POE (Point of Entry administrator) M1 and is responsible for keeping M1 records up to date (this duty is shared with the Membership & Communications staff member)
- Responsible for understanding all policies and procedures of GARPAC and for processing GARPAC monies from members as a priority using Aristotle.
- Responsible for all monthly bank statement reconciliations and notifies at completion and relates any corrections.
- Responsible for A/P and paying invoices within the due date period.
- Processes payroll
- Processes monthly liabilities
- Maintains A/R, A/P, and member files.
- Assists auditors with audits and reviews.
- Prepares quarterly backup for the CPA in a timely fashion.
- Responsible for making sure that the QuickBooks accounts for the Association and the MLS are protected using methods of approved Cyber Security working in concert with a contracted Technology provider.
- Ordering office supplies and making sure line items remain within budget.



MEMBERSHIP

- Responsible for being fully knowledgeable of all governing documents (Board Bylaws and Policies and Procedures, Rules & Regulations).
- Extensive telephone and personal contact with the general public and membership. Answer all calls promptly.
- Is knowledgeable of all departments, committees, etc., to direct calls and questions to the proper person.
- Handling all inquiries and requests related to membership. Drafting member correspondence regarding membership.
- Maintaining accurate records in membership files and member databases (i.e., MLS, QuickBooks, assigned rosters, etc.)
- Administering Annual Firm Certification process.
- Administering Annual Dues Billing processes (REALTORS® & Affiliates)
- Attends Committee Meetings, records minutes, and distributes a copy of the minutes to the chair for review and approval and then forwards a copy to all staff members for the purpose of sharing information that may be relevant to conducting their duties.
- Assists CEO in preparation of the monthly Board of Directors meetings.
- Assists CEO with duties as requested.
- Types correspondence and reports as required.
- Responsible for asking questions when you have questions.
- Learning to use appropriate software/ requesting training as needed.
- Making sure that the mail is mailed each evening.

BOARDS/COMMITTEES

- Budget / A&O / Building
- Governmental Affairs / RPAC (assisting CEO)
- GIAR Leadership Academy
- Community Relations
- Assist the CEO with the Annual President-Elect Retreat
- Assists CEO with duties as requested and performs other clerical duties as assigned including filing, paying dues, correspondence, travel logs, etc.
- Provide minutes of meetings for same making sure that the minutes are filed for audit purposes.
- Assists CEO in preparation of the monthly Board of Directors meetings and any other committees upon request.



MEMBER SERVICES AND COMMUNICATIONS STAFF MEMBER

OVERVIEW

This position reports directly to the CEO of the Golden Isles Association of REALTORS® (GIAR). This position requires organizational skills and the ability to work with little supervision in the day-to-day activities of the Association. Computer skills are essential for this position. This position must have or develop a working knowledge of the purpose, policies, and function of the Association on a state, national, and local level. This position must have good people skills, which are needed to handle the affairs of the Association professionally and diplomatically.

Performing clerical work is necessary for the function of the position and assists the CEO in whatever tasks may be designated. The Member Services & Communications Staff Member is responsible for completing any work that is given directly by the CEO. The Member Services & Communications Staff Member must have the maturity to see what needs to be accomplished and to perform these tasks with the knowledge at hand. The position's main objectives are to serve the membership, conduct the flow of business efficiently, and convey to both the public and the members that the Association Office is here to provide service in a professional and courteous manner.

Position Description: Member Services & Communications Staff Member
Reports to: CEO
Basic function: Membership, Communications/Marketing & Community Outreach
Coordinator: Assistant to the CEO

ADMINISTRATIVE DUTIES

- Is fully knowledgeable of all GIAR and GIMLS governing documents (Board Bylaws and Policies and Procedures, Rules & Regulations, etc.)
- Telephone and personal contact with the general public and membership.
- Answer all calls promptly.
- Is knowledgeable of all departments and committees, in order to direct calls and questions to the proper person.
- Handling all inquiries and requests related to membership.
- Drafting member correspondence regarding membership
- Keeps informed of all Board programs, events, and projects to answer questions and assist customers. Assist with membership questions.
- Maintaining accurate records in membership files and member databases (i.e., websites, assigned rosters, etc.).
- Administering new member application process
- Prepares and publishes a monthly or weekly newsletter.
- Other duties as needed.

MEMBER SERVICES

- Shall work with the CEO and Program and Member Services Committee to provide member benefits and services that will enhance and upgrade existing offerings, all in the name of keeping members informed, up-to-date, and equipped with the most modern tools and resources.

- Preparation for, and assisting in, conducting Board orientation for new members. (Shall work in collaboration with other committees as warranted)
- Responsible for quarterly New Member Orientation by keeping Orientation Presentation updated, keeping presenters and other staff apprised of the dates, agenda, and any portion of the Orientation they are scheduled to present.
- Keeps track of qualified attendees and sends attendance request letters and maintains registration.
- Promotes and reminds new members of upcoming Orientation.

COMMUNICATIONS

WEBSITE

- Coordinate with Website Provider (Growth Zone) to make content updates to the Association Website (MyGIAR.com) as requested by the CEO.
- Ensure all Association Website links and forms are working properly.
- Update the Association News page weekly: <https://www.myGIAR.com/GIAR-news/>
- Maintain Association website Calendars.

SOCIAL MEDIA

- Plan the Association's social media calendar in collaboration with staff.
- Design and create digital graphics, flyers, and ads.
- Maintain and develop social media accounts and create social media content. Association accounts include Facebook, Instagram, YouTube, and LinkedIn
- Capture and post photos from Association events and classes
- Social media posts
- Repost relevant content from State and National Associations and other industry resources.
- Ads/Flyers for all upcoming Association events, meetings, and education Classes
- Timely respond to requests for information, comments, and other feedback posted on the Association's social media accounts.
- Immediately report any inappropriate and/or worrisome feedback on the Association's social media accounts and take action to remove, delete, or otherwise respond as determined by the CEO.

NEWSLETTER, BULLETINS, AMS

- Release a weekly newsletter in collaboration with the Association's Staff
- Post important information to internal member bulletins (i.e., Matrix Alerts, Growth Zone, Info Hub, etc.)
- Update downloadable GIAR member lists for member access - Monthly.
- Maintain Association email templates - Growth Zone
- Maintain Association online calendars – Growth Zone

COMMITTEE LIAISON FOR

- Programs & Member Services Committee
- Public Relations Committee
- Banquet Planning
- YPN (Young Professionals Networking Committee)
- RPAC Annual Auction



ASSOCIATION COMMITTEES

FUNCTIONS

- To establish and to provide programs that meet and exceed the goals and expectations of the members, for the members and to do so cost-effectively.
- Committees are the lifeblood of an Association. They provide forums for ideas and visioning, and they accomplish most of an Association's work. But committees are only as good as the committed volunteers who serve on them.
- The traditional way to recruit committee members is by asking them to complete committee appointment request forms and return them to the Association. This method seldom brings new blood to committees. Overused volunteers can “burn out” and become less involved or uninvolved.
- Good committee volunteers might not beat down an Association's door to serve, so leaders and staff might have to go out and find them. Most members cannot resist a personal invitation from the president or other leaders to serve on a committee. Seek members who are committed to working and sharing their energies with the Association for at least one year.
- In some cases, a “recruiter” might have to “pitch” the position of committee chair or member by describing the committee charge, its goals and objectives, and its hope for making a difference. A recruiter should also pitch how a particular member’s skills and talents fit a committee.
- Reasons for serving on committees are many and varied. For some members, it is the desire to make a difference and for other members, it is an opportunity to display loyalty to the Association or the committee leader. Committee member identification is both an open and selective process. Committee leadership, Association leadership, and Association staff should identify members who have expertise in each committee’s area. A balance of experts and interested members is ideal when considering committee composition. Association leadership and staff should be receptive to eager and interested members and encourage them to become involved in the committee process.

There are four basic types of volunteers:

- creative
- pragmatic
- big thinker
- team player

Creative -- Creative members often provide the fuel that moves a committee to make decisions. Not all of their ideas are workable, but creative types are always thinking.

Pragmatic -- A pragmatic member will keep a creative one from getting carried away with an idea. Pragmatics typically understand the limits to what an Association can undertake. It helps if a Chair is a pragmatic type, but not if he or she is too quick to point out why a creative’s idea will not work.

Big thinkers -- Big thinking members are big-picture people. They rally the Association’s mission. Although less prolific than creative members, they usually have more foresight because they have a deep understanding of the Association’s strategic plan.

Team player --A team player works well with others for the good of all. It is important that all committee members have at least some elements of the team-playing trait, especially the Chair. The point of being a team player is to work with others to brainstorm ideas and programs the entire committee will support.

COMMITTEE STAFF LIAISON

STAFF LIAISON – The Staff Liaison is assigned by the CEO and serves as an advocate, advisor, administrator, and resource to enable each Committee to fulfill its charge and accomplish its goals within its stated scope, purpose, and budget and in accordance with the GIAR Vision, Core Values, and the Strategic Plan.

STAFF LIAISON COMMITTEE PREPARATION

- To prepare committee members and ensure that meetings run as efficiently and effectively as possible, send the agenda and any supplemental resource materials well in advance of a scheduled committee meeting.
- Include a cover letter or memo explaining the details surrounding the meeting.
- The agenda should be a map for accomplishing the committee's assigned objectives and time frames.
- If necessary, gather or develop accompanying material to supplement the agenda item so that the committee members can study the issue before the committee meeting.
- To reduce the length of the actual meeting, request that committee members come prepared to discuss each agenda topic in depth. Give members homework assignments, if necessary.
- Encourage members to ask the chair or other designated resource person about any issues before the meeting.

REMINDER: If an agenda and related material cannot be produced in enough time before a meeting, there is probably no need to schedule that meeting, after all.

MONITOR COMMITTEE PROGRESS

Establish a system that promotes ongoing communication between the committees and the Board of Directors. One way to monitor committee progress is to create a status chart that outlines each committee's goals and objectives based on the Association's strategic plan.

Such a chart is comprised of:

- Committee name
- Chair's name
- Members' names
- Committee's program strategies and objectives
- The progress made so far toward fulfilling the objectives.
- Time frame for completion

Regularly update the chart so that Directors will know the status of any given project. If progress is too slow, the Directors can contact the committee to remind it of the tasks to be completed. A progress report could be used, but it is more likely that a chart displayed at the Association office will be visible and more effective than a report distributed with other Association handouts and news.

Each Committee Chair and each member of any committee will sign the Association's Confidentiality Agreement and Conflict of Interest at the attendance of their first committee meeting of the new year. Members on more than one committee will sign an agreement for each committee they sit on.

COMMITTEE CHAIR DUTIES

- Within the limits of the Charter and Bylaws of the Golden Isles Association of REALTORS® and policies established by the Board of Directors, the Committee Chair, with appropriate delegations:
- Chairs all committee meetings during this appointed term of office.
- Liaison with elected officers and staff to develop annual committee objectives. Reports to the President at his/her request.
- Oversees the progress of committee members in completing assigned projects. Understands the committee's purpose and objectives.
- Develop the final agenda for each meeting.
- Approves minutes after each meeting.
- Carries committee actions and concerns to the Board of Directors.
- Provide input to staff for completion of the annual planning and budgeting cycle.
- Recommends to elected officer's potential committee leadership, as required.
- Standing committees are required to meet at least three (3) times per year except the Administration & Operations and Nominating, who will meet when needed.
- All committee meetings must be scheduled through the Association Office staff and all meetings must be held at the Association office.
- A minimum of four (4) committee members shall constitute a quorum, except when a committee consists of more than nine members. A committee consisting of more than nine members must have five (5) members to constitute a quorum.
- All expenditures must be approved through the Board of Directors. The budget is merely a picture of what the Association expects to spend for the year.
- As the Chair please do not take your responsibility lightly. Do not be a committee of one! Work closely with the staff and other committee members to see that your term is most productive. Always use the "team concept" so that no one person is burdened with a full workload. The pleasure of doing a job well and the sense of team accomplishment become a positive experience. Thank you for your time, dedication, and experience.

COMMITTEE CHAIR PREPARATION GUIDELINES

- To prepare committee members and ensure that meetings run as efficiently and effectively as possible, the Chair or the assigned staff liaison at the direction of the committee chair should send the agenda and any supplemental resources materials to staff and committee members well in advance of a scheduled meeting.
- The agenda should be a map for accomplishing the committee's assigned objectives and time frames.
- If necessary, gather or develop accompanying material to supplement the agenda item so that the committee members can study the issues prior to the meeting.
- To reduce the length of the actual meeting request that committee members come prepared.
- to discuss each agenda topic in depth. Give members homework assignments, if necessary.
- All members must adhere to the Conflict-of-Interest Policy and Procedures and refrain from voting on issues that directly impact them.
- Attendance Requirements: Absence from three (3) regular meetings shall be construed as resignation.
- Voting by proxy is not permitted.
- GIAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the agenda.
- Always 'THINK GREEN'!

A&O COMMITTEE (ADMINISTRATION & OPERATIONS COMMITTEE)

PURPOSE

Shall oversee the physical assets and assist in maintaining financial procedures and controls to allow the Board of Directors and the staff to carry out the financial business of the Association most prudently and effectively, allowing flexibility for unpredicted events.

COMPOSITION:

GIAR President, GIAR President-Elect, Vice President of Administration and Finance, MLS President, MLS President-elect, MLS Secretary-Treasurer and CEO

NUMBER ON THE COMMITTEE: 7

CHAIR: Vice President of Administration and Finance

RESTRICTIONS: All committee meetings will be closed to anyone other than committee members and appropriate staff unless otherwise permitted by the committee.

Option #1 – Members are required to have a signed GAR Confidentiality and Non-Disclosure and Policy Agreement on file with the staff liaison before any participation with the committee.

Option #2 – Based on the nature of the material to be reviewed and/or discussed, members may be required to sign a GAR Conflict of Interest Disclosure Policy and Agreement for a specific discussion item. (RATIONALE: Since conflicts are not always known in advance and are very situational, disclosure needs to be announced at the time the member or committee becomes aware of the conflict).

TERM: One (1) year

TERM LIMITS: Two (2) years for Chair

QUORUM: Four (4)

COMMITTEE LIASION: VP of Administration & Finance

STAFF LIASION: CEO and Finance and Membership Staff

DUTIES AND RESPONSIBILITIES:

- Shall be a liaison between the Chief Executive Officer and the Board of Directors.
- Shall present timely and updated information to the VP of Administration and Finance prior to the BOD monthly meeting for a report of activities
- Review with Staff CEO the income and expenses for the previous year and prepare a recommendation of budget by September of each year to be presented to the BOD
- Make sure that in accordance with ASAE guidelines the Association has a reserve account not to exceed 100% of its annual operating budget
- Shall refer to and support the established goals of the Association and the President of the Board of Directors in planning and implementing all activities
- Shall review staff CEO employment contracts

- Shall recommend changes to office policies and procedures as necessary
- Shall recommend changes to personnel manual and personnel job descriptions as necessary
- Shall review CEO employee evaluations and approve salary adjustments recommended by the CEO
- The President, the President-Elect and the VP of Administration & Finance and the MLS President, Vice President and Secretary/Treasurer shall conduct a yearly performance evaluation of the Chief Executive Officer by October 31st, if possible. in accordance with the NAR Core Standards requirement. Such performance evaluation shall be completed on an appropriate performance evaluation form and a member of the A&O committee be selected by the committee to meet with the CEO to go over the review in person.
- Shall annually review the Strategic Plan and set the Operational Objectives for the coming year
- Shall review and present the total administrative and operational financial needs to the Board of Directors and review and give recommendations for specific expenditures not included in the budget related to administrative and operational functions
- Shall oversee the maintenance and insurance of the property of the Golden Isles Association of REALTORS®.
- All requests for funds are to be channeled through the Finance A&O Committee for inclusion in its report to the Board of Directors as to the budgeting impact of such funds requests
- Shall annually review and approve any portion of each employee health insurance benefit fifteen (15) to forty-five (45) days prior to the renewal date
- Shall perform such other duties as directed by the Board of Directors, or the President
- Designate the net income yearly and deposit such into account(s) as set forth in their procedures
- Provide the application process and payout of GIAR and GIMLS scholarships in the amount of \$1,500.00 annually. Application process due in October and payout by December 31 annually.
- Provide Building & Grounds with the necessary funds duly applied for and approved by the GIMLS Board of Directors, for building expenses deemed as capital expenses.
- Develop a plan for the Investment fund yearly and report to the GIAR and GIMLS Board of Directors in the first quarter of every year.
- Provide quarterly reports to both the GIAR and GIMLS Board of Directors.
- Provide for the audit of all funds under their control as per the procedures and guidelines, which shall be 3 consecutive years of financial reviews and a financial audit on the fourth year when the funds reach \$1 million. This review/audit will be presented to both the GIAR and GIMLS Board of Directors for approval.
- Any monies distributed by the Investment Committee will be verified, by signature, by at least, three (3) members of the Committee prior to its disbursement.
- Chair shall present timely and updated information to the President prior to the BOD monthly meeting for a report of activities

BUILDING & GROUNDS OF THE A&O COMMITTEE

The Building and Grounds of the A&O Committee is responsible for maintaining the property at 1081 Gloucester Street, Suites A, B, C, D, and E. The Building & Grounds Committee oversees all activities associated with the operation, maintenance, safety, and security of all buildings, grounds, furnishings, and equipment owned by the Golden Isles Multiple Listing Service and Golden Isles Association, except items expressly the responsibility of another committee. As needed, the Building Committee assists the Board of Directors on matters relating to the building, facilities, and grounds.

DUTIES & RESPONSIBILITIES:

- Preparing annual Building budget and amendments to same for approval by the Board of Directors.
- Review requests regarding buildings, grounds, furnishings, and equipment owned by the Association and determine what, if any, action should be taken. When funds are needed for expenditures within the Building purpose, but beyond the approved budget, the committee will request assistance from the Board of Directors.
- Contract maintenance and other services that may be needed from time to time to carry out the purposes of the Committee. Maintaining an inventory of furniture and fixtures.
- Performing a detailed quarterly inspection of the building, grounds, furnishings, and equipment of the Association and determining any action needed to take care of a need.
- Research, set, and regulate fees and rental rates, or deviations from current rates and fees.
- Performing or arranging for all needed purchases or maintenance or approving the work to be coordinated by Administration and Finance staff members. For any charges over \$1,000, the CEO will need approval by the A&O Committee or the Board of Directors.
- Staying informed of, and complying with, all code compliance and OSHA requirements.
- Reviewing, recommending, and approving the decorating, painting, structural changes, or remodeling of any part of the building at 1801 Gloucester Street.

BYLAWS/POLICIES & PROCEDURES COMMITTEE

The Bylaws/Policies & Procedures Committee shall review recommendations and requests by NAR and GIAR members for revisions or amendments to the GIAR Bylaws, the GI MLS Bylaws and GIMLS Rules & Regulations, and the Policy and Procedures Manuals, to apply changes and requests/recommendations by Membership and NAR

COMPOSITION:	At least three (3) REALTOR® Members
CHAIR:	Appointed by the President
RESTRICTIONS:	Chair must be a REALTOR® Member
TERM:	One (1year)
TERM LIMITS:	Two (2) years for Chair
QUORUM:	Two (2)
COMMITTEE LIASION:	VP of Administration & Finance
STAFF LIASION:	CEO

DUTIES & RESPONSIBILITIES

- Shall prepare official resolutions and proclamations as directed by the Board of Directors.
- Shall review recommendations for revisions to the Bylaws / Policies & Procedures as directed by the BOD.
- Shall forward recommendations to the appropriate BOD in accordance with the GIAR & GIMLS Bylaws for review.
- Shall present a budget request to the VP of Administration & Finance for the next fiscal year.
- Shall refer to and support the established goals of the Association when reviewing and making recommendations.

AWARDS SELECTION COMMITTEE

The Awards (Recognitions) Committee shall oversee Special Awards and recognitions. These responsibilities include soliciting nominees and selecting recipients from among the applicants for the Annual Awards Banquet.

COMPOSITION

Ten (10) made up of the following REALTOR® members: Current President, President-elect, Immediate Past President, 6 REALTOR® members on a 3-year rotation and the Banquet Planning Chair

CHAIR:	President
CO-CHAIR	President-elect
TERM:	Current year - New committee term begins post-banquet wrap-up
QUORUM:	Six (6)
COMMITTEE LIAISON:	V.P. of Professional Development
STAFF LIAISON:	CEO & other appointed staff

DUTIES & RESPONSIBILITIES

- Chair shall present timely and updated information to the VP of Professional Development prior to the BOD monthly meeting for a report of activities
- Chair shall schedule committee meetings for the year with the staff liaison
- Chair shall be available at the Association Office no later than 45 days prior to the Awards Ceremony to accept applications, answer questions and address concerns from the membership
- Shall present an anticipated budget request to the VP of Administration & Finance and the Budget Chair for the next fiscal year
- Shall annually review Awards Guidelines and make recommendations for enhancement, additions, deletions, and/or modifications to the BOD
- Shall understand the goals and objectives of the NAR Core Standards requirements.
- Shall work with the chairs of the Circle of Excellence, YPN and the Banquet Planning Committee Chair to plan, schedule and execute the Annual Awards Banquet
- Shall refer to and support the established goals of the Association in planning and implementing the awards program.

BANQUET PLANNING COMMITTEE

Banquet Planning Committee shall oversee Special Awards and recognitions as defined in the Awards Guidelines and is responsible for the Annual Awards Ceremony, working with the Programs Committee, and if required, collaborating and working with other committees as needed.

COMPOSITION

A minimum of five (5) Association members, in addition to the Chair, VP of Professional Development

CHAIR:	Appointed by the President
CO-CHAIR:	Appointed by the President-elect
RESTRICTIONS:	Chair must be a GIAR REALTOR® member
TERM:	One (1) year - New committee term begins at post-banquet meeting
TERM LIMITS:	Two (2) years for Chair
QUORUM:	At least four (4)
COMMITTEE LIAISON:	VP of Professional Development
STAFF LIAISON:	CEO

DUTIES & RESPONSIBILITIES

- The Chair shall present timely and updated information to the VP of Professional Development prior to the BOD monthly meeting for a report of activities.
- The chair shall schedule committee meetings for the year with the staff liaison.
- The Chair shall present an anticipated budget request to the VP of Administration & Finance and the Budget Chair for the next fiscal year.
- Shall generate the Sponsor Request letter.
- Shall comply with the approved banquet guidelines (Site selection, decorations, menu selection, committee responsibilities at the Banquet)
- Shall schedule a post-event meeting to review the event and to determine date, time, and venue for following year's banquet.
- Shall understand the goals and objectives of the NAR Core Standards requirements.
- Shall work with the chairs of the Circle of Excellence, YPN and Awards Selection Committee Chair to plan, schedule and execute the Annual Awards Banquet
- Shall refer to and support the established goals of the Association in planning and implementing the awards program

CIRCLE OF EXCELLENCE COMMITTEE

The Circle of Excellence Committee is to recognize those members of the Golden Isles Association of REALTORS® who have excelled in real estate sales and property management during the qualifying period.

COMPOSITION:

- The members of the Circle of Excellence Committee shall be appointed by the President of GIAR, subject to approval by the GIAR Board of Directors and the Chair of the Circle of Excellence.
- There will be a standing Circle of Excellence Committee of 8 members serving 3-year terms.
- If possible, the Committee shall consist of equal representation from different brokerages and different jurisdictional/natural market area counties. GIAR jurisdiction is all of Glynn, McIntosh, Ware, Brantley, and Pierce Counties, GA. Natural market areas are Camden, Charlton, Long, and Wayne counties because these counties share a border with our jurisdictional counties.
- Circle of Excellence Committee Members must be current members of the Circle of Excellence with the majority being Life Status.

CHAIR & COMMITTEE:

- The Chair and Co-Chair of Circle of Excellence shall be designated annually by the President of the GIAR.
- The Chair and Co-Chair are to be current members of the Circle of Excellence.
- The Chair and Co-Chair shall create an environment that encourages maximum committee member participation.
- The Co-Chair shall perform the duties of the Chair in the absence of the Chair.
- The position of Co-Chair does not automatically indicate succession to the Chair's position the following year.
- All changes to the Rules and Regulations that govern membership in the Circle of Excellence shall first be approved by the Circle of Excellence Committee by majority vote and then approved by the Board of Directors of GIAR.

RESTRICTIONS:

The Chair must be a Member of GIAR as well as GIMLS.

QUORUM:

Four (4)

TIE VOTES:

In the case of a tie vote between the Circle of Excellence Committee, the President of GIAR shall cast the deciding vote.

TERM:

Staggered 3-year terms.

TERM LIMIT:

The term for the Chair and Co-Chair shall run 30 days after the Awards Banquet, to the following year, 30 days after the Awards Banquet.

For example: if the Awards Banquet is on February 28, 2024, the Chair and Co-Chair shall serve their term through March 28, 2025. This is due to the Awards duties requiring the Chair and Co-Chair to handle. The Chair and Co-Chair of Circle of Excellence shall be designated annually by the President of the GIAR.

COMMITTEE LIASION:

President of GIAR

STAFF LIASION:

CEO

DUTIES & RESPONSIBILITIES:

- The chair shall present timely and updated information to the VP of Professional Development prior to the BOD monthly meeting for the report of activities.
- The Chair shall work with the Banquet Planning Committee to coordinate Circle of Excellence presentation at the Awards Banquet
- Committee shall establish the criteria and the limits for application, application deadline and application fee for to the Circle of Excellence
- Committee shall establish and review the governing documents (Rules and Regulations) of the Circle of Excellence
- The Circle of Excellence Committee shall consider all written complaints having to do with violations of the Rules and Regulations of the GIAR Circle of Excellence.
- All complaints of unethical conduct shall be referred by the Committee to the Golden Isles Association of REALTORS® for appropriate action in accordance with the professional standards procedures established in the Associations Bylaws.
- If a violation of these Rules and Regulations is determined to have occurred and does NOT involve a charge of alleged unethical conduct, the Circle of Excellence Committee shall have the option to impose one or more of these sanctions:
 - Letter of warning/reprimand written by the Circle of Excellence Chair shall be delivered to Applicant/Member, their Broker, and a copy to be placed in Participant's file at GIAR. The Letter shall state the situation along with a suggestion for corrective action in the future.
 - Appropriate and reasonable fine not to exceed \$1,000 and payable to GIAR Circle of Excellence.
 - The Applicant/Member and possibly their Broker's current membership in the Circle of Excellence could be terminated immediately. The applicant/member, and possibly the Broker, will be ineligible for membership in the Circle of Excellence for a period of up to three (3) qualifying years, with automatic reinstatement of membership in good standing at the end of the specified period of suspension. A Decision Letter written by the Circle of Excellence Chair shall be written clearly articulating all intended consequences and delivered to Applicant/Member, their Broker, and a copy in Participant's file at GIAR.
 - Expulsion from Membership with no reinstatement privilege. A Decision Letter written by the Circle of Excellence Chair shall be written clearly articulating all intended consequences and delivered to Applicant/Member, their Broker, and a copy in Participant's file at GIAR.
- The recipient of such sanction may request a hearing before selected members of the Board of Directors within twenty (20) days following receipt of the Committee's decision.
- The hearing panel, made up of 3 or 5 Board of Director members, will be selected by the current President of the Golden Isles Association of REALTORS®.
- The decision of the Board of Directors hearing panel may be appealed by the sanctioned member. Any appeal of the decision of the initial hearing panel of the Board of Directors may be appealed to the Board of Directors of the Golden Isles Association of REALTORS® within twenty (20) days of the Board of Directors' original hearing panel's decision.
- The appeal hearing panel will be made up of three or five different members of the Board of Directors as selected by the current President of the Golden Isles Association of REALTORS®.
- The Circle of Excellence has been established and is sponsored by the Golden Isles Association and all actions of the Circle shall be subject to the approval of the Board of Directors. The Board of Directors of the GIAR reserves the right to dissolve the Circle at its discretion.

COMMUNITY RELATIONS & SUNSHINE SUBCOMMITTEE

The purpose of the Community Service Committee is to promote a positive image to the community as well as give back to the community, by “Being the Voice for Real Estate.” Responsible for community leadership in helping various charities and collaborating with other community organizations in raising and collecting funds for their causes as well as public awareness. (Shall work in collaboration with other committees as warranted.) Sunshine is a subcommittee of CR. The Sunshine Committee's purpose is to express congratulations, sympathy, or concern to members of the Association in the event of illness, bereavement, or milestone events.

COMPOSITION:	At least eight (8) REALTORS®/Affiliates
CHAIR:	Appointed by the President
CO-CHAIR	Appointed by the President-elect
RESTRICTIONS:	None
TERM:	One (1) year
TERM LIMITS:	Two (2) years for Chair
QUORUM:	Three (3)
COMMITTEE LIASION:	VP of Member & Public Services
STAFF LIASION:	Administration and Finance Director

DUTIES & RESPONSIBILITIES:

- Shall plan, recruit volunteers, and carry out the ‘plan of work’ within the guidelines approved by the BOD and as required by NAR Core Standards
- Shall present a budget request to the VP of Administration & Finance and Budget chair for the next fiscal year
- Shall conduct annual fundraiser(s) as its main duty and provide consideration to efforts/charities that promote home ownership and support the goals of the Association and the Association budget.
- Shall present the Public Relations Chair with timely and updated information for publication.
- Shall refer to, and support, the established goals of the Association in planning and implementing the Community Service programs.
- Distribution of excess Community Relations funds is subject to the approval of the Community Relations Committee by a majority vote, provided the following guidelines are met: (1) Staff liaison is present, (2) the committee has a quorum, (3) recommended action supports the goals of the Association.
- Shall understand the goals and objectives of the NAR Core Standards requirements.
- Shall refer to, and support, the established goals of the Association and the President of the Board of Directors in planning and implementing all activities.

SUNSHINE COMMITTEE RESPONSIBILITIES

- Keep advised of Association members who are ill or bereaved or are celebrating some milestone event by working with the other officers.
- Send cards or other appropriate acknowledgment to Association members as needed. In place of flowers, recommendations offered by the family or in the obituary will be honored (i.e., donating to an organization of their choice).
- Approved expenditures:
 - \$25 Immediate family member of a member who has not been involved with the Association (i.e., on a committee, the BOD, attend functions, meetings, and events, etc.)
 - \$50 Immediate family member of a member who has participated and been engaged at the Association.
 - \$75 In memory of a member who has not been involved with the Association.
 - \$100 In memory of a member who has been involved with the Association and current/past BOD members and Emeritus members.

GIAR LEADERSHIP ACADEMY DEANS

The GIAR Leadership Academy is a prestigious program carefully curated to develop existing and emerging leaders in our REALTOR® community to serve REALTOR® Associations at local, state, and national levels. Our goal is to increase interest and involvement in leadership for GIAR with proven methods of valuable training and networking that will result in increased numbers of candidates willing to serve in leadership roles.

COMPOSITION:

Number on Committee:	Five (5) Deans
Chair:	Selected by the Deans
Co-Chair:	Selected by the Deans
Term:	One year
Quorum:	Three (3)
Committee Liaison:	VP of Professional Development
Staff Liaison:	Admin & Finance Staff Member
Term Limits:	Five years – Each year the Dean with the most tenure will roll off the Committee and a new Dean will be chosen from the most recent Leadership Academy Class.

DUTIES & RESPONSIBILITIES

- The Chair shall present timely and updated information to the VP of Professional Development before the BOD monthly meeting for a report of activities.
- Schedule Dean’s meetings for the year with the staff liaison
- Shall recruit and recommend applicants for the Leadership Academy program.
- Shall annually plan the 10 monthly sessions to include topics and speakers.
- Shall make recommendations for enhancements.
- Shall commit to serve as session facilitators (minimum of one session annually)
- Shall plan graduation events and awards.
- Shall comply with the GIAR REALTORS® social media Best Practices
- All members must adhere to the Conflict-of-Interest Policy and refrain from voting on issues that directly impact them.
- Voting by proxy is not permitted.
- GIAR virtual meeting technology is permitted at the discretion of the Chair based on the scope of the meeting and the agenda.

STAFF LIAISON DUTIES & RESPONSIBILITIES

- Shall coordinate and arrange monthly lunch sponsors.
- Shall coordinate speakers as suggested by Deans.
- Shall prepare needed communication to students as suggested by the Deans.
- Shall prepare handbooks and additional material as needed as suggested by the Deans.
- Other duties as needed.

PUBLIC RELATIONS COMMITTEE

The purpose of the Public Relations Committee is to promote a positive image to the community and will work to increase public awareness of the Association through press releases, marketing funds, and current social media forums. Collaborates and works with all committees of GIAR: Awards, Circle of Excellence, Community Relations, Education, Governmental Affairs, Member Services, Programs, RPAC, Technology & YPN

COMPOSITION:	Two (2) REALTORS®/Affiliates in addition to Chair
CHAIR:	Appointed by the President
CO-CHAIR	Appointed by the President-elect
RESTRICTIONS:	None
TERM:	One (1) year
TERM LIMITS:	Two (2) years for Chair
QUORUM:	Two (2)
EXEC. COMMITTEE LIASION:	VP of Member & Public Services
STAFF LIASION:	Member & Public Services Staff

DUTIES & RESPONSIBILITIES

- The Chair shall present timely and updated information to the VP of Member and Public Services before the BOD monthly meeting for a report of activities.
- The chair shall work with the staff liaison to schedule committee meetings for the year.
- Shall cultivate a positive reputation with the public through various unpaid or earned communications, including traditional media, social media, and in-person engagements.
- Shall have a conceptual understanding and working knowledge of social media and GREC and state laws that pertain to using social media.
- Shall seek to educate the public that the term REALTOR® is synonymous with professionalism and competency when promoting community accomplishments.
- Relate to the public that REALTORS® adhere to a strict code of ethics and encourage the consumer to select a REALTOR® as a trusted resource for real estate services.
- Communicate achievements, accomplishments, and triumphs of REALTOR® and Affiliate members to the membership and the public through Public Service Announcements and social media outlets.
- Develop an annual plan for PSAs highlighting REALTOR® membership, Fair Housing, Diversity, Ethics, etc.
- Use marketing budget to promote GIAR.
- Construct and distribute press releases about Association efforts, events, accomplishments, and triumphs to appropriate media outlets.
- Shall present a budget request to the VP of Administration & Finance and work within the guidelines of the budget.
- Shall understand the goals and objectives of the NAR Core Standards requirements.

EDUCATION COMMITTEE

The Education Committee shall oversee the delivery of education courses to fulfill the practical educational needs of the membership. Responsible for scheduling and facilitating seminars and classes, working in conjunction with the CEO, and within the guidelines and budget approved by the Board of Directors. (Shall work in collaboration with other committees as warranted)

COMPOSITION:	At least ten (10)
CHAIR:	Appointed by the President
CO-CHAIR	Appointed by the President-elect
RESTRICTIONS:	The chair must be a REALTOR® member
TERM:	One (1) year
TERM LIMITS:	Two (2) years for Chair
QUORUM:	FIVE (5)
COMMITTEE LIAISON:	VP of Professional Development
STAFF LIAISON:	MLS & Education Staff Member

DUTIES & RESPONSIBILITIES

- Shall schedule a minimum of six (6) CE classes to be presented locally each year to include the Code of Ethics Training, Fair Housing, and REALTOR® Safety.
- Shall refer to and abide by the Education Procedures as approved by the Board of Directors
- Shall work in conjunction with the CEO to schedule, implement, and present to the members the CE classes within the guidelines and budget approved by the BOD.
- Shall provide timely and updated information to the VP of Professional Development
- Shall present a budget request to the VP of Administration & Finance for the next fiscal year.
- Shall refer to and support the established goals of the Association in planning and implementing the education program.
- Shall understand the goals and objectives of the NAR Core Standards requirements.

HOUSING OPPORTUNITY & DIVERSITY COMMITTEE

The purpose of the Housing Opportunity & Diversity Committee is to develop and recommend policies promoting equal opportunity in housing and diversity within the real estate industry. To identify the concerns and needs of our diverse membership and to assist in the development of actions to address those concerns and needs. Shall develop and recommend policies promoting equal opportunity in housing and diversity within the real estate industry. (Shall work in collaboration with other committees as warranted)

COMPOSITION:	At least five (5)
CHAIR:	Appointed by the President
CO-CHAIR:	Appointed by the President-Elect
RESTRICTIONS:	The chair must be a REALTOR® members
TERM:	One (1) year
TERM LIMITS:	Two (2) years for Chair
QUORUM:	Three (3)
COMMITTEE LIASION:	VP of Member Public Services
STAFF LIASION:	MLS & Education Staff Member

DUTIES & RESPONSIBILITIES

- Shall present a budget request to the VP of Administration & Finance for the next fiscal year.
- Shall provide timely and updated information to the VP of Member & Public Services.
- Shall refer to and support the established goals of the Association in planning and implementing programs.

GOVERNMENTAL AFFAIRS COMMITTEE

The purpose of the Governmental Affairs Committee is to review public policy issues affecting the real estate industry and forward issues of concern to the BOD. Encourage member awareness of Fair Housing Laws. Monitors litigation that adversely affects the industry and reviews legal documents for recommendation of the Board of Directors. Keep up to date on local, state, and national legislative action concerning REALTORS® and property owners and inform the members of changes to the laws. (Shall work in collaboration with other committees as warranted)

COMPOSITION:	At least Ten (10) members
CHAIR:	Appointed by the President
CO-CHAIR	Appointed by the President-elect
RESTRICTIONS:	The chair must be a REALTOR® members
TERM:	One (1) year
TERM LIMITS:	Two (2) years for Chair
QUORUM:	Five (5)
EXEC. COMMITTEE LIASION:	VP of Governmental Affairs
STAFF LIASION:	CEO & Admin & Finance Staff member

DUTIES & RESPONSIBILITIES

- The Governmental Affairs Chair is requested to attend the weekly GAR State & Local Government Affairs meetings (January-March) with the VP of Governmental Affairs and the CEO (can be via Video Conference)
- Shall be responsible for creating local ‘Calls to Action’ and seeking approval from the BOD before forwarding to the Membership.
- Shall contact GAR GAC to seek assistance on local issues when appropriate.
- Shall keep the Board advised of local GAC issues by obtaining information on, but not limited to, the following: County Board of Commissioners, Impact Fees, County Board of Education, Rezoning, Smart Growth, Moratoriums, etc.
- Shall refer to and support the established goals of the Association.
- Shall understand the goals and objectives of the NAR Core Standards requirements.

GIAR BOD NOMINATING COMMITTEE

The Nominating Committee shall be responsible for annually nominating a slate of Officers/Directors.

COMPOSITION:

At least two (2) months before the annual election, a Nominating Committee of five (5) REALTOR® Members shall be appointed by the President with the approval of the Board of Directors. The Nominating Committee shall select one candidate for each office and one candidate for each place to be filled on the Board of Directors. The report of the Nominating Committee shall be mailed, or where permitted by state law, electronically transmitted to each Member eligible to vote at least three (3) weeks preceding the election. Additional candidates for the offices to be filled may be placed in nomination by petition signed by at least 20% of the REALTOR® Members eligible to vote. The petition shall be filed with the Chief Staff Executive at least two (2) weeks before the election. The Chief Staff Executive shall send notice of such additional nominations to all Members eligible to vote before the election. Recommendations from members for officers for the Association will be both solicited and considered, but these recommendations do not bind the Nominating Committee in its selection process.

CHAIR:	Immediate Past President. In the event the Immediate Past President is not able to chair, the President shall appoint a chair.
RESTRICTIONS:	Members serving on the Nominating Committee shall not be eligible for election on the proposed slate. Alternate and President-elect can attend & contribute but are not eligible to vote.
TERM:	One (1) year
QUORUM:	Three (3) for Nominating Committee
REPORTS TO:	Board of Directors/Membership
STAFF LIASION:	CEO

DUTIES & RESPONSIBILITIES

- Shall seek recommendations from the membership through the application process.
- Shall present the slate to the BOD at the May BOD meeting if possible (informational purposes only)
- The Director of Member Services and/or CEO shall forward the proposed slate, along with the Bylaws Guidelines for submitting additional nominations to be placed on the slate, to each member, via e-mail, www.myGIAR.com posting, and fax.
- Shall refer to and support the established goals of the Association.
- Shall understand the goals and objectives of the NAR Core Standards requirements.

GRIEVANCE & PROFESSIONAL STANDARDS

As of January 1, 2011, the Grievance and Professional Standards are a committee of the Georgia Association of REALTORS®. Appointments to the Professional Standards Committee and the Grievance Committee shall be consistent with the Cooperative Professional Standards Enforcement Agreement of the Georgia Association of REALTORS®.

PROGRAMS & MEMBER SERVICES COMMITTEE

Shall provide member benefits and services that will enhance and upgrade existing offerings, all in the name of keeping members informed, up-to-date, and equipped with the most modern tools and resources. Preparation for, and assisting in, conducting Board orientation for new members. Within the current Board approved budget, will be responsible for planning, implementing, and hosting special programs as directed by the BOD and providing assistance and support during the membership meetings. (Shall work in collaboration with other committees as warranted)

COMPOSITION:	At least five (5) REALTOR® / Affiliate members
CHAIR:	Appointed by the President
CO-CHAIR	Appointed by the President-elect
RESTRICTIONS:	None
TERM:	One (1) year
TERM LIMITS:	Two (2) years for Chair
QUORUM:	Three (3)
COMMITTEE LIASION:	VP of Member & Public Services
STAFF LIAISONS:	Membership & Communications Staff Member

DUTIES & RESPONSIBILITIES

- Shall conduct a New Member Orientation (Association in the AM and MLS in the PM) once every quarter.
- The Chair shall present timely and updated information to the VP of Member & Public Services before the BOD monthly meeting for a report of activities.
- The chair shall schedule meetings with the Staff Liaison for the year.

FOR MEMBERS SERVICES

- Reevaluate the New Member Orientation presentation with the Technology Committee to present an up-to-date representation of our services.
- Evaluate current communication levels and methods used to be in touch with general membership, committees, and leadership.
- Work on increasing the value of Affiliate memberships and sponsorships.
- Develop a “Sign up Now” sheet for new members to be able to sign up for committees at orientation.
- Create a brief one-page sheet promoting membership and benefits of membership in GIAR for REALTOR® members and Affiliate members.
- Know the current composition and demographics of the REALTOR® Association membership, as well as non-member licensees.
- Understand the motivating factors behind a real estate licensee’s decision to join the REALTOR® Association.
- Build the program around the Association's strategic goals.
- Make membership building a continuous process (as it takes less effort to retain a member than it does to “resell” the benefits to that member once he or she leaves).
- Be sure members & affiliate members understand the benefits and programs at all three levels of the REALTOR® organization.
- Welcome and orient new members to get them involved with the Association.
- Create a process to ensure programs and benefits are reviewed, updated, or discontinued on an annual basis or even more frequently.
- Make members aware of NAR's Member Center (<http://membercenter.nar.REALTOR>), which has information about benefits at the national level.

- Encourage member involvement through a variety of Association programs and events.
- Shall refer to, and support, the established goals of the Association and the President of the Board of Directors in planning and implementing all activities.
- Shall understand the goals and objectives of the NAR Core Standards requirements.

FOR PROGRAMS

- Shall work with the President and CEO in setting the following year's membership meeting dates.
- Shall select, with the approval of the President, the speakers for the Monthly Membership Meetings
- Shall plan the REALTOR® event.
- Shall plan Affiliate Appreciation events.
- Shall assist the Director of Member Services with on-site registrations and check-in for the membership meetings.
- Shall coordinate with the President and CEO for special or 'themed' membership meetings.
- Shall serve as hosts for membership meetings.
- Shall coordinate with the Public Relations Committee for Program Announcements for the Newsletter and GIAR website.
- Shall provide a budget for the following year.
- Shall refer to and support the established goals of the Association in planning and implementing programs.
- Shall understand the goals and objectives of the NAR Core Standards requirements.

REALTORS® POLITICAL ACTION COMMITTEE (RPAC)

The REALTORS® Political Action Committee (RPAC) shall be organized and operated primarily for the purpose of collecting political contributions to be forwarded to GAR. (Shall work in collaboration with other committees as warranted)

COMPOSITION:	At least eight (8) REALTOR® members
CHAIR:	Appointed by the President
CO-CHAIR	Appointed by the President-elect
RESTRICTIONS:	Chair / Co-Chair must be REALTOR® members
TERM:	One (1) year
TERM LIMITS:	Two (2) years for Chair
QUORUM:	At least five (5)
COMMITTEE LIASION:	VP of Governmental Affairs
STAFF LIASION:	CEO

DUTIES & RESPONSIBILITIES

- Shall actively seek to educate the membership concerning the impact of RPAC.
- Shall actively solicit contributions from all members to achieve the Board goal of 100% participation.
- Shall maintain an on-going list of donations to be submitted to the Director of Member Services and/or CEO for publication
- Shall report to the Board of Directors, through the VP of Governmental Affairs, on progress of the RPAC campaign
- Shall operate fund-raising in compliance with the FEC, GAR and NAR
- Shall immediately forward contributions to the Director of Member Services and/or CEO (staff) to be forwarded to GAR using the approved GAR form within the time limits established by the FEC
- Shall refer to and support the established goals of the Association in planning and implementing programs
- Shall understand the goals and objectives of the NAR Core Standards requirements

TECHNOLOGY COMMITTEE

Responsible for research and making recommendations to the Board of Directors concerning computer upgrades, software, and technology trends. Is also responsible for helping members with new technology and updates.

COMPOSITION:	At least five (5) Association Members
CHAIR:	Appointed by the President
CO-CHAIR	Appointed by the President-elect
RESTRICTIONS:	The chair must be a REALTOR® members
TERM:	One (1) year
TERM LIMITS:	Two (2) years for Chair
QUORUM:	At least three (3)
COMMITTEE LIASION:	VP of Professional Development
STAFF LIASION:	Member Services & Communications Staff Member

DUTIES & RESPONSIBILITIES

- Shall actively seek to educate the membership concerning social networking, technology, new trends, etc.
- Shall assist office staff and/ or offer training classes for MLS, SentiLock, etc.
- The Chair shall present timely and updated information to the VP of Administration & Finance before the BOD monthly meeting for a report of activities.
- Shall work with Staff to support the website with content, videos, pictures, etc., and to be used by the Public Relations Committee
- Shall work with Staff on videos and pictures of events and membership meetings for the GIAR website and to be used by the Public Relations Committee and Community Relations Committee
- Shall refer to and support the established goals of the Association in planning and implementing programs.
- Shall understand the goals and objectives of the NAR Core Standards requirements.

YPN – YOUNG PROFESSIONALS NETWORK

YPN is a member-driven organization that helps young at heart real estate professionals excel in their careers by giving them the tools and encouragement to become involved in four core areas:

- **REALTOR® ASSOCIATIONS:** Attend REALTOR® conferences and pursue leadership roles with their local, state, and national Associations.
- **REAL ESTATE INDUSTRY:** Take an active role in policy discussions and advocacy issues; be informed about the latest industry news and trends.
- **PEERS:** Network and learn from one another by attending events, participating in online communication, and seeking out mentoring opportunities.
- **COMMUNITY:** Become exceptional members of their community by setting a high level of REALTOR® professionalism and volunteering for causes they feel passionate about.

COMPOSITION:	At least Eight (8) members
CHAIR:	Appointed by the President
CO-CHAIR:	Appointed by the President-elect
RESTRICTIONS:	None
TERM:	One (1) year
TERM LIMITS:	Two (2) years for Chair
QUORUM:	Three (3)
COMMITTEE LIAISON:	VP of Member & Public Services
STAFF LIAISON:	Membership & Communications Specialist

DUTIES & RESPONSIBILITIES

- The Chair shall present timely and updated information to the VP of Member & Public Services before the BOD monthly meeting for a report of activities.
- Schedule Committee Meetings for the year, with the Staff Liaison
- Inform members of the YPN benefits and use of the NAR websites, Facebook pages, and Blog sites
- Encourage participation in Association, GAR, and NAR classes, events, and fund-raisers.
- Set up a kickoff membership event to encourage membership. Using fun, nonintimidating icebreakers to get attendees warmed up.
- Increase membership and participation of YPN members.
- No age restrictions are to be imposed on prospective members and encourage the “young at heart” saying.
- Apply for Network of the Year award, due in August of each year.
- Organize a Habitat for Humanity event.
- Host monthly or Quarterly happy hour networking events
- Sponsor a real estate workshop or seminar.
- Host a YPN Open House tour and tour as a band of professionals with YPN badges.
- Start and maintain a GIAR YPN Facebook page or social media platform for local members and link to state and national sites.
- Plan a joint event with other young professional groups.
- Shall work within the guidelines of the budget.
- Shall refer to and support the established goals of the Association and the President of the Board of Directors in planning and implementing all activities.
- Shall understand the goals and objectives of the NAR Core Standards requirement.
- RPAC: Take an active role in policy discussions and advocacy issues; be informed about the latest industry news and trends.

ASSOCIATION CALENDAR PROCEDURES

PLANNING PROCESS: The President, President-Elect, staff, and the CEO shall review the activity of the Association for the upcoming year to set dates and/or make recommendations for the following annual functions:

AFFILIATE ANNUAL APPRECIATION EVENT (if applicable): Shall make recommendations to the Programs & Member Services Committee based on the overall calendar to best serve the membership. The Programs & Member Services Committee shall make the final decision based on the availability of the location and committee members.

ANNUAL (AWARDS) EVENT (if applicable): Shall make recommendations to the President & President-Elect based on the overall calendar to best serve the membership. The Banquet Planning Committee shall make the final decision based on the availability of the location and committee members.

ANNUAL COMMUNITY RELATIONS FUNDRAISER (if applicable): Shall make recommendations to the Community Relations Committee based on the overall calendar to best serve the membership. The Community Relations Committee shall make the final decision based on the availability of the location and committee members.

EDUCATION COURSES: Shall make recommendations to the Education Committee based on the overall calendar to best serve the membership. The Education Committee shall make the final decision based on the availability of the instructors, the location, facilitators, and committee members.

PRESIDENT ELECT RETREAT: The President Elect shall set the date for the annual leadership training notifying the Association Staff of the date before confirmation.

MEMBERSHIP MEETINGS: Shall set all dates as provided for in the budget. The Programs & Member Services Committee shall make the final decision based on the availability of the location and committee members.

ORIENTATIONS: Shall set dates as provided for in the budget and as required by the NAR Minimum Standards criteria based on Association size.

PROGRAMS: Shall make recommendations to the Programs & Member Services Committee for special events based on the overall calendar to best serve the membership. The Program Committee shall make the final decision based on the availability of the location and committee members. REALTOR® Day to be determined annually.

RPAC FUNDRAISER: Shall make recommendations to the RPAC Committee based on the overall calendar to best serve the membership. The RPAC Committee shall make the final decision based on the availability of the location, caterers, performers, and committee members.



TRAVEL & EXPENSE REIMBURSEMENT POLICY

GENERAL POLICY: General policy will apply to all officers and staff of the Association who seek reimbursement for travel and other expenses incurred on behalf of the Association. The Omnibus Budget Reconciliation Act of 1993 contained specific provisions to regulate the payment of travel expenses to Association Officers and Directors so as to avoid abuse of the system. A travel and expense reimbursement policy is required and must be adhered to and certain limitations are provided in connection with per diem allowances and spouse travel. The IRS allows reimbursement for travel expenses that are ordinary, necessary, and directly related to the purpose of the Association. Remember that at some time you may be asked by the membership to justify your travel and expense reimbursement costs.

EXPENSE REIMBURSEMENT FORMS: All travel and expense reimbursement forms are to be completed and handed in to the Association within 60 days of the actual event.

ASSOCIATION CREDIT CARDS: The CEO is required to complete the reverse of all credit card slips showing details of the item/goods purchased, the purpose, and the names of all persons present when meals or hospitality are involved. Attach a separate schedule if necessary. All credit card slips are to be turned in within 30 days of the actual transaction and if they are included as an expense for a NAR or GAR meeting then they are also to be shown on the expense reimbursement form and circled to show that the amount has already been paid. Total the cost of all credit card charges and show that amount under “less charges” on the expense report form. On no account may Association credit cards be used for personal charges. Credit cards will be issued to the CEO.

SPOUSE TRAVEL: The Golden Isles Association of REALTORS® does not reimburse for spouse travel.

AUTHORIZATION OF TRAVEL/EXPENSE CLAIMS: The VP of administration & finance or the president will be responsible for authorizing payment of all claims for expense reimbursement from officers and state directors of the association. This authority may be delegated to the CEO, who will refer all questions or matters requiring interpretation to the VP of administration & finance for a final decision. If the VP of administration & finance is uncomfortable with authorizing any claim, he or she will refer the claim to the board of directors for consideration at their next meeting. The CEO will be responsible for authorizing payment of all claims for expense reimbursement from the staff of the association except their claims which must be authorized by the president, president-elect, or VP of administration & finance. Supporting documentation and/or receipts are required for all expenses.

FORM OF TRAVEL: Officers, staff, and State Directors of the Association are required to use the most cost-effective, by-air, reservations must be made as far in advance as is reasonable, for coach class travel or better and to take advantage of any discounts that might be offered. Travel by air within the state requires the approval of either the President or CEO and must be evaluated against the cost of traveling by car. In the same way, the cost of travel by car should not exceed the cost of travel by air when attending state or national meetings.

PRIVATE AUTOMOBILE: Use of a private automobile is authorized where such usage results in savings to the Association without significantly increased travel time. Where a private automobile is used, mileage is reimbursed the cost of gas to and from the event will be reimbursed with a copy of the receipt(s).

PER DIEM RATE/REIMBURSABLE EXPENSES: The per diem rate will be established annually by the Budget Committee to cover travel for GAR and NAR meetings. The per diem rate is to cover the cost of meals and local taxi fares to meetings and restaurants. Tips are to be included. Hotel accommodation, air travel, taxi fares to and from the airport, shuttle service, mileage, parking, tolls, and related tips are not included in the per diem rate but are reimbursable. Movies are not reimbursable. Guest expenses must also be shown separately and supported by details showing the names of those present.

RENTAL CARS: Rental cars are only reimbursable when other forms of transportation are unobtainable or when the use of a rental car will lower the cost of transportation.

NON-REIMBURSABLE ITEMS: These items are generally excluded unless authorized by Leadership:

- Personal entertainment (i.e.: movies, health clubs, airline headphones, etc.)
- Purchase of books and magazines
- Barber, hair stylist or beautician fees Baby-sitting Kennel
- Laundry and dry cleaning
- Minibars and in-room safes
- Personal phone calls
- Meals when a meal is included in the conference registration fee

HOSPITALITY AND GUEST ENTERTAINMENT: Entertainment expenditures draw the greatest scrutiny by the IRS and require a greater degree of discretion. The IRS requires a receipt for the expenditure, a list of individuals in attendance showing their titles and the organizations they represent, the purpose and the date.

MISCELLANEOUS EXPENSES: The President and President Elect may be reimbursed for miscellaneous expenses such as attending political fund-raisers, functions of associated industries, the purchase of gifts for volunteers or staff and other expenses which are considered both reasonable and prudent.

STATE DIRECTORS: The Golden Isles Association of REALTORS® shall reimburse GAR State Directors in accordance with General Policy. State Directors will be expected to attend all meetings relative to their position and may be required to file a report before the next GIAR Board of Directors meeting. Any State Director who attends a convention but who does not attend the State Board of Directors meeting, including the caucus, as well as Board of Directors Training (every two years), at the GAR convention will not be reimbursed for any expenses incurred, unless approved by the GIAR Board of Directors. ALL State Directors will be expected to register for the upcoming convention during the early bird registration period and to secure their hotel reservation by making their reservations early. Any upgrade or additional room charge higher than the lowest quoted rate to GAR attendees and higher registration fees will not be reimbursed unless approved by the V.P. of Administration and Finance.

CEO: The Golden Isles Association of REALTORS® shall reimburse the CEO in accordance with General Policy and the line item approved in the budget for the year in question. The annual budget will provide specific allocations for the following:

- NATIONAL ASSOCIATION OF REALTORS® Annual Convention and REALTOR® Party Convention
- Georgia Association of REALTORS® Meetings
- Georgia Leadership Development
- Annual CEO Institute
- Regional Conference
- NAR Annual Leadership Summit (Registration and 2 night's hotels paid by NAR at time of this approval)
- Hosting
- Miscellaneous expenses

The CEO and the Finance Staff member will receive a credit card and will be responsible for properly accounting for all charges made. Expense report forms and copies of all credit card slips are to be turned in promptly and in accordance with General Policy.

FINANCIAL PROCEDURES POLICY

HOSTING: The Association will reimburse the actual costs incurred in those situations where it is deemed appropriate for the CEO to pick up the check for several individuals at a planned member event within the budgeted amount for Hosting. When this occurs, the IRS requires a receipt for the expenditure and an explanation of the purpose, plus a list of the individuals concerned, their titles, and the location of the event.

MISCELLANEOUS EXPENSES: The Financial Procedures Policy is approved by the Board of Directors and is to be revised annually upon recommendations of staff and the Association accountants.

FINANCIAL PROCEDURES POLICY: The Policy of the Golden Isles Association of REALTORS® (Association) is to maintain financial procedures and controls to allow the Board of Directors and staff to carry out the financial business of the Association most prudently and effectively, allowing flexibility for unpredicted events. The Association has recognized the need to establish procedures for effective and reasonable controls, as well as handling various areas of the financial process of the Association to ensure the most accurate and ethical handling of the financial affairs of the Association.

RECEIPT AND PROCESSING OF MONEY: Mail is opened daily by two staff members. All mail containing cash, checks, or credit card information is collected. A staff person who does not directly work with money must initial each piece of back-up information and denote cash or a check number on each. The person opening the mail should make a list of all receipts and verify the total of this list to the validated deposit slip. All monies received through the mail, via fax, over the telephone, or from walk-ins are to be opened and reviewed by a staff person who does not directly work with money. Each recipient is responsible for processing their monies in the manner appropriate for the type of funds. Once funds are processed and balanced, they are to be placed in a secure place, in the proper folders. Money should be processed daily unless meetings or absences cause a delay. Stamp for “deposit only”. Once all monies and backup are secured, the bookkeeper is to enter the funds into the appropriate accounting system and prepare funds for deposit. Copies of all deposits are to be maintained in a secure place and reconciled monthly with the bank. If applicable, all credit card charges are to be sent electronically to the credit card bank daily. Monies should be deposited within 48 hours of receipt in the office unless meetings or absences cause a delay.

ACCOUNTS RECEIVABLE: All available means of collecting accounts receivable should be exhausted before the initiation of write-off procedures. Write-offs shall be initiated by a written request from the Accounting Department to the CEO with copies to the appropriate staff member(s). The Accounting Department shall add the company or individual to the list of poor credit risks and, effective on the date of the request for a write-off, no additional credit will be extended to that company or individual. For accounting purposes, the write-off of an account will be treated as a bad debt expense.

ORDER AND RECEIPT OF GOODS: The bookkeeper is responsible for ordering supplies, and informing the CEO that an order is being placed. Any order valued at more than \$250 must be approved by the CEO. The bookkeeper is responsible for staying within the annual budgetary allowance without going over the budgeted amount without prior approval. Upon receipt of goods, the purchase order must accompany any receipt and/or packing slip to the bookkeeper.

EDUCATION COURSE EXPENSES: For payment of instructor fees and education course expenses, the bookkeeper is responsible for processing payment within 48 hours of the course date. Proper documentation must accompany all requests.

VOLUNTEER CREDIT CARD PURCHASES: No personal charges are to be made on the Association’s credit card. Proper receipts must accompany expense reports to be submitted within 30 days of the event. Failure to

submit such expense reports within a 30-day period will mean that the officer concerned could be required to treat the reimbursed expenses as income. See the Travel and Expense Reimbursement Policy for additional details.

BANK RECONCILIATION PROCEDURES: When bank statements are received in the mail, they are to be personally delivered to the CEO unopened. The CEO opens and reviews all statements and canceled checks for inaccuracies and checks signatures. Once the review is complete, the CEO initials the statements and gives them to the Bookkeeper. When received by the bookkeeper, all bank statements are to be reconciled with Association records within 48 hours of receipt of the statements, unless meetings or absences cause a delay. All bank statements should be reconciled with computer records, with deposits and check registers as backups. CEO should review bank reconciliation and initial.

MONTHLY FINANCIAL REPORTS AND BALANCE SHEETS: All financial reports and the balance sheet will be reviewed monthly at the Board of Directors meeting of the Golden Isles Multiple Listing Service, Inc. and of the Golden Isles Association of REALTORS®. The CEO will produce the financial reports to the Board of Directors at least 24 hours before the Board meeting. The GI MLS financials will also be available for review to be put on audit pending the acceptance of same at the MLS Board meeting which is held the Wednesday before the GIAR BOD meeting each month. The VP of Administration & Finance, or the CEO, will present the reports at each Board of Directors meeting.

PROCESSING OF CHECK RUNS: Checks will be run for the Association no less than twice a month. Weekly check runs will be completed if the need arises. The Bookkeeper is to encode all invoices and requests for checks with the appropriate General Ledger account(s). Once the invoices have been encoded, they are to be reviewed and initialed by the CEO. Next, the Bookkeeper enters the invoices into the accounting system and prints the checks. After matching the checks with the appropriate backup, the checks are taken to the CEO for signing. Checks for \$1,000 or more require two signatures. The CEO signs the checks and initials the invoice(s). If the CEO is unavailable for signing, the officers present on the current signature card may sign the checks. Signed checks and backup are returned to the Bookkeeper for dissemination. Once checks are disseminated, all backup and check copies are to be filed in the proper files in the bookkeeper's office. Invoices should be stamped "paid".

FIXED ASSETS: Fixed assets are capitalized at historical cost and depreciated by use of the straight-line method of depreciation over the estimated useful lives of the assets which range from three years for computers, five years for furniture and equipment to thirty-one- and one-half years for the building. The bookkeeper will maintain an Inventory of all Fixed Assets valued at \$1000 or more. All purchases of fixed assets are to be recorded in the Inventory, showing the name of the asset, serial number, where applicable, date of purchase, and location. The Bookkeeper will complete a detailed inventory check of all fixed assets during October each year. Write-off of fixed assets will be carried out as necessary by the recommendation of the CPA and the CPA will make the adjustments. The CEO will approve all write-offs, including those write-offs involving the sale of fixed assets such as redundant computer equipment.

RPAC FINANCIALS PROCEDURES: Procedures for this entity follow the same procedures as those for the Association, with certain differences. Associations are required to record separately all personal and corporate contributions. RPAC contributions included in dues should be deposited into the Association checking account, with records maintained indicating whether the check received was either corporate or personal. In such cases, when a check is submitted to GAR, it must be accompanied by a detailed breakdown of all deposits showing personal and corporate contributions separately and listing the names of all contributors with amounts given. Checks for \$50 or more must be deposited within 10 days of the date of the check. These deposits can be in the Association account or the GAR RPAC account.

ANNUAL AUDIT/REVIEW TIMELINES AND PROCEDURES: The Association has a fiscal year beginning January 1 and ending December 31. An outside audit/review team from the Association's accounting firm will

begin preliminary auditing in September. Sampling of deposits and check runs will begin, and any preliminary setup deemed necessary by the auditors will begin.

Auditors are to be given access to the Association building and all records. They may leave items in the office and use them to best suit their needs for the duration of the audit/review. Staff members are to make themselves available to the auditors on an as-needed basis to answer questions and provide any necessary documentation and explanations.

Bound copies of the final audit/review are to be presented to the Board of Directors at the first meeting following receipt of the audit/ review report.

All tax forms are to be completed by the audit/review team and provided to the Association before the filing date. The audit/review for the Association and the Multiple Listing Service will be presented consolidated with supplemental consolidating schedules.

BUDGET TIMELINES AND PROCEDURES: The budget for the Association is based on a zero-bottom line. September of the current year begins the budgeting process for the following calendar year. Staff is to review the prior year's ending figures and the current year's figures to date and best estimate the income/expenses for the following calendar year. The CEO will compile all the information into budget form and present it to the staff for review and changes. Once the staff is comfortable that the figures, they have given are correct, the tentative budget is reviewed with members of Leadership.

Leadership reviews the proposed budget and makes any changes they deem necessary. Once they have completed their review, the Budget and Finance Committee meets to review the proposed budget.

The proposed budget is then reviewed by the Board of Directors and is voted on. The Board of Directors establishes the level of dues and adopts the official budget for the following calendar year. Changes in the budget can be approved by the Board of Directors, subject to maintaining the bottom line.

CONTRACTS AND SERVICE AGREEMENTS: All contracts and service agreements entered into in the name of the Association must be reviewed by the Association attorney before signing, and must be signed by the CEO, the President, or the VP of Administration & Finance. No other staff member has the authority to enter into agreements in the name of the Association. Service contracts for the Association should be reviewed on an annual basis, and bids should be sought for any coming up for renewal. All service agreements are kept in the permanent files.

INVESTMENT POLICY: The Investment Policy of the Association is administered by the Board of Directors which may delegate this responsibility to its Budget/Finance Committee.

The CEO, President, and VP of Administration & Finance have joint authority for day-to-day investment decisions, based on the following specific guidelines:

SHORT TERM INVESTMENT POLICY: Funds are to be invested in nationally recognized Money Funds, Treasury Notes, and CDs with a maximum investment not to exceed FDIC or NCUA insurance limits per Banking Institution.

RESERVE POLICY: The policy of the Association is to maintain sufficient funds in reserve accounts to allow the Leadership Team and staff to manage the finances of the Association prudently and with the flexibility necessary to accommodate unpredicted changes in income levels. Per ASAE guidelines the Association should maintain in reserve accounts between 25% and 100% of its annual operating budget.

REVIEW OF CORPORATE RECORDS BY MEMBERS

In accordance with O.C.G.A. § 14-3-1602, *et seq.*, members of the Golden Isles Association of REALTORS® (the "Association") may inspect and copy certain records of the Association. The following records shall be maintained by the Association and be available for inspection:

Articles of Incorporation and all amendments thereto currently in effect; Bylaws and all amendments thereto currently in effect; Resolutions adopted by either Members or the Board of Directors which:

- increase or decrease the number of Directors or change the classification of Directors; or relate to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members.
- Minutes of all meetings of Members (or executed consents evidencing all actions taken or approved by the Members without a meeting) for the past three years.
- All communications in writing or by electronic transmission to the Members generally within the past three years, including the financial statements furnished for the past three years.
- A list of the names and business or home addresses of the current Directors and officers.
- The Association's most recent annual registration delivered to the Secretary of State pursuant to O.C.G.A. § 14-3-1622.
- Application to the Internal Revenue Service for tax-exempt status, all correspondence regarding the application, and the tax exemption determination letter; and Internal Revenue Service Form 990 (Annual Information Return for Tax Exempt Corporations) and all schedules for the three (3) preceding years.
- A Member shall also be entitled to inspect and copy, any of the records listed below of the Association ("Special Records") if the Member meets the requirements to inspect Special Records set for the below:
 - Excerpts from minutes of any meeting of the Board of Directors, records of any action of a committee of the Board of Directors while acting in place of the Board of Directors on behalf of the corporation, minutes of any meeting of the members, and records of action taken by the members of the Board of Directors without a meeting.
 - Accounting records of the corporation; and the membership list. A member may inspect and copy the Special Records only if:
 - The Member's demand is made in good faith and for a proper purpose that is reasonably relevant to the Member's legitimate interest as a member.
 - The Member describes with reasonable particularity the purpose and the records the Member desires to inspect.
 - The records are directly connected with this purpose.
 - The records are to be used only for the stated purpose; and
 - The Member complies with the procedures set forth in Section 4 below.
- In order to inspect any records of the Association, the member must first give the Association written notice of his or her desire to inspect the records at least five (5) business days prior to the requested date of

inspection. Inspections will be allowed during normal business hours and at the primary office of the Association only.

- An Association employee shall remain in the presence of the Member requesting to review the above records. The Member shall have the right to copy or take notes during the inspection and shall permit the Member to bring their own equipment to copy or scan the records. Members shall be allowed a reasonable amount of time to review the requested records. No records shall be removed from the primary office.
- The Association shall provide copies of documents requested by the Member. The Member requesting copies shall be charged \$1.00 for the first page and \$0.15 \$0.25 for each additional page. The Association shall also mail or deliver copies of requested records to the Member if the Member requests that they be mailed or delivered. In such an event, the Member shall be charged with the actual cost to mail or deliver the records by any reasonable means specified by the Member.
- If the records requested to be copied by the Member cannot be reasonably copied during the allotted time for the inspection, the Member can, at the election of the Member, either return the next business day to the office where the records are kept and at a time specified by the Association to pick up the copies of the records or request that they be mailed or delivered to the Member. In such an event, the Association shall mail or deliver the copies no later than the next business day by any reasonable means specified by the Member. The actual cost of mailing or delivering the copies of the records shall be paid by the Member.
- The above requirements shall not affect:
 - *The right of a Member to inspect records if the Member is in litigation with the corporation, to the same extent as any other litigant; or*
 - *The power of a court, independently of this chapter, to compel the production of corporate records for examination.*



RECORD RETENTION REQUIREMENTS

The following items are needed for a general audit/review. There could be either a legal audit or an accounting (annual CPA audit or IRS audit) audit/review.

- ORGANIZING INSTRUMENTS
 - Articles of Incorporation
 - Charter
 - BYLAWS & MINUTES (last 18 months)
- IRS DETERMINATION LETTER
- TAX INFORMATION (Most Recent)
- COPIES OF FEDERAL TAX RETURNS FILES (941'S, 1099'S, W-2'S, 990'S)
- FINANCIAL STATEMENT (Last 18 months)
- BOOKS AND RECORDS OF ASSETS, LIABILITIES, RECEIPTS & DISBURSEMENTS
- CHECK REGISTER, CANCELED CHECK AND BANK STATEMENTS
- AUDITORS REPORT
- EXPENSE VOUCHERS
- PUBLICATIONS/NEWSLETTERS (3 most recent)
- CONTRACTS (One year or more)
- (OBLIGATION) LEASES
- MANAGEMENT/EMPLOYMENT MEETINGS
- SERVICES
- INSURANCE POLICIES
 - GENERAL LIABILITY
 - PROPERTY & CASUALTY
 - DIRECTORS & OFFICERS
- EVENT CANCELLATION POLICY
- PERSONNEL POLICIES/EMPLOYEE HANDBOOK and POLICIES & PROCEDURES
- MEMBERSHIP APPLICATIONS
- ANTITRUST STATEMENT
- CHAPTER RELATIONS
- CODE OF CONDUCT/ETHICS
- CONFLICT OF INTEREST
- INDEMNIFICATION
- MEMBER DISCIPLINE
- TRADE NAME REGISTRATION & TRADEMARK REGISTRATION
- NAMES AND ADDRESSES OF BOARD MEMBERS AND OFFICERS
- NAMES OF STAFF MEMBERS, THEIR POSITION AND JOB DESCRIPTIONS
- NAMES OF CPA, INSURANCE AGENT AND OTHER ADVISORS



RECORD RETENTION – GOVERNMENT REQUIREMENTS

Basic Corporate Records (Including Annual Financial Operating And Sales Reports)	Permanently
Billing And /Or Cash Receipts Record	Until Federal And State Tax Clearance
Check Voucher-All Payments	Until Federal And State Tax Clearance
Employee Records , Individual Pay Record	3 Years
Payroll Register	4 – 6 Years
Postage Meter Record Book	1 Year
Shipping Records	2 Years
Tax Returns, Excise Taxes	4 Years
Income Taxes	Until Clearance
Purchase And Use Tax	3 Years
Copyrights, Patents, Etc.	Permanently
Contracts Leases (After Termination)	6 Years
Deeds	Permanently
Ethics And Arbitration Hearings Recordings	1 Year
Decision Of Hearing Panel	Permanently & Confidential
Accounting Journals And Ledgers	10 Years
Accounts Receivable And Credit (Apart From Cash Receipts)	2 Years
Correspondence	2 Years
Financial Statements (Monthly And Quarterly)	2 Years
Operating And Sales Reports (Monthly And Quarterly)	2 Years
Operating And Sales Reports (Daily/Monthly)	Up To 12 Months
Paychecks (Cancelled)	2 Years
Personnel Records (After Termination), Folders	1 Year
Summary History Card Or Index	6 Years
Sales Purchase Orders	Up To 2 Years

WHISTLEBLOWER POLICY

The Association requires that its financial affairs be managed professionally, honestly, and in accordance with sound accounting practices and the requirements of its Bylaws.

The purpose of this policy is a key defense against fraud occurring in an organization is the availability of a means for constituents to anonymously report suspected wrongdoing.

Federal law prohibits retaliation against whistleblowing with respect to a violation of a federal law or regulation, to include: Forgery or alteration of documents; unauthorized alteration or manipulation of computer files; fraudulent financial reporting; pursuit of a benefit or advantage in violation with the GAR conflict of interest policy; misappropriation or misuse of GAR resources, such as funds, supplies, or other assets; authorizing or receiving compensation for goods not received or services not performed; authorizing or receiving compensation for hours not worked.

All Directors, officers, employees and other persons who are entrusted with receiving, managing, safeguarding, spending or disposing of the funds and other property of the Association must comply with this policy.

All Directors, officers and employees must report violations or suspected violations of this policy. Any Director or officer who suspects that this policy is being violated or suspects other financial irregularities or wrongdoing, must report the same to the Board of Directors.

Any employee of the Association who suspects that the policy is being violated, or suspects other financial irregularities or wrongdoing, shall immediately report the same to the CEO and/or the Association President. If the member is uncomfortable raising these issues with either of these persons for any reason whatsoever, the member shall report the same to any member of the Executive Committee. If the employee is uncomfortable raising these issues with either of these persons for any reason whatsoever, the employee shall report the same to the Vice President of Administration and Finance, as the "Compliance Director."

No adverse or retaliatory action shall be taken against any person reporting alleged or possible violations of this policy by others. The Whistleblower Policy is intended to encourage and enable Directors, volunteers, and members to raise concerns within GAR for investigation and appropriate action. With this goal in mind, no Director, officer, or member who, in good faith, reports a concern shall be subject to retaliation. Moreover, a volunteer who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position.