



## Committee Descriptions

1. AFFILIATE COMMITTEE – The primary reason for the formation of an Affiliate Committee is to provide Affiliate members an opportunity to serve the Association membership and be recognized for their efforts. The objectives is to gather the collective talents of the Affiliates to assist other Committees, to organize and promote social and educational activities not already addressed by other Committees, and to allow Affiliate members to interact with each other in the spirit of better business relations.
2. BUDGET & FINANCE COMMITTEE – Proposes annual budget and periodic adjustments as required. Conducts reviews of monthly and quarterly financial statements. Analyzes financial impact of proposed Association programs and projects, making recommendations regarding them to the Board of Directors.
3. BYLAWS TASK FORCE – Reviews and recommends bylaw amendments to assure compliance with C.A.R. and N.A.R. policy. The bylaws are the primary governing documents providing authority for Board action.
4. COMMERCIAL / INVESTMENT COMMITTEE – Serves the membership in exchanging property and client information, developing and promoting programs and services relating to commercial and investment properties, enhancing members knowledge of such properties, practices and procedures, facilitating teaming when appropriate to accomplish specific transactions, and to encourage networking between members. We will seek to enhance member's freedom and ability to conduct their individual business successfully with integrity, professionalism and competency, and through collective action, to better serve the public and promote the preservation of real property rights the role of REALTORS in real property transactions.
5. EDUCATION COMMITTEE – Sponsors educational programs to increase the professional competence of members, and enables them to satisfy continuing education requirements with the DRE. Plans Association educational conferences, seminars, and similar events.
6. EQUAL/HOUSING OPPORTUNITY COMMITTEE – Recommends programs to carry out Association's affirmative marketing agreement with HUD/NAR. Studies issues and makes recommendations for programs to assure equal housing opportunity in our area. Reviews complaints of alleged discrimination against members prior to possible submission to the Grievance Committee for investigation. To enlighten the Arcadia Association of REALTOR Membership, the governments, Chambers of Commerce and citizens of the communities in the San Gabriel alley as to the need for affordable housing and the opportunities for homeownership.
7. EVENTS TASK FORCE – Plans, coordinates and promotes the Annual Installation and Election of Officers and Directors Event, in addition to any other social event that may be requested.
8. GRIEVANCE COMMITTEE - Reviews complaints by Association members and the public to determine whether a complaint warrants a formal hearing.
9. HOUSE TASK FORCE – Implements a maintenance program to counteract normal wear and tear of the Association office building and adjoining property to assure retention of market value of this asset. Reviews Association requirements for current and future space needs and optimize use of the Association building. Research and review technological improvements impacting the office environment and, if needed, take necessary steps to accommodate these changes with the approval of the Board of Directors.
10. MARKETING COMMITTEE - Develops and implements ideas to market and enhance the REALTOR® and

public image of the Association services and its community activities. Promotes and reviews the Association monthly publication, the “Arcadia REALTOR”.

11. MEMBERSHIP/ORIENTATION COMMITTEE – Reviews membership prior to approval by the Board of Directors. Often makes welcome calls. Makes recommendations to the Board of Directors regarding membership rules and procedures. Conducts New Member Orientation and Induction sessions.
12. MULTIPLE LISTING SERVICE COMMITTEE (MLS) – Responsible for recommending continued improvements of the MLS through the Board of Directors to MRMLS. Reviews computerized data, MLS rules and regulations and procedures, MLS security and recommends suggested improvements to the Board of Directors. Responsible for weekly caravan meetings.
13. NOMINATING COMMITTEE – The Nominating Committee shall select one candidate for each office and one candidate for each place to be filled on the Board of Directors.
14. PAST PRESIDENT’S ADVISORY GROUP – Ad hoc group of Arcadia Association Past Presidents for an advisory and informational purpose.
15. LOCAL GOVERNMENTAL RELATIONS COMMITTEE – Recommends and coordinates actions relating to statewide and nationwide legislation through C.A.R. and N.A.R. Promotes private ownership of real property by encouraging favorable legislation. Through civic participation at the local level, recommends and coordinates action affecting city and county legislation, zoning and regulations. Monitors city council, school board meetings and studies environment issues.
16. PROFESSIONAL STANDARDS – Previous Grievance Committee members who are called upon to serve as hearing panelists for cases involving arbitration of commissions and alleged ethical misconduct.
17. EVENTS 4 CHARITY (E4C) – The primary purpose and objective of Events 4 Charity, an Auxiliary of the Arcadia Association of REALTORS®, is to provide REALTORS® and Affiliates a means to serve the Arcadia Association and their community through social and charitable activities. Generates revenue for charity by conducting MLS 50/50 drawing, Bingo Night, Day at the Races and other fundraising activities. All profits to be distributed to local charities.
18. STRATEGIC PLANNING – To assure the most effective and efficient allocation of Association resources. This committee develops a strategic long range plan to be reviewed annually which focuses on results to be achieved, ties activities to objectives, highlights trade-off of alternative courses of action, and equips the Association to deal with contingencies.
19. TECH COMMITTEE – Sponsor, develop and promote opportunities to educate the membership in computer technology at affordable prices to benefit the member, the client and the community. Makes recommendations and suggestions regarding the Association Website. Plans the monthly “Tech Thursday” and the Annual Tech and Business Expo.
20. YOUNG PROFESSIONALS NETWORK (YPN) - To provide a catalyst in which members can establish relationships, and share ideas and experiences with fellow real estate professionals of all levels in a positive, supportive and casual environment. To instill in members the importance of participation in professional organized real estate and its standards.
21. LEADERSHIP ACADEMY – To identify, correct with and train tomorrow leaders in order to put forth the best representative of the Arcadia Association of REALTORS.

22. GLOBAL BUSINESS ALLIANCE - The goal is to develop real estate sale and investment opportunities in the international arena, facilitated by learning different cultures and their respective business practices, and utilizing existing modes of transacting business between international and domestic clients.

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