COMMITTEES OVERVIEW

Step up, stand out, and help shape the future of Virginia's real estate industry! Virginia REALTORS® is always looking for great volunteers to participate in numerous standing and non-standing committees, councils, workgroups and more. If you are interested in taking an active part in your state REALTOR® association, please take a moment to browse through the committee mission statements to see where you might like to participate.

2017 COMMITTEE SELECTION TIMELINE

Applications for 2017 Committee Volunteers will open on May 1, 2017.

The deadline to submit will be July 3, 2017.

All volunteers will be notified of appointments by September 2017.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tr>
<td>May 1, 2017</td>
<td>Call for Volunteers for all Committees</td>
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<tr>
<td>July 3, 2017</td>
<td>All Committee Applications Due</td>
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<tr>
<td>August 15, 2017</td>
<td>Appointees Notified; Acceptance Process Begins</td>
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<tr>
<td>September 2017</td>
<td>Incoming Year Volunteer Appointment Complete</td>
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COMMITTEES OF THE VIRGINIA REALTORS®

STANDING COMMITTEES OF THE ASSOCIATION

- Member Communications Committee
- Professional Development Committee
- Public Policy Committee
- Risk Management Committee
- The Standard Forms Sub-Committee

PERMANENT COMMITTEES OF THE ASSOCIATION

- The Association Executive Council
- Awards Selection Committee
- Grievance Committee
- Investment Management Committee
- Professional Standards Committee
- The Professional Standards Education Sub-Committee
- Property Management Council
- RPAC Fundraising and Broker Involvement Workgroup
- Strategic Fund Committee
- Young Professionals Network

FORUMS OF THE ASSOCIATION

- Federal Political Coordinator (FPC) Forum – FPC Team Members
- Past Presidents’ Forum
- REALTOR® Firm Education Directors Forum
- RPAC Local Fundraising Chairs Forum

CONFERENCE WORKGROUPS OF THE ASSOCIATION
STANDING COMMITTEES OF THE ASSOCIATION

**MEMBER COMMUNICATIONS COMMITTEE**

Committee Charge: To provide advice and direction to Virginia REALTORS® on how to effectively communicate Virginia REALTORS® programs and events, i.e. benefits, to members. The committee identifies the membership benefits that REALTORS® would find most valuable, provides guidance in prioritizing these benefits, and gives advice on the most effective and creative ways to communicate these benefits to members.

*Meetings: In person at Virginia REALTORS® Legislative Conference and Virginia REALTORS® Annual Convention; Volunteers option to meet in person at Association Headquarters in Glen Allen or join via video conference in April and July.*

**PROFESSIONAL DEVELOPMENT COMMITTEE**

Committee Charge: To provide member advice and direction regarding professional development, including Virginia REALTOR® Institute (GRI), educational content for the annual Legislative Conference and fall Convention, Instructor Training workshops, and other member training. To be knowledgeable regarding proprietary school's real estate course offerings provided throughout the Commonwealth of Virginia. To monitor and engage with the Virginia Real Estate Board Education Sub-committee on all matters of real estate licensee education and serve as a resource to the state Board.

*Meetings: In person at Virginia REALTORS® Legislative Conference and Virginia REALTORS® Annual Convention; Volunteers option to meet in person at Virginia REALTORS® Headquarters in Glen Allen or join via video conference in April and July.*

**PUBLIC POLICY COMMITTEE**

Committee Charge: To provide member advice, direction and recommendation to the Board of Directors regarding: Adding, altering, or eliminating standing positions as listed in the Policy and Procedures Manual Appendix B, and, recommending approval of the Annual Legislative Agenda. Additionally, to review the policies contained in legislation proposed before the Virginia General Assembly and recommend positions on bills within the constraints of the established Policy Positions. To recommend the legislation used for the Legislator Report Card.

*Meetings: In person at Legislative Conference and Annual Convention; Conference call every Friday during Legislative Session; and in person at Headquarters Building in Glen Allen in August.*
RISK MANAGEMENT COMMITTEE

Committee Charge: To provide member advice and direction regarding: current and emerging legal issues and trends, the legal hotline, our Standard Forms, and other practices designed to reduce Members’ legal risk.

Meetings: In person at the Legislative Conference and Annual Convention; Volunteers option to meet in person at our Headquarters in Glen Allen or via video conference in June.

THE STANDARD FORMS SUB-COMMITTEE

The Risk Management Committee shall have a sub-committee on Standard Forms with a Chair, Vice-Chair and up to eight (8) additional members (which may include one Association Executive) designated by the State President from among the full committee of Risk Management. The subcommittee members should have specialties in various disciplines such as residential, commercial, property management and land use and include representatives of potential users of the forms. The charge of the subcommittee shall be as follows:

Committee Charge: To advise and provide direction to our legal staff regarding standard forms relating to the real estate business and provided by the state association as a service to the membership. All forms shall be reviewed by legal counsel and Risk Management Committee before publication.

Meetings: Volunteers option to meet in person (preferred) at our Headquarters in Glen Allen or via video conference in March, April, September, and October.

PERMANENT COMMITTEES OF THE ASSOCIATION

THE ASSOCIATION EXECUTIVE COUNCIL

The Association Executive Council (AEC) is comprised of all local association executives and the state chief executive officer. The vice chair automatically moves up to chair of the AEC each year. Vice-Chair appointments are conducted at the Annual Convention meeting by the members of the AEC upon a nomination recommendation by the new AEC Chair.

Committee Charge: To provide encouragement and opportunities for Virginia's association executives to enhance their professionalism and management skills and to contribute to the industry and decision making and planning process of the Virginia Association of REALTORS®.

Meeting: In person at our Legislative Conference and Annual Convention.
AWARDS SELECTION COMMITTEE

The State Association President shall appoint an Awards Selection Committee. The committee shall be composed of nine (9) volunteer members. Criteria for appointment to this committee are provided below. Award recipients cannot be on the Awards Selection Committee. If a member of the Awards Selection Committee is nominated, that individual must withdraw themselves from the committee.

- Chair (Any REALTOR® Member)
- Vice Chair (Any REALTOR® Member)
- Member (Most recent REALTOR® of the Year)
- Member (Past REALTOR® of the Year Recipient)
- Member (Past Hall of Fame Award Recipient)
- Member (Past Hall of Fame Award Recipient)
- Member (Property Managers Council Member)
- Member (Virginia REALTOR® Appraiser)
- Member (Virginia REALTOR® Firm Broker or Manager)

The State Association President is encouraged, if possible, to appoint up to two (2) state association Past Presidents among the nine (9) members.

Charge of the Committee: Members of this committee will meet once (1) to review all nominations submitted for the following eight (8) awards.

- Code of Ethics Leadership Award
- VHDA Service of Virginia Award
- Appraiser of the Year
- George Rink Outstanding Real Estate Educator of the Year
- Ann Swearingen Property Manager of the Year
- Virginia Manager of the Year
- Virginia REALTOR® Hall of Fame*
- Virginia REALTOR® of the Year*

* Awards have specific and separate award criteria and guidelines.

GRIEVANCE COMMITTEE

There shall be a committee, known as the Grievance Committee, comprised of at least twelve (12) REALTORS® in good standing and who meet the following criteria: REALTOR® membership is current and active for the past five years; the member has received updated training in the Code of Ethics; the member has attended a state-sponsored Professional Standards Road Show within the past two years (or such similar Professional Standards enforcement training as approved by the State Association); and the member has no pending Code of Ethics charges. Any Grievance Committee member found in violation of the Code of Ethics shall be dismissed from the Committee for the remainder of their term.

Members of the Grievance Committee shall be appointed by the President for 1-year terms. The President shall annually designate the Chair and Vice Chair of the Committee. Service on any Grievance Review Panel requires that the member has received updated training on the Code of Ethics.
Ethics for the year of service, as well as for the year to which the matter before the Grievance Committee applies.

Review Panels shall consist of no less than three (3) members assigned by the Grievance Committee Chairperson. If at any time, an impartial Grievance Review Panel cannot be selected from the designated Committee, then the Grievance Committee Chair may select from qualified members of the State Association, as set forth above.

Grievance Panels may meet in-person or via any technology that allows for real-time exchange of information, including but not limited to telephone conference or video conference. All Grievance Panelists will be expected to observe reasonable precautions to maintain the confidentiality of the process.

Any member of the Grievance Committee who has served on a Review Panel shall not serve simultaneously on a Hearing Panel selected to hear the matter sent forward by the Grievance Review Panel.

Committee Charge: To provide a preliminary review and screening of ethics complaints and arbitration requests which are filed with the Association.

Meetings: In person at our Legislative Conference and Annual Convention; Volunteers option to meet in person at our Headquarters in Glen Allen or join via video conference in June and November.

INVESTMENT MANAGEMENT COMMITTEE

There shall be an Investment Management Committee of the association. This committee consists of six (6) members who shall be appointed by the State President for staggered terms of three years except for appointments to fill vacancies to fill unexpired terms which appointments shall be for the unexpired term of the vacancy. No members shall serve more than two full consecutive terms. The Committee Chair shall be designated by the State President from among the voting members. In addition, the State Treasurer and REALTORS® Political Action Committee Treasurer shall serve as ex-officio, voting members. The Association’s Chief Executive Officer and senior staff member for Finance shall serve as ex-officio, non-voting members.

Committee Charge: To perform all business acts necessary to manage the association's investment funds within policies approved by the Board of Directors.

Meetings: In person at our Legislative Conference; Volunteers option to meet in person at our Headquarters in Glen Allen or join via video conference on the third Wednesday of April, July, and October.
PROFESSIONAL STANDARDS COMMITTEE

There shall be a Professional Standards Committee of at least thirty (30) REALTORS®, appointed by the President, in good standing and who meet the following criteria: REALTOR® membership has been both current and active for the past five years, the member has no pending Code of Ethics charges, the member has received updated Code of Ethics training for that year of service, and the member has attended a state-sponsored Professional Standards Road Show (or similar Professional Standards enforcement training as approved by Virginia REALTORS®) within the past two years. The President shall annually designate the Chairperson and Vice Chairperson of the committee. Members shall be appointed to one (1) year terms. All REALTORS® who meet the minimum criteria may serve on a Hearing Panel and shall be considered auxiliary members of the Professional Standards Committee. Any Committee member found in violation of the Code of Ethics shall be dismissed from service for the remainder of the current term.

Committee Charge: The duties of the Professional Standards Committee shall be those as set forth in the “Suggested Model By-Laws, State Association of REALTORS®,” as recommended by the National Association, and in the National Association Code of Ethics and Arbitration Manual. Members of the Professional Standards Committee shall be available to serve on Hearing Panels as required to hear matters of alleged unethical conduct by Members or to provide arbitration as requested. Hearing panels will consist of five (5) panel members and may include one (1) alternate who will serve in the event a panel member cannot attend the hearing. The Professional Standards Committee shall be responsible for recommending to the Board of Directors the optional policies and procedures, including establishing fees incidental to cases administered under the Professional Standards process to be followed.

Meetings: In person at our Legislative Conference and Annual Convention; Volunteers option to meet in person at our Headquarters in Glen Allen or join via video conference in June and November.

THE PROFESSIONAL STANDARDS EDUCATION SUB-COMMITTEE

The Professional Standards Committee shall have a sub-committee on Code of Ethics Education with a Chair, Vice-Chair and up to six (6) additional members designated by the State President from among the full committee of Professional Standards.

Committee Charge: The Professional Standards Education Subcommittee shall be charged with establishing ongoing year-round education for members to train them in awareness of the Code of Ethics, its interpretations and its enforcement including our annual Road Show, Ombudsman, Mediation, Hearing Panel Chair and any other training deemed necessary. The Subcommittee shall also establish the instructor standards and criteria for such programs to ensure quality and consistency of education.

Meetings: Volunteers option to meet in person at our Headquarters in Glen Allen or join via video conference in April and September.
PROPERTY MANAGEMENT COUNCIL

There shall be a Property Managers Council. The State President shall appoint a Chair, Vice Chair and up to twenty-two (22) members plus one Member Association Executive or staff specialist who shall also be a voting member.

Committee Charge: To seek opportunities to assist members engaged in property management with education and professionalism opportunities and to provide advice to other committees, such as Standard Forms and Public Policy, on issues of importance to the property management profession.

Meetings: In person at our Legislative Conference, Annual Convention, and Property Management Conference; Volunteers option to meet in person at our Headquarters in Glen Allen or join via video conference in June and November.

RPAC FUNDRAISING AND BROKER INVOLVEMENT WORKGROUP

There shall be an RPAC Fundraising and Broker Involvement Workgroup. The workgroup shall be composed of the State Association RPAC Fundraising Chair and Vice Chair from the BOD, the Chair, Vice Chair and Treasurer of RPAC of Virginia, the State Representatives to the NAR REALTOR® Party Committees (Broker Involvement, Member Involvement, Participation, Major Investor, and Fundraising), and the State President and President-elect. The CEO and senior staff member responsible for government affairs shall serve as ex-officio non-voting members. The State President shall designate a Chair from among the membership.

Committee Charge: To develop and execute an Annual Plan of Action based on State and National RPAC goals to ensure resources are being used effectively and efficiently so that RPAC Fundraising and Broker Involvement goals are being met and exceeded.

Meetings: Volunteers option to meet in person at our Headquarters in Glen Allen or join via video conference in January, March, May, July, September, November, and December.

STRATEGIC FUND COMMITTEE

There shall be a Strategic Funding Committee of the Association. The Committee shall consist of nine (9) members appointed by the President for staggered terms of three years, except for appointments to fill vacancies in unexpired terms, which appointments shall be for the unexpired term of the vacancy. The Chair of the Committee shall be appointed by the President. The immediate past Chair of the Committee shall also be a member of the Committee during the year following service as Chair if his or her regular appointed term expires at the end of the year of service as Chair and he or she is not appointed by the president to a subsequent term. The Chairs of the Public Policy Committee and the Risk Management Committee shall be ex officio, non-voting, members of the Strategic Funding Committee.

Committee Charge: To administer the Legal Action Fund and Issues Mobilization Fund for the benefit of and assistance to the Association and its members who may have a concern, conflict or dispute involving property or development rights, zoning and land use issues, or other actions or policies that adversely affect the business of real estate.

Meetings: As needed.
**YOUNG PROFESSIONALS NETWORK**

There shall be a Young Professionals Network of the Association. The President shall appoint a Chair, Vice Chair and up to twenty-two (22) members plus one local Member Association Executive or staff specialist who shall also be a voting member.

Committee Charge: To help young real estate professionals to excel in their careers by giving them the tools and encouragement to become involved in REALTOR® associations, real estate industry, their peers and community.

*Meetings: In person at our Legislative Conference and Annual Convention; Volunteers option to meet in person at our Headquarters in Glen Allen or join via video conference in May and September.*

**FORUMS OF THE ASSOCIATION**

**FEDERAL POLITICAL COORDINATOR (FPC) FORUM – FPC TEAM MEMBERS**

Chair of the FPC Forum shall be the member serving as the state representative to the NAR Member Involvement Committee. As a forum, this group has open membership.

Committee Charge: To provide a group of REALTOR® volunteers who are interested in providing support as members of the FPC Teams. The FPCs serve as liaisons to our Federal office-holders known as Members of Congress (MOC). The teams consist of the NAR appointed FPC for the respective MOC along with other volunteers interested in assisting in the development of the REALTOR®/MOC relationship. FPCs are appointed by the NAR President upon recommendation by the President after each election cycle. Ideally the FPC has an existing personal relationship with the MOC and can be an effective advocate on federal REALTOR® issues.

**PAST PRESIDENTS’ FORUM**

The forum shall be composed of all State Past Presidents. The immediate past president shall serve as the chair of the forum.

Committee Charge: This forum provides valuable strategic advice and recommendations to association leadership and the CEO.

*Meetings: In person at our Legislative Conference and Annual Convention.*

**REALTOR® FIRM EDUCATION DIRECTORS FORUM**

This workgroup consists of a presidentially appointed Chair and Vice-Chair. Additional members should consist of the internal trainers and educators of REALTOR® Firms.

Committee Charge: Members of this forum shall meet to discuss current events and education topics. This forum shall provide professional networking and growth opportunity for in-house firm trainers and educators who are REALTOR® Members.
**RPAC LOCAL FUNDRAISING CHAIRS FORUM**

The RPAC Fundraising Chair and Vice Chair shall serve as the respective chair and vice chair of this forum. Membership shall be open to the chairs of the local association RPAC committees.

Committee Charge: This forum will meet twice per year for RPAC fundraising training and education on fundraising resources available to assist local associations fundraising.

*Meetings: In person at our Legislative Conference and Annual Convention.*

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**CONFERENCE WORKGROUPS OF THE ASSOCIATION**

All major meetings and conferences should have a corresponding conference workgroup appointed to provide input and advice/direction to professional staff regarding program content and other issues that will have a direct impact on member participation and satisfaction. Conferences being proposed are subject to inclusion in the approved budget. Conferences may include the following:

- Annual Convention
- Legislative Conference
- Leadership Conference
- Broker Day Conferences
- The Virginia Leadership Academy

Conference workgroup members shall be appointed by the President in anticipation of budget inclusion as follows: One Chair, one Vice Chair, and up to three (3) additional advising members all of whom shall be practitioners in the subject matter of the conference. Conference workgroups are designed to be small and nimble to facilitate easy meeting scheduling, quorum requirements, and inclusive communication/participation. The workgroup chair shall serve as the prominent member representative throughout the conference. Conference members should serve no more than three years on the workgroup before rotating off to allow other members an opportunity to serve. After one year off, the committee members are eligible for reappointment.

*Meetings: Volunteers meet via video conference several times (as needed) five months prior to event.*