

**\* Did you know that serving on a committee will earn you NHAR  
Honor Society points? Ask us how today! \***

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**Greater Manchester/Nashua Board of REALTORS®  
2009 COMMITTEE SIGN-UP**

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Please check the committee(s) you would like to be considered for appointment in 2009. Please note, in the event you do not wish to serve on a full committee, Task Forces and Working Groups generally are single task or single issue oriented and generally meet for a far shorter term than the full committees which meet throughout the year.

\_\_\_\_\_ **BUDGET/FINANCE COMMITTEE - 9 members maximum**

Oversees the financial affairs of the association including the annual budget. Meets several times a year during the budgeting process. Financial/budget experience preferred.

\_\_\_\_\_ **COMMUNITY SERVICE COMMITTEE**

Plan projects and fundraising to provide services and scholarships to local communities to enhance the Realtor® image. Typically meets once a month.

\_\_\_\_\_ **EDUCATION/PROGRAM COMMITTEE**

Plans and organizes numerous courses and seminars on important industry issues, designation courses, courses to meet our NAR requirements and general membership meetings. Typically meets once a month with the exception of July and August.

\_\_\_\_\_ **Membership Meetings** – Responsible for securing the location of the membership meetings and for coordinating the speakers for each meeting.

\_\_\_\_\_ **Realtor to Realtor** – Responsible for coordinating the monthly Realtor to Realtor sessions by selecting the dates, speakers and sponsors.

\_\_\_\_\_ **Special Events** – Responsible for planning the Realtor and Affiliate of the Year Luncheon to take place in May. Also, responsible for working with the President-Elect for the planning purposes of the Holiday Gala & Installation Dinner to take place in December.

\_\_\_\_\_ **Educational Opportunities** – Responsible for coordinating educational opportunities for the GMNBR membership to earn various designations. Course are generally, but not limited to the Certified Residential Specialist (CRS), Accredited Buyer's Representative (ABR) and Seniors Real Estate Specialist (SRES).

\_\_\_\_\_ **LEGAL COMMITTEE**

*(Pre-requisite: Attendance at the NHAR Professional Standards Workshop within the past two years and continue to attend every 2 years thereafter.)* Oversees the complete ethics & arbitration complaint process, including ongoing education. Committee members review ethics complaints and arbitration requests upon notice from GMNBR. Consists of the following 3 subcommittees:

\_\_\_\_\_ **Professional Standards subcommittee** –

Consists of members trained in the NAR professional standards procedures from which ethics and arbitration hearing panels are selected.

\_\_\_\_\_ **Grievance Subcommittee** – *5 Members appointed by the President.*  
Responsible for reviewing all ethics complaints or arbitration requests for the local association.

\_\_\_\_\_ **Mediation Subcommittee** – *Pre-requisite: Training by NAR or NHAR.*  
Mediates arbitration requests.

\_\_\_\_\_ **MEMBERSHIP/ORIENTATION COMMITTEE**

Conducts orientation and induction of all new Realtors<sup>®</sup>, promotes the benefits of being a member to increase membership, and to be a liaison from the board to all members. Typically meets once a month.

\_\_\_\_\_ **New Member Subcommittee**

Welcomes new members and introduces them to GMNBR and our services.

\_\_\_\_\_ **Affiliate Connection Subcommittee**

Welcomes new Affiliate members and introduces them to GMNBR and our services.

\_\_\_\_\_ **REALTORS<sup>®</sup> POLITICAL ACTION COMMITTEE (RPAC)/PUBLIC POLICY COMMITTEE**

Educates our membership regarding the Realtors<sup>®</sup> Political Action Committee and solicits donations. Also, monitors and gathers information regarding local political issues such as planning, zoning, environmental issues affecting the rights of real estate ownership and educates our members about these issues. Meets upon the call of the Chair.

\_\_\_\_\_ **WEBSITE AND TECHNOLOGY COMMITTEE**

Implement directives from the Board of Directors, review website for accuracy, relevance and ease of navigation, provide computer training and suggest new ways to reach out to our members. Meets upon the call of the Chair.

\_\_\_\_\_ **TASK FORCE OR WORKING GROUP**

- \_\_\_\_\_ Bylaws
- \_\_\_\_\_ Good Neighbor Award
- \_\_\_\_\_ Nominating
- \_\_\_\_\_ Non-Dues Revenue
- \_\_\_\_\_ Public Relations/Newspaper Submissions
- \_\_\_\_\_ Realtor<sup>®</sup> of the Year/Affiliate of the Year
- \_\_\_\_\_ Special issues or tasks requested by the Board of Directors
- \_\_\_\_\_ Strategic Plan

**Name:** \_\_\_\_\_ **Office:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_