

# COMMITTEE REQUEST FORM

The total functioning of the Association is a result of the many volunteers who unselfishly give of their time to participate on committees.

Join in the running of your Association by signing up for the committee of your choice. The Standing Committees, Subcommittees, Exchanges and Councils will begin working in January. If you have no preference, but wish to serve where there is a need, please leave the name blank, state your desire to serve, sign your name, and return the request form.

Committee structuring is a lengthy process, so please give us your preference as soon as possible.

Every effort will be made to place you on the standing committee, subcommittee, exchange or council of your choice, but please bear in mind that Association Bylaws restrict and limit the appointment of certain committees. Everyone who wishes to serve will be given an opportunity to do so. Chairing and participating on committees is a stepping stone to being a Director/Officer of our Association.

## STANDING COMMITTEES:

- Audit\*\*\***
- Budget & Finance\*\***
  - Investment Management Subcommittee
- ByLaws**
- Community Awareness**
  - Realtor@/Affiliate Subcommittee
- Professional Development**
  - Leadership Academy Subcommittee
  - Appraiser Council
  - Auction Council
  - Commercial Exchange
  - Farm Exchange
- Property Management Exchange**
- Global**
- Grievance\***    **Ombudsman**
- Professional Standards\***
- Citation Panel\***
- Realtor@/Advocacy**
  - RPAC
  - Legislative
- Realtor@/Builder**
- Strategic Planning**
- YPN (Young Professionals Network)**

\* A prerequisite is required   \*\* Past and/or current Treasurers only   \*\*\*Past and/or current Treasurers & Directors only

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**Committee Request Form**

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

Office: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

I would like to join the (or check boxes above) \_\_\_\_\_ Committee(s)

How much time would you be willing to serve the Association? \_\_\_\_\_

Are you willing to attend a training session for your committee? \_\_\_\_\_

Would you be willing to accept the chairmanship of the committee? \_\_\_\_\_

**Association Members**, would you be interested in serving as an Officer or Director for the Association of REALTORS®?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Year \_\_\_\_\_

Please email completed form to: [darlene@omcar.com](mailto:darlene@omcar.com)  
Contact Darlene Yonce at 352-629-2415 with any questions.

## Standing Committees Functions and Responsibilities

**Audit Committee:** Internal financial auditing of the MLS and Association. **Criteria:** No more than four (4) members serve, to include current MLS and Association Treasurers and one (1) Director from each board (MLS and Association) to be appointed by each current President.

**Budget and Finance Committee:** Consider and recommend ways and means to properly finance OMCAR, submit to the BOD for adoption a budget of estimated revenues and expenses for the ensuing year and be responsible for maintenance, care and control of OMCAR assets. **Criteria:** Only past and/or current Treasurers. **Investment Management** is a subcommittee of Budget and Finance: Ensure stability for planning and decision making in keeping with OMCAR's Strategic Plan.

**Bylaws:** Continually review all OMCAR Bylaws and Policies and recommends changes as necessary or mandated by the National Association of REALTORS®, to the Board of Directors.

**Community Awareness:** Responsible for engagement in at least four (4) meaningful consumer engagement activities annually, including at least two (2) activities demonstrating how the Association's involvement and/or investment in the community. 1). Being the "Voice for Real Estate" –promoting market statistics and/or real estate trends and issues. 2). Community involvement and investment-promoting the value proposition of using a Realtor® and/or engaging in community activities which enhance the image of the Realtor®. At least two (2) "Voice for Real Estate" and at least two (2) "involvement/Investment" activities in the community to meet mandated Core Standards requirements. All recommended activities must have BOD approval and works and coordinates to completion. Committee works with current President on the hosting of the annual Christmas Party to be held in December.. **REALTOR®/Affiliate** is a subcommittee of Community Awareness. All recommendations will be brought forth to Community Awareness and BOD.

**Professional Development:** Provides programs, continuing education courses, seminars and other information to further the knowledge of membership. Oversees and plans orientation programs (to include Fair Housing) for new and reinstated members. Must annually offer, promote or provide at least one (1) professional development opportunity for their members. Must annually provide resources for or access to leadership development education and/or training for their elected Realtor® leaders and will document the training tools, programs and resources they offer or provide access to. Must annually provide or promote a Realtor® Safety activity.

**Leadership Academy** is a Subcommittee of Professional Development. The committee will consider input from the **Commercial, Farm and Property Management Exchanges**. The committee will also consider input from the **Appraisers and Auction Councils**.

**Grievance:** The committee's function is to screen ethics complaints to ensure that complaints are in proper form, filed within the time limit established by NAR and are otherwise procedurally correct. **Criteria:** Attend a training session.

**Ombudsman:** The committee's function is to provide informal telephone mediation. In some cases it can address and solve minor complaints from the public. The ombudsman can also solve inter-REALTOR® conflicts before they become serious problems. Some complaints do not allege specific articles of the NAR Code of Ethics and many times they are transactional, technical and procedural questions that can be addressed by communication. Like a mediator, an ombudsman helps parties find solutions that everyone can be happy with.

**Professional Standards:** The committee is responsible for enforcement of the Code of Ethics and arbitrating disputes involving members relating to real estate transactions. **Criteria:** Attend a training session and previously served on Grievance Committee for three years.

**Citation Panel:** Citation Panel will review complaints to determine eligibility for association citation program and the appropriate citations. **Criteria:** Minimum of three years serving on Professional Standards committee.

**Global:** The Heart of Florida Global Real Estate Council of OMCAR shall work to be Florida's premier full service REALTORS® serving global customers by sharing our knowledge and experience to meet the challenges of a rapidly changing cultural community within our market area, fostering global growth of real estate business with knowledge acquired through training, networking and resource sharing.

**REALTOR® Advocacy:** Legislative committee's function is to monitor legislative matters at all levels of government that affect the real estate industry. To keep BOD and membership informed, effects liaison with legislators and recommends actions as necessary. Does not let personal or political goals impede the good of the Association. RPAC committee raises funds for the furtherance of political candidates and issues on non-partisan bases. The committee's function is to monitor legislative matters at all levels of government that affect the real estate industry. To keep BOD and membership informed, effects liaison with legislators and recommends actions as necessary. Does not let personal or political goals impede the good of the Association.

- The committee also raises funds for the furtherance of political candidates and issues on non-partisan bases (RPAC event), provide and distribute information and communication from NAR & Florida Realtors® regarding the value of investing.
- Participation in NAR & Florida Realtors® Calls to Action and promoting participation to our membership through website, newsletter, office visits and at new member orientation.
- Support Realtors® Party Vote-Act-Invest goals, and must annually conduct at least two (2) initiatives or activities furthering or supporting each of those goals respectively.

**Realtor® Builder:** The committee's function is to strengthen relationship with Marion County Builders by creating programs and events that both memberships can participate in.

**Strategic Planning:** The committee handles long range planning for the Association to include examination of Association structuring and organization and such other tasks as designed by the Directors. Directors must annually review and discuss the Association's plan. Plan must include an advocacy component and a consumer outreach component and that those components have actionable implementation strategies.

**YPN (Young Professionals Network):** Offering young professional Realtors® in Ocala and surrounding areas opportunities to network and strengthen working relationships.

***The President of the Association and Association Executive are ex-officio members of all committees.***

**Subcommittee:** A subcommittee of any standing committee may be appointed by the president. Subcommittees may include non-members of a committee. All actions of subcommittees must be subject to the approval of the board of directors.

**Councils and Information Exchanges:** Councils and Information Exchanges shall hold meetings, discuss issues and business related to their purpose and shall report directly to the chair of standing committee associated with.