



2021 COMMITTEE SIGN-UP FORM

Deadline to submit is **Friday, October 30, 2020**

Volunteers are the foundation of MCAR's strength and continued success. Your support makes a difference and is appreciated. The Metro Centre Association of REALTORS® is seeking volunteers to serve on its 2021 Committees. If you wish to be considered for any committee(s) listed below, submit the form by the deadline. Committees are formed by the incoming President.

AFFILIATE INVOLVMENT COMMITTEE

Description: To enhance the sponsorship opportunities offered by MCAR and to increase the affiliate membership.

BUDGET AND FINANCE COMMITTEE

Description: Establishes an operating budget for MCAR, in conjunction with the Executive Officer, based on revenue forecasts. The preliminary budget is drafted by the committee and approved by the Board of Directors. **Charge:** Monitor effectiveness of the budget, adjusting as necessary.

BUILDING COMMITTEE

Description: Make decisions to the structure and grounds of the MCAR headquarters office.

COMMUNITY SERVICE COMMITTEE

Description: Plan events that benefit the community and participate in those events.

EDUCATION/FAIR HOUSING AND CULTURAL DIVERSITY COMMITTEE

Description: Plan annual education classes. Goal is to provide NJREC continuing education opportunities for members. Committee is responsible for obtaining information on speakers. To demonstrate the commitment of equal professional services to members by providing a diversity seminar. **Charge:** Explore educational forums and guest speakers in an effort to plan events to reach the most members. Encourage members to register.

GRIEVANCE COMMITTEE

Description: The function of this committee is to give initial consideration to allegations of unethical conduct or arbitration requests, and determine whether a complaint should be the subject for a hearing in its claim and presentation. **Charge:** Make the determination whether a complaint should be dismissed or referred to the Professional Standards Committee for a hearing.

INSTALLATION COMMITTEE

Description: Plan the annual installation of the newly elected Officers and Directors for the coming year. **Charge:** Secure door prizes and sponsors. Promote the event by distributing the flyer to members.

LOCAL New Jersey REALTORS® CIRCLE OF EXCELLENCE VERIFICATION COMMITTEE

Description: Review hundreds of applications submitted for the award for one week after the application deadline. Plan the Awards Reception to be held in March or April.

MEMBERSHIP COMMITTEE

Description: Discover ways to grow the two types of membership – Realtor® membership and Affiliate membership.

NOMINATING COMMITTEE

Description: Recruit leadership that is strong and effective to serve on the Board of Directors. To accomplish this goal, a pipeline of future potential leaders is identified, recruited, and exposed to MCAR structure. The Committee is chaired by the Immediate Past President. **Charge:** Establish a system to recognize potential leadership and provide a slate of candidates for Board approval. The election of the Board of Directors is held at the last membership meeting of the year.

OMBUDSMAN COMMITTEE

Description: To identify and resolve misunderstandings and disagreements before the matter turns into a possible charge of unethical conduct.

PROFESSIONAL STANDARDS COMMITTEE

Description: This Committee conducts arbitration and ethics hearings as needed, following procedures outlined in the NAR Code of Ethics and Arbitration Manual. The Committee also works to educate members about the Code of Ethics and its applications. **Charge:** To provide themselves as trained members for ethics and arbitration hearing panel members.

PUBLIC RELATIONS COMMITTEE

Description: Create ways to promote the REALTOR® brand to the community to maintain the positive image of the organization. Increase member engagement in programs and events.

REALTOR® OF THE YEAR COMMITTEE

Description: The objective is to select an MCAR member whose personal and professional accomplishments are worthy of formal recognition by MCAR. **Charge:** Provide criteria and solicit nominations for the ROTY award from the membership. Make final selection. Staff forwards the local recipient's application to NJR as candidate for NJR ROTY.

RPAC FUNDRAISING COMMITTEE

Description: Responsible for raising voluntary RPAC (REALTOR® Political Action Committee) funds to achieve NAR's goal. **Charge:** Plan, promote and attend fundraisers. Make "one-on-one" contacts. With broker's approval, attend office meetings to explain RPAC.

TECHNOLOGY COMMITTEE

Description: Analyze technology. **Charge:** Suggest technology changes to benefit members.

YOUNG PROFESSIONALS COMMITTEE (YPN)

Description: Plans social and educational programs to help new Realtors® develop professionally, stay informed, and build relationships within the community. YPN helps young real estate professionals excel in their careers by giving them the tools and encouragement to become involved in the Realtor® association.

Charge: Network and learn from one another by attending events, participating in online communication, and seeking out mentoring opportunities.

SIGN UP FORM

Submit completed Form to **Metro Centre Association of REALTORS®** by **Friday, October 30, 2020**

Mail: **14 Old Bridge Turnpike, South River, NJ 08882**

Fax: **(732) 442-7323**

E-mail: **info@metrocentrerealtors.com**

Name: _____ Company: _____

Phone: _____ E-mail Address: _____

Committee Choice: _____

Why do you want to be on the above committee?

What are your talents that would make you a good candidate for the committee?
