

**GREATER HARRISBURG ASSOCIATION OF REALTORS®**

**COMMITTEE STRUCTURE**

Revised February 2021

**The Greater Harrisburg Association of REALTORS® has the following standing committees as outlined in the Article XIII Section I Standing Committees of the Association's Bylaws. (Committee Descriptions follow.)**

- Executive Committee
- Finance Committee
- Grievance Committee
- Professional Standards Committee

**In addition, the Association has the following committees, task forces and advisory groups: (Descriptions follow.)**

- Election Committee
- Government Affairs Committee
- Headquarters and Staffing Committee
- Information Session Committee
- Management Issues Committee
- Member Value and Communications Committee
- Office Liaisons
- School Advisory Committee
- Screening Committee
- Special Awards Committee
- Special Events Committee

**The Association has the following affiliated organizations. Each of these organizations operate under their own Bylaws and may designate their committees.**

- Commercial Council
- GHAR-PAC Board of Trustees
- Greater Harrisburg Association of REALTORS® Foundation

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## **STANDING COMMITTEE DESCRIPTIONS**

(listed in alphabetical order)

### **EXECUTIVE COMMITTEE**

#### **Purpose:**

The purpose of the Executive Committee is to:

- serve in an advisory capacity to the Board of Directors;
- make recommendations to the Board of Directors;
- transact business of an emergency nature and report such actions to the Board of Directors at its next meeting;
- review the Board of Directors agenda as prepared by the Chief Executive Officer;
- work with the Chief Executive Officer in determining proper assignment of unusual matters and concerns to appropriate committees and task forces; and,
- serve as a liaison group with other professional organizations. If appropriate, the Executive Committee may elect to assign this liaison function on a particular project to another specific committee.

#### **Committee Composition:**

The Executive Committee shall be composed of the elected Officers of the Association, the Past President and the Chief Executive Officer. The Chief Executive Officer serves as a non-voting ex-officio member of the Committee.

#### **Committee Member Requirements:**

Committee members must be active REALTOR® members of the Association in good standing and currently serve as an officer of the Association.

#### **Committee Member Terms:**

The Executive Committee terms are directly related to the terms of their respective office held.

#### **Budget:**

The annual budget includes travel expenses for the President, Vice President and Treasurer to attend various functions on behalf of the Association.

#### **Meetings:**

They shall meet on a monthly basis at a date and time set by the President.

#### **Functions of the Chair:**

The President serves as the Chair of the Executive Committee.

- The Chair calls meetings and establishes the agenda with the Chief Executive Officer.
- Attends recommended PAR and NAR meetings and conventions as required and budgeted for.

#### **Functions of the Vice Chair:**

The Vice President serves as the Vice Chair.

- Assists chair in his/her duties and task.
- Assumes responsibilities of the Chair in his/her inability to perform such functions.

**Staff:** Chief Executive Officer

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## **FINANCE COMMITTEE**

### **Purpose:**

This Committee is responsible for the fiscal guidance of the Association. Requests for funding should be approved by this Committee prior to submission to the Board of Directors for consideration. All financial policies and direction recommended by this Committee are subject to final approval by the Board of Directors. The fiscal guidance shall include, but not be limited to, the following:

- Preparation of annual budget, submitted to the Board of Directors no later than August of each year, for the upcoming year. Preparation of such budget shall include consideration of funding requests from all committees of the Association.
- Supervision and review of the budget throughout the year, including presenting recommendation for revision to the Board of Directors as needed. This duty shall include the review of additional funding requests from any committee during the year.
- Review of annual Audit as prepared by an outside accounting firm, including the recommendation and review of accounting services received.
- Recommendation of policy regarding Association reserves.
- Recommendation of potential investment opportunities for Association funds.
- Supervision of the necessary maintenance and upkeep on the Association building and consideration of potential improvements.

### **Committee Composition:**

The Finance Committee shall automatically include the four Officers of the Association, plus two to four additional REALTOR<sup>®</sup> members. Every effort should be made to achieve a balance of brokers, managers, and sales agents and to include a wide representation of interests and participation from various firms.

### **Committee Member Requirements:**

Committee members must be active REALTOR<sup>®</sup> members of the Association in good standing. The Board of Directors approve the members of the Finance Committee.

### **Committee Member Terms:**

Committee appointments (except officers) are for three-year terms.

### **Budget:**

The Finance Committee is charged with developing the annual budget and handling budget requests. The Committee does not incur any expenses therefore there are no budget implications for this Committee.

### **Meetings:**

The Committee shall meet as needed to accomplish the objectives stated above.

### **Functions of the Chair:**

The Secretary/Treasurer of the Association serves as the Chair of the Finance Committee.

- Calls the meetings of the Finance Committee when needed.
- Works with the Committee members to ensure that the responsibilities and objectives are met.

### **Functions of the Vice Chair:**

There is no vice chair for this committee.

**Staff:** Chief Executive Officer  
**GRIEVANCE COMMITTEE**

**Purpose:**

The Grievance Committee is responsible for reviewing ethics complaints and requests for arbitration to determine the following:

- In an Ethics Case: If all the facts as presented are true, would this constitute a violation of one or more Articles of the Code of Ethics?
- In an Arbitration Case: Is the matter properly arbitrable and is arbitration mandatory or voluntary?

The Grievance Committee is only involved in this preliminary step - it does not conduct hearings. It serves as a "grand jury".

All aspects of operation of the Grievance Committee are governed by the policies and procedures contained in the Code of Ethics and Arbitration Manuals of the Pennsylvania and National Association of REALTORS®.

**Committee Composition:**

The Grievance Committee should be comprised of 12 - 15 members, The President should appoint a Chair and Vice Chair from those who have at least served one year. Every effort shall be made to have a balance of interests and representations achieved. Only one person per member firm is strongly urged.

**Committee Member Requirements:**

- Committee members must be active REALTOR® members of the Association in good standing.
- Committee members are required to have a minimum of three years experience in the business.
- Committee members must be approved by the Board of Directors.
- All new committee members must attend a training session prior to their first committee meeting. All other committee members are encouraged to attend this training session.
- All new committee members are required to pass an exam on the Code of Ethics as provided by the Association.
- Committee members must not have ever been found in violation of the Code of Ethics.
- If a committee member is found in violation of the Code of Ethics during their term, their committee appointment will terminate immediately.
- Committee members must keep all Grievance Committee meeting information and discussions confidential.
- If a committee member is absent from more than fifty percent of the committee meetings, the committee member may be asked to resign at the end of the year.
- Members of the Board of Directors may not concurrently serve on this Committee.

**Committee Member Terms:**

Each committee member is appointed for a three-year term on a staggered basis. Thus, each year there would be three to five new members, the same number in their second year, and the same number in their third and final year.

**Budget:**

There are no budget implications for this Committee as the required training historically has been covered

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by PAR.

**Meetings:**

Committee meetings shall be called by the Chair as the need arises or if so directed by the Board of Directors. Additionally, training programs and updates may be held, as necessary.

**Functions of the Chair:**

- Does a preliminary review of all ethics complaints and arbitration requests to make sure that additional documentation is not needed prior to the Grievance Committee meeting.
- Familiarize himself/herself with the procedures and objectives of the Committee.
- Ensures the committee members are trained and knowledgeable on the policies and objectives of the Committee.
- Calls meetings of the Grievance Committee as necessary.
- Attend any training sessions on Grievance procedures offered by the Pennsylvania Association of REALTORS®.

**Functions of the Vice Chair:**

- Assist the Chair in his/her duties and tasks.
- Attend any training sessions on Grievance procedures offered by the Pennsylvania Association of REALTORS®.
- Assume the responsibilities of the Chair in his/her absence or inability to perform such functions.

**Staff:** Director of Professional Development with assistance from the Chief Executive Officer.

Staff to the committee must be certified by the National Association of REALTORS® as a Professional Standards Administrator.

## **PROFESSIONAL STANDARDS COMMITTEE**

### **Purpose:**

The Professional Standards Committee is responsible for the enforcement of the Code of Ethics of the National Association of REALTORS® by conducting Ethics Hearings and Arbitration Hearings and the rendering of decision of the Hearing Panel respective to the type of hearing:

- In an Ethics Hearing - Panel determines if violation(s) of the Code of Ethics did exist and what disciplinary action shall be imposed.
- In an Arbitration Hearing - Panel determines the entitlement to a specific amount of money in a business dispute and makes such an "award".

All aspects of operation of the Professional Standards Committee are governed by the policies and procedures as stated in the Code of Ethics and Arbitration Manuals of the Pennsylvania and National Associations of REALTORS®.

### **Committee Composition:**

The Professional Standards Committee shall be composed of approximately 20 members. The President shall appoint a Chair and a Vice Chair from among those who have served at least one year. Every effort shall be made to have a balanced representation; more than one member from a particular company is discouraged.

### **Committee Member Requirements:**

- Committee members must be active REALTOR® members of the Association in good standing.
- Committee members are required to have a minimum of five years experience in the business.
- Committee members are required to have served at least two years on the Grievance Committee.
- Committee members must be approved by the Board of Directors.
- All new committee members must undergo a training session prior to serving on the Committee and serving on a Hearing Panel.
- Committee members must not have ever been found in violation of the Code of Ethics.
- If a committee member is found in violation of the Code of Ethics during their term on the committee, their committee appointment will terminate immediately.
- All members are required to attend PAR's Professional Standards training a minimum of once per topic (Ethics and Arbitration) during their term on the committee.
- All new committee members are required to pass an exam on the Code of Ethics as provided by the Association.
- In addition to attending the required training, a new committee member will serve at least once as an alternate hearing panel member before serving as a hearing panel member.
- Committee members must keep all information and discussions confidential.
- If a committee member fails to serve on a hearing panel (once he has committed to serving), the committee member may be asked to resign at the end of the year.
- Members of the Board of Directors may not concurrently serve on this Committee.

### **Committee Member Terms:**

Each committee member is appointed for a five-year term on a staggered basis. Thus, there would always be about four new members, four in their second year, four in their third year, four in their fourth year and

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four members in their fifth and final year.

**Budget:**

- Staff typically includes in the Professional Standards line item of the budget a negative number to cover the cost of the necessary court reporters for Professional Standards Hearings.
- The required training historically has been covered by PAR.

**Meetings:**

Except for training sessions, there will be no specific meetings for this Committee. Panels will be appointed on an as needed basis.

**Functions of the Chair:**

- Familiarize himself/herself with Professional Standards, particularly hearings, policies and procedures.
- Ensures that committee members are trained and are also familiar with Professional Standards policies and procedures.
- Assists Director of Professional Development as necessary in the scheduling of dates for the hearing(s) and appointing from the Professional Standards Committee an unbiased panel of three to conduct the hearing.
- Attend any training sessions on Professional Standards conducted by the Pennsylvania Association of REALTORS®.

**Functions of the Vice Chair:**

There is no vice chair for this committee.

**Staff:** Director of Professional Development with assistance from the Chief Executive Officer.

Staff to the committee must be certified by the National Association of REALTORS® as a Professional Standards Administrator.

## **OTHER COMMITTEE DESCRIPTIONS**

(listed in alphabetical order)

### **ELECTION COMMITTEE**

#### **Purpose:**

The Committee's purpose is to conduct the Association's election by counting the ballots.

#### **Committee Composition:**

The Committee is comprised of five REALTOR® members.

#### **Committee Member Requirements:**

Committee members must be active REALTOR® members of the Association in good standing. The President, with the approval of the Board of Directors, shall appoint the Election Committee to conduct the election.

#### **Committee Member Terms:**

A committee member will only serve a one-year term. A committee member may serve more than one term as approved by the Board of Directors.

#### **Budget:**

There are no budget implications for this Committee.

#### **Meetings:**

The Committee shall meet only once at the Association's Annual Meeting to count the election ballots.

#### **Functions of the Chair:**

There is no chair for this Committee.

#### **Functions of the Vice Chair:**

There is no vice chair for this Committee.

**Staff:** Staff will be determined by the Association's Chief Executive Officer.

### **GOVERNMENT AFFAIRS COMMITTEE**

#### **Purpose:**

The purpose of the Government Affairs Committee is to guide and execute all the aspects of the Association's government affairs program.

The specific functions of the Committee include:

- To identify, monitor, and support legislation which is beneficial to the real estate industry, the public, and the owners of real property.
- To identify, monitor, and oppose legislation deemed adverse to the best interests of the real estate industry, the public, and the owners of real property.
- To keep members informed of government affairs matters which might affect the industry and private property ownership. This shall include providing information for the Association's

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publications.

- To maintain regular contact with area legislators and local government officials.
- To plan an annual forum for the Government Affairs Committee and the Board of Directors to meet and discuss pertinent issues with area legislators.
- To participate and/or attend the meetings of the Pennsylvania Association of REALTORS® (PAR) Legislative Committee and Sub-Committees and work closely with the Pennsylvania Association of REALTORS® (PAR) on state issues.
- To work closely with the National Association of REALTORS® (NAR) on national issues.
- To support and work in conjunction with the GHAR-PAC Board of Trustees and State and Local Candidate Screening Committees.
- To assist the GHAR-PAC Board of Trustees with raising voluntary funds from REALTOR® members of the Association for the REALTORS® Political Action Committee (RPAC), which then makes campaign contributions to political candidates at the local, state and national level.
- To assist the GHAR-PAC Board of Trustees with increasing member awareness of RPAC, its purpose, and importance.
- To foster and encourage individual REALTOR® involvement with local and county government.
- To identify and promote REALTOR® political involvement at all levels of government, and to encourage member participation in political elections.
- To maintain the local Political Contacts Program, and to encourage member participation with the program.

#### **Committee Composition:**

The Committee is open to any member of the Association. Every effort will be made to encourage a committee membership that is diverse and representative of the general Association membership.

#### **Committee Member Requirements:**

Committee members must be active members of the Association in good standing.

#### **Committee Member Terms:**

There are no specific terms for this Committee. Members who actively participate with the Committee will remain on the Committee each year. Per the Association's Policy and Position Statements, this Committee has an attendance policy. If a member of the Committee has more than two (2) unexcused absences in a calendar year, that member is removed from the Committee. Any member who is removed from the Committee is eligible to re-join the Committee at the beginning of the following year (upon such request).

#### **Budget:**

The Committee shall work to prepare and submit an annual budget to the Finance Committee by June of each year for their functions and needs in the upcoming year. Ultimately, the Government Affairs budget shall be determined by the Board of Directors, upon recommendation of the Finance Committee.

#### **Meetings:**

The Committee shall meet as needed to accomplish the objectives stated above. Generally, the Committee meets approximately six (6) times per year.

#### **Functions of the Chair:**

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- Ensures that the objectives of the Government Affairs Committee are met.
- With staff assistance, urges and organizes action as necessary.
- Calls meetings as needed and works with staff to establish agenda.
- Attends meetings of and, if possible, serves on the PAR Legislative Committee.
- Attends the NAR Mid-Year Meetings in May (expenses paid by the Association).
- Keeps informed of legislative matters.
- Attends, if possible, annual PAR RPAC Luncheon in January.
- Forms any sub-committees and assigns any tasks as may be necessary to carry out objectives.

**Functions of the Vice Chair:**

- Assists Chair in his/her duties and tasks.
- Assumes the responsibilities of the Chair in his/her inability to perform such functions.

**Staff:** Government Affairs Director

**HEADQUARTERS AND STAFFING COMMITTEE**

**Purpose:**

The purpose of the Headquarters and Staffing Committee is to:

- Establish a means by which staffing needs can be effectively evaluated by the Board of Directors, in order to assist the Chief Executive Officer to meet his/her goals with regards to staff positions, budget and employee benefits programs.
- Establish the means for making recommendations regarding the needs of the physical building of the association, including the highest and best use of the space available. (The Committee has asked to table this objective for now.)
- Address complaints, not otherwise handled by the Chief Executive Officer, and to establish a policy and procedure for handling and conducting exit interviews of departing employees.
- Establish an effective and reliable means of assessing the Chief Executive Officer's performance, and reviewing evaluations, so that constructive criticism, feedback and recognition can be given on a periodic basis.

**Committee Composition:**

The Headquarters and Staffing Committee shall be composed of two past presidents, the current secretary/treasurer of the Association and two at-large members. The Chief Executive Officer serves as a non-voting ex-officio member of the Committee.

**Committee Member Requirements:**

Committee members must be active REALTOR® members of the Association in good standing.

**Committee Member Terms:**

Committee appointment and terms are staggered as follows:

- The two past presidents will serve four-year terms.
- The secretary/treasurer will serve a one-year term.
- The at-large members will serve two-year terms.

For the initial implementation,

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- One past president will serve a four-year term and the other past president will serve a five-year term.
- One at-large member will serve a three-year term and the other will serve a two-year term.

**Budget:**

Any funding recommendations and budget requests should be submitted to the Finance Committee for consideration.

**Meetings:**

The Committee will meet twice a year or as needed. The first meeting shall be held in the first quarter of the calendar year. The Chief Executive Officer shall work with the chair to schedule the first meeting.

**Functions of the Chair:**

The Committee will pick its own chair. The Chair will.

- Call the meetings of the Committee when needed.
- Work with the Committee members to ensure that the responsibilities and objectives are met.

**Staff:** Chief Executive Officer

**INFORMATION SESSIONS COMMITTEE**

**Purpose:**

The purpose of the Information Sessions Committee is to address the needs of the members by coordinating and planning non-accredited educational opportunities. Information Sessions topics should address current and future trends and needs of the membership but not conflict with the Greater Harrisburg REALTORS® Institute and any other committee’s purposes.

**Committee Composition:**

The Committee is open to any member of the Association. Every effort will be made to encourage a committee membership that is diverse and representative of the general Association membership.

**Committee Member Requirements:**

Committee members must be active members of the Association in good standing.

**Committee Member Terms:**

There are no specific terms for this Committee. Members who actively participate with the Committee will remain on the committee each year. Those members who sign up but do not actively participate will be removed from the Committee at the end of the calendar year. Any member who is removed from the Committee is eligible to re-join the Committee upon their request.

**Budget:**

Income and expenses from the Association’s Information Sessions are included in the Information Sessions Income and Expense line items of the budget. Information Sessions events are budgeted as “break even” events, meaning income covers expenses and there is not necessarily a net profit. Any additional budget requests should be submitted to the Finance Committee for consideration.

**Meetings:**

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The Committee shall meet as needed to accomplish the objectives stated above.

**Functions of the Chair:**

- Calls meetings of the committee and works with staff to establish agenda.
- Works with committee members to ensure that the responsibilities and objectives are met.

**Functions of the Vice Chair:**

- Assist the Chair in his/her duties and tasks.
- Assumes the responsibilities of the Chair in his/her inability to perform such functions.

**Staff:** Director of Professional Development

**MANAGEMENT ISSUES COMMITTEE**

**Purpose:**

The Management Issues Committee was established to address the concerns and issues pertinent to those REALTORS® involved in the supervision and management of real estate companies - brokers, managers, training directors, and others.

- To provide information and educational opportunities on management related topics.
- To provide networking opportunities for brokers and managers.
- To encourage professional growth within the real estate brokerage management area.
- To encourage ethical and good, professional working relationships between member real estate companies and brokers and managers.

**Committee Composition:**

The Committee is open to any manager or broker member of the Association. Every effort will be made to encourage a Committee membership that is diverse and representative of the general Association membership.

**Committee Member Requirements:**

- Committee members must be active REALTOR® members of the Association in good standing.
- Committee members must hold an active broker or associate broker's license with the State Real Estate Commission.
- Committee members must be employed by a member company as a manager or broker.

**Committee Member Terms:**

There are no specific terms for this Committee. Members who actively participate with the Committee will remain on the Committee each year. Those members who sign up but do not actively participate will be removed from the Committee at the end of the calendar year. Any member who is removed from the Committee is eligible to re-join the Committee upon their request.

**Budget:**

Income and expenses from the Association's Management Issues events are included in the Management Issues Income and Expense line items of the budget. Management Issues events are budgeted as "break even" events, meaning income covers expenses and there is not necessarily a net profit. Any additional budget requests should be submitted to the Finance Committee for consideration.

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**Meetings:**

The Committee shall meet as needed to accomplish the objectives stated above.

**Functions of the Chair:**

- Calls meetings of the committee and works with staff to establish agenda.
- Works with Committee members to ensure that the responsibilities and objectives are met.
- Forms any sub-committees and assigns any tasks as may be necessary to carry out objectives.

**Functions of the Vice Chair:**

- Assist the Chair in his/her duties and tasks.
- Assumes the responsibilities of the Chair in his/her inability to perform such functions.

**Staff:** Chief Executive Officer

**MEMBER VALUE AND COMMUNICATIONS COMMITTEE**

**Purpose:**

The Member Value and Communications Committee is responsible for assisting staff in the development and coordination of a comprehensive communications plan to:

- identify and address the needs of the membership
- support the mission of GHAR by improving the method, quality and consistency in all of GHAR's communications;
- engage members through a variety of communication avenues (website, email, social media, video etc...);
- maintain the integrity of GHAR's communications (website, social media, email, etc...)
- increase membership involvement and level of awareness of available programs and information;
- grow the GHAR brand;
- make recommendations on communications to the Board of Directors;
- review, update and make recommendations on communications to ensure compliance with the National Association of REALTORS® Core Standards; and
- make communications budget recommendations to the Finance Committee and ultimately to the Board of Directors.

**Committee Composition:**

The Committee is open to any member of the Association. The committee should be comprised of 5-12 members. Every effort will be made to encourage a Committee membership that is diverse and representative of the general Association membership.

**Committee Member Terms:**

There are no specific terms for this Committee. Members who actively participate with the Committee will remain on the Committee each year. Those members who sign up but do not actively participate will be removed from the Committee at the end of the calendar year. Any member who is removed from the Committee is eligible to re-join the Committee upon their request.

**Committee Member Requirements:**

Committee members must be active Association members in good standing.

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**Budget:**

Any funding recommendations and budget requests should be submitted to the Finance Committee for consideration.

**Meetings:**

The Committee shall meet as needed to accomplish its purpose as stated above.

**Functions of the Chair:**

- Calls meetings of the Member Value and Communications Committee.
- Works with the committee members to ensure that the responsibilities and objectives are met.

**Functions of the Vice Chair:**

- Assist the Chair in his/her duties and tasks.
- Assume the responsibilities of the Chair in his/her inability to perform such functions.

**Staff:** Director of Member Engagement and Communications

**OFFICE LIAISONS**

**Purpose:**

The Office Liaisons was developed to enhance communications between the member offices and the Association. The Association will meet with the Office Liaisons on a quarterly basis to:

- Promote upcoming Association and Foundation events.
- Distribute information on upcoming Institute classes.
- Provide information on industry issues including NAR and PAR information.
- Discuss government affairs issues.
- Share information on GHAR MLS issues, events and new programs.
- Receive feedback about the Association from office liaisons and member offices.

The Association may communicate via email to the Office Liaison between their quarterly meetings.

**Committee Composition:**

Ideally each REALTOR® office of the Association has designated one person in their office to serve as the Office Liaison for the Association.

**Committee Member Requirements:**

Committee members must be active REALTOR® members of the Association in good standing.

**Committee Member Terms:**

There are no specific terms for Office Liaisons. Office Liaisons who actively participate and attend meetings will remain the Office Liaison for their office. Those members who do not actively participate may be removed and the broker may be asked to name another agent as the Office Liaison.

**Budget:**

There are no budget implications for this committee.

**Meetings:**

The Office Liaisons meet on a quarterly basis.

**Functions of the Chair:**

There is no chair of the Office Liaisons.

**Functions of the Vice Chair:**

There is no vice chair of the Office Liaisons.

**Staff:** Chief Executive Officer

**SCHOOL ADVISORY COMMITTEE**

**Purpose:**

The School Advisory Committee works with the School Director (the Association’s Chief Executive Officer) and the Director of Professional Development to develop and implement a business plan for the School. The School Advisory Committee (SAC) reports to the Association’s Board of Directors.

The committee is responsible for the Association’s two scholarship programs: Connie I. Kugler and Charles Kugler Scholarship and the Judith H. Reid Memorial Diversity Outreach Scholarship.

**Committee Composition:**

The School Advisory Committee will consist of seven Association members.

**Committee Member Requirements:**

- Committee members must be active REALTOR® members of the Association in good standing.
- Three of the seven committee members shall hold a broker or associate broker license.
- One of the committee members shall practice commercial real estate.
- One of the committee members shall hold an appraisal certification.
- Committee members shall be approved by the Board of Directors.
- The School Advisory Committee shall not have more than one committee member from any one firm at the time of appointment.
- Committee members may not be a current instructor for the Greater Harrisburg REALTORS® Institute.

**Committee Member Terms:**

All committee members are appointed to serve a two-year term. Committee appointments are staggered. There are no term limits for committee members.

**Budget:**

The Director of Professional Development and the Chief Executive Officer drafts the budget for GHRI. The GHRI budget is included in the Association’s budget. The School Advisory Committee can make recommendations on the GHRI budget.

**Meetings:**

The Committee meets at least once per quarter to:

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- Review and award the recipients of the Judith H. Reid Memorial Diversity Outreach Scholarship.
- Review and award the recipients of the Connie and Charles Kugler Scholarship.
- Review and evaluate the School's performance.
- Assist staff in providing relevant topics for the school.
- Make recommendations.

**Functions of the Chair:**

- Calls meetings of the School Advisory Committee and works with staff to establish agenda.
- Works with committee members to ensure that the responsibilities and objectives are met.
- Forms any sub-committees and assigns any tasks as may be necessary to carry out objectives.

**Functions of the Vice Chair:**

- Assist the Chair in his/her duties and tasks.
- Assumes the responsibilities of the Chair in his/her inability to perform such functions.

**Staff:** Director of Professional Development and the Chief Executive Officer. The Director of Professional Development serves as the Assistant School Director and the Chief Executive Officer serves as the School Director. The State Real Estate Commission requires someone to serve as the School Director for each licensed school in the state.

**SCREENING COMMITTEE**

**Purpose:**

The purpose of the Screening Committee is to conduct individual interviews and to determine whether the applicants meet the qualifications for Office or Directorship as set forth in the Association's Constitution and Bylaws.

**Committee Composition:**

The Screening Committee shall consist of the last three immediate Past Presidents who are still REALTOR® members and available to serve, and two REALTOR® members appointed by the President with the approval of the Board of Directors.

**Committee Member Requirements:**

Committee members must have served as Past President of the Association and be a REALTOR® member of the Association in good standing or be appointed by the President and approved by the Board of Directors.

**Committee Member Terms:**

A committee member serves a one-year term.

**Budget:**

There are no budget implications for this Committee.

**Meetings:**

The Screening Committee shall meet no later than 65 days prior to the annual election.



**Functions of the Chair:**

- Calls the meetings of the Screening Committee, allowing for proper scheduling between the candidate submission deadline and the timeframe noted above.
- Works with the committee members to ensure that the responsibilities and objectives are met.

**Functions of the Vice Chair:**

- Assist the Chair in his/her duties and tasks.
- Assume the responsibilities of the Chair in his/her inability to perform such functions.

**Staff:** Chief Executive Officer

**SPECIAL AWARDS COMMITTEE**

**Purpose:**

This Committee shall be responsible for the selection of the following award recipients based on the award application for accomplishments of January-December of the prior year.

- Hall of Fame – the Committee recommends their selection of the Hall of Fame recipient to the Board of Directors for final approval
- REALTOR® of the Year
- Professional Merit
- Affiliate of the Year

**Committee Composition:**

The Committee is comprised of the last five REALTORS® of the Year. The REALTOR® of the Year who was honored first shall serve as Chair of the Committee.

**Committee Member Requirements:**

The committee member must be one of the last five REALTORS® of the Year and be an active REALTOR® member of the Association in good standing.

**Committee Member Terms:**

The committee members serve a five-year term.

**Budget:**

Staff includes the cost of the plaques and certificates in the Special Events line item of the proposed budget annually. Any additional funding recommendations and budget requests should be submitted to the Finance Committee for consideration.

**Meetings:**

Typically, the Committee only meets once, following the Awards application deadline.

**Functions of the Chair:**

- Calls meetings of the Special Awards Committee, allowing for proper scheduling after the application deadline.
- Works with the committee members to ensure that the responsibilities and objectives are met.

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**Functions of the Vice Chair:**

- Assist the Chair in his/her duties and tasks.
- Assume the responsibilities of the Chair in his/her inability to perform such functions.

**Staff:** Chief Executive Officer

**SPECIAL EVENTS COMMITTEE**

**Purpose:**

This Committee is responsible for assisting staff in coordinating and planning events of the Greater Harrisburg Association of REALTORS® including, but not limited to, the Annual Meeting and Trade Fair, Holiday Lunch and Installation of Officers, Membership Reception, and other social/networking events. Association special events are to enhance member value and networking for both REALTORS® and affiliate members.

**Committee Composition:**

The Committee is open to any member of the Association. Every effort will be made to encourage a Committee membership that is diverse and representative of the general Association membership.

**Committee Member Requirements:**

Committee members must be active Association members in good standing.

**Committee Responsibilities:**

Committee generate ideas on how GHAR can and should interact with its members with special events. Responsibilities can include developing a theme and details that support the chosen theme (if any), identification of sites, potential sponsors and prizes. In addition to attending the special events, committee members should assist in the promotion of the event by engaging with fellow agents. Committee members may be asked to assist with on-site duties at the special events.

Staff responsibilities include contracting with the venue, solicitation of sponsors and exhibitors, promotion of the events across all communication channels, registering members, finalizing details and adhering to the established budget.

**Committee Member Terms:**

There are no specific terms for this Committee. Members who actively participate with the Committee will remain on the Committee each year. Those members who sign up but do not actively participate will be removed from the Committee at the end of the calendar year. Any member who is removed from the Committee is eligible to re-join the Committee upon their request.

**Budget:**

Income and expenses from the Association’s Special Events are included in the Special Events Income and Expense line items of the budget. The Annual Meeting has its own income and expenses line items in the annual budget. The Special Events and Annual Meeting have historically been “break even” events or events where the association has lost money, but the goal is for them to become more profitable for the association through the engagement of our business partners and affiliate members. Any additional funding recommendations and budget requests should be submitted to the Finance Committee for consideration.

**Meetings:**

The Committee shall meet as needed to accomplish its purpose as stated above.

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### **Functions of the Chair:**

- Calls meetings of the Special Events Committee.
- Works with the committee members to ensure that the responsibilities and objectives are met.

### **Functions of the Vice Chair:**

- Assist the Chair in his/her duties and tasks.
- Assume the responsibilities of the Chair in his/her inability to perform such functions.

**Staff:** Director of Membership & Special Events

## **AFFILIATED ORGANIZATIONS**

### **COMMERCIAL COUNCIL**

#### **Purpose:**

The Commercial Council was established for the special interests of REALTORS® involved in industrial, commercial, and/or investment aspects of real estate.

Specific Responsibilities:

- To foster better understanding of the industrial, commercial and investment aspect of the industry through education and public relations efforts.
- To address the educational and programming needs of the industrial, commercial and investment REALTORS®.
- To advise and assist on appropriate legislative matters affecting industrial, commercial and/or investment brokerage.
- To promote ethics and professionalism within industrial, commercial and investment brokerage.

This Council elects its own officers and has its own Bylaws. See the Commercial Council Bylaws for additional detail.

#### **Council Composition:**

The Council's composition is determined by the Bylaws. The Board of Directors shall consist of four elected Directors, a Chairman, Vice Chairman and the Immediate Past Chairman.

#### **Council Member Requirements:**

All of the Officers and Directors shall be members of the Commercial Council and the Greater Harrisburg Association of REALTORS®.

#### **Council Member Terms:**

Each Director shall serve for a period of two years.

#### **Budget:**

The Commercial Council does have a line item in the Association's budget. The budget includes the nominal amount of money from charges to individuals who walk in to or who register and do not attend the breakfast meetings. Events or programs scheduled during the year are paid for through the use of event sponsorships.

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**Meetings:**

The Committee shall meet as needed to accomplish the objectives stated above.

**Functions of the Chair:**

- Shall ensure the responsibilities of the Council are met.
- Preside at all meetings of the members, Officers, and Board of Directors.
- Establish an agenda (working with staff) for each meeting and conducting each meeting in an orderly and efficient manner.
- Have general and active management of the business of the organization.
- See that all orders and resolutions of the Officers and Board of Directors are carried into effect.
- Have the general powers and duties of supervision and management usually vested in the office of Chairman of an organization.
- Establish appropriate sub-committees as needed.
- Ex-officio member of all sub-committees.

**Functions of the Vice Chair:**

- Assume the duties of the Chair in his/her absence.
- Work closely with the Chair and shall be prepared to assume such duties should it be necessary.
- Work closely with staff to ensure that all meeting minutes and Council votes are recorded properly, and all funds that may be collected or disbursed are done so adequately.

**Staff:** Government Affairs Director

**GHAR-PAC BOARD OF TRUSTEES**

**Purpose:**

The purpose of the GHAR-PAC is to encourage REALTORS® to be involved in government affairs and to promote and improve public policy impacting REALTORS® by supporting and funding local policymakers and candidates and the state and national political action committees.

The specific functions of the GHAR-PAC include:

- Raising funds and transmitting them to the Pennsylvania Association of REALTORS® Political Action Committee (PAR RPAC).
- Developing a yearly RPAC fundraising plan for the Association.
- Monitoring county and municipal elections, including participating in candidate screening meetings.
- Making expenditures to county and municipal officials and candidates.
- Monitoring state and national elections, including participating in candidate screening meetings and forwarding support recommendations to the Pennsylvania Association of REALTORS®.

This Board has its own Bylaws and officers. See GHAR-PAC Bylaws for additional information.

**Board Composition:**

The GHAR-PAC Board of Trustees is comprised of seven Trustees of the GHAR-PAC appointed by the President of GHAR with the consent of the Executive Committee and the Board of Directors. The

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President, with the consent of the Executive Committee and the Board of Directors, shall appoint from the Trustees, for one-year terms, a Chair, Vice-Chair, and Treasurer. The President, with the consent of the Executive Committee and the Board of Directors, shall also fill a vacancy in any unexpired term.

**Trustee Requirements:**

Trustees shall all be REALTOR® members of GHAR. If the appointed Trustees are not members of the Association's Government Affairs Committee, they shall join the Committee. The President, Vice President, Secretary/Treasurer, and Immediate Past President of the Association shall not be eligible to be a GHAR-PAC Trustee while said individuals are serving in those offices.

**Trustee Terms:**

Each Trustee shall serve for a term of three years, but none shall serve for more than two consecutive three-year terms. Terms shall be staggered with the appointment of three Trustees in the even-numbered years, and the appointment of four Trustees in the odd-numbered years. Any Trustee who fills a vacancy shall, at the expiration of such term, be eligible for appointment to two consecutive three-year terms.

**Budget:**

The GHAR-PAC budget is separate from the Association's budget and shall be determined by the GHAR-PAC Board of Trustees.

**Meetings:**

The Trustees shall meet as needed to accomplish the objectives stated above. Generally, the Committee meets approximately once per quarter. In election years, the Trustees may meet more frequently in order to consider funding requests/support for candidates running for office.

**Functions of the Chair:**

- Chief executive officer of GHAR-PAC
- Call all GHAR-PAC Trustees meetings.
- Establish an agenda (working with staff) for each meeting and conducting each meeting in an orderly and efficient manner.
- Responsible for carrying out its programs and policies as determined by the Trustees.
- Establish appropriate sub-committees as needed.

**Functions of the Vice Chair:**

- The Vice Chair shall assume the duties of the Chair in his/her absence.
- He/she shall work closely with the Chair and shall be prepared to assume such duties should it be necessary.

**Functions of the Treasurer:**

- Chief financial officer of GHAR-PAC
- With the assistance of staff, the Treasurer shall –
  - Receive all contributions made to GHAR-PAC;
  - Establish and maintain detailed accounts of all contributions made to GHAR-PAC and of all contributions, expenditures and other disbursements made by or on behalf of GHAR-PAC;
  - Establish and maintain all other records necessary to comply with applicable law and

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- regulations;
- Approve all contributions, expenditures and other disbursements made by or on behalf of GHAR-PAC, and
- Prepare, sign and file all reports required to be filed by GHAR-PAC in accordance with applicable law and regulations.

**Staff:** Government Affairs Director

## **GREATER HARRISBURG ASSOCIATION OF REALTORS® FOUNDATION**

For more information, please see the Foundation's Bylaws.

### **TASK FORCES**

From time to time, the Board of Directors and/or the President of the Association may find it necessary to appoint a special task force for the express purpose of studying a particular situation and bringing appropriate recommendations to the Board of Directors for action.

Such task forces may be appointed by the President and approved by the Board of Directors with the following stipulations:

- The task force have a specific purpose, with responsibilities and goals outlined, all of which are approved by the Board of Directors.
- A chair and vice chair, along with the task force's members, to be appointed and approved at the time of establishing the task force.
- An approximate timeframe for the accomplishment and final report of the task force be set.

All Association Committee descriptions shall be considered policy of the Greater Harrisburg Association of REALTORS® upon adoption. All changes to this description must be approved by the Board of Directors.

**Adopted:** June 12, 2008

**Revised:** December 18, 2009

**Revised:** February 2010

**Revised:** December 2011

**Revised:** October 2012

**Revised:** December 2013

**Revised:** November 2014<sup>72</sup>

**Revised:** October 2015

**Revised:** November 2016

**Revised:** February 2017

**Revised:** December 2017

**Revised:** November 2018

**Revised:** February 2021

Revised February 2021