



3001 S. R. 19 • Tavares • Florida 32778
Telephone: (352)343-3003
Fax: (352) 343-7876
Email: SCOTT@RALSC.org
Web Site: www.RALSC.org

2020 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.

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 committee of your choice, but please bare in mind that Association Bylaws and policy may restrict and limit appointments of certain committees. Guests are always welcome to attend committee meetings.

Affiliate Members may participate in the following committees: Awards, Commercial, Community Awareness, Education, Global, Governmental Affairs/RPAC, Property Management, and YPN.

Audit

Awards

Building Assets & Improvements

Commercial

Community Awareness

Education

Election Processing

Finance

Global

Governmental Affairs / RPAC**

Grievance *

Policy

Property Management

Screening, Lake County **

Screening, Sumter County **

Young Professionals Network (YPN)

*A prerequisite: volunteer agrees to attend a training session once every other year.

**Must agree to serve and report the subcommittee actives to the main committee of Governmental Affairs.

COMMITTEE FUNCTIONS AND RESPONSIBILITIES

Audit: Responsible for interviewing and making recommendations to the CEO as to which Auditor to contract to perform the Annual Audit of the Association's books every other year.

Awards: Revising the Production Awards applications and forms as needed. Plans and organizes the Awards Banquet each year for the Million & Multi-Million Dollar & Lease Club Producers. The Awards Committee year commences in April.

Building Asset & Improvements: Responsible for obtaining bids for remodeling or changes to the facility. (examples: any building remodeling, including painting, roof, etc). Also taking inventory of the Association's equipment (computers, etc).

Commercial: The purpose of the Commercial Committee is to provide the committee's members an opportunity to meet, discuss issues and matters that affect their business and ability to do business. It also provides a mechanism for input regarding the development of legislative initiatives that relate to the commercial real estate practitioners. This committee has a close working relationship with the Education & Governmental Affairs Committees.

Community (REALTOR®) Awareness: Duty of the Committee is to promote the REALTORS® image throughout the community. The committee is funded to fulfill their mission. (i.e., advertising by the use of TV commercial, business and other means, etc.)

Education: Provides the staff liaison with the type of courses they believe the members would like to have offered by the Association. Works with the liaison to select the dates, times and per member cost for each course. Committee members have first choice to monitor the courses on behalf of the Association (i.e., introduces the instructors, monitors students arriving and leaving the class room in accordance with the DBPR and/or Florida Realtors® requirements for C.E. Credit, and submits all the course documentation to the liaison at the end of each course and etc., if applicable.)

Election Processing: Responsible to verify the electronic votes received at the Association office for the Annual Election. Also responsible for verifying the votes received for bylaw changes.

Finance: The role of the finance committee is primarily to provide financial oversight for the organization. The committee performs the following duties: Budgeting and Financial Planning, Develop an annual operating budget with staff and Monitors adherence to the budget.

Reporting: Develop useful and readable report formats with staff, sets forth goals & proposals, Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines and recipients of these reports, present the financial reports to the full board.

Internal Controls and Accountability Policies: Create, approve and update (as necessary) policies that help ensure the assets of the organization are protected.

Global: The Committee suggest professional level educational programs, seminars, and courses to the Education Committee which will keep members current on vital issues pertaining to global real estate. The purpose of the committee is to monitor trends, research business opportunities and recommend action to the Board of Directors on matters that affect global real estate.

Governmental Affairs: Monitors legislative matters at all levels of the government that affect the real estate industry. Keeps directors and membership informed. Oversees *Great American Realtor® Day*, and *RPAC* and *Screening* sub-committees. (The Screening sub-committee is only utilized in [local] election years.)

Grievance: The Grievance Committee's function is to review the ethics complaints that is provided to them at a meeting called by the committee chair to consider the following:

- is the complaint in proper form.
- are all necessary parties named in the complaint.
- was the complaint filed at the Association within 180 days after the facts could have been known or from the date of closing in a request for Mediation/Arbitration
- Is the respondent named in the complaint a member of the Association, and was the respondent a member of any Association at the time of the alleged offense?
- is the litigation or any government agency investigation or action pending related to the same transaction.
- is the correct Articles of the Code of Ethics are charged

Policy: Reviews Association's Bylaws and Policy manual and makes recommendations for revisions to the Board of Directors.

Property Management: The purpose of the Property Management Committee is to provide the property management members and opportunity to meet and discuss issues and matters that affect their business. The Committee also provides a mechanism for input to the Board regarding the development of programs, products and services as it relates to the property managers. This is also a vehicle to educate members about the value of working with property managers.

RPAC: The committee's purpose shall be to educate members on the purpose of the RPAC and why members should donate money to RPAC. They shall also inform the individuals what the money they donate could be used for. *(A sub-committee of Governmental Affairs)*

Screening (Lake Co. or Sumter Co.): Screens candidates running for Government offices every other year i.e., County Commission, School Board, Supervisor of Election, Sheriff, Property Appraiser, Water Authority, State and Federal offices. Makes recommendation for candidate funding to the main committee of Governmental Affairs.

Young Professional Network (YPN): The committee members promote activities, programs, services and products that assist the real estate members in performing their daily duties, such as education and social events. The committee is made up of real estate professional members and has no age restrictions.

2020 COMMITTEE REQUEST FORM

Name: _____ Office: _____

Office Phone#: _____ Cell Phone#: _____

Email Address: _____

My Committee Choices are as follows:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Are you willing to attend a training session for your committee? Yes No

Please list relevant experience related to the committee(s) you wish to serve on:

Submit your Committee Request Form to:

REALTORS® Association of Lake & Sumter Counties, Inc.

3001 S.R. 19, Tavares, Florida 32778

fax# 352-343-7876 – or – Email scott@ralsc.org