

2022 Committee Descriptions, Sussex County Association of REALTORS®



Volunteers serving the membership of the Association through the Board of Directors and Committees are the lifeblood of the organization and play a crucial role to the formulation and delivery of benefits and services.

Bylaws/ Policies and Procedures Committee

The purpose of this committee is to research and recommend updates to current bylaws or suggestions on creation of new bylaws to the Board of Directors for consideration of adoption. All amendments must be submitted to the SCAR Board of Directors for a final vote.

Suggested: 1 Chair & 1 Co-Chair w/ 5 REALTOR® Members, Quarterly Meetings as necessary

Chair: Catherine Kut | Co-Chair: Kim Loizzi

Broker / Manager Committee

This committee gathers the Brokers and Managers of the member offices to coordinate and foster communication, catalyze greater engagement of the services and resources offered by SCAR, discuss common issues and brief them on the organization's activities.

Suggested: 1 Chair & 1 Co-Chair, Monthly Meetings

Chair: Fern Chiarella

Community Outreach

This committee functions to foster and serve the REALTOR® image and to present to the Board of Directors ideas or events that would provide good neighbor help in the service of our communities. A minimum of 4 community activities will be planned each calendar year such as a food pantry drive, a blood drive, Sussex County Day, etc.

Suggested: 1 Chair & 1 Co-Chair w/ at least 5 REALTOR® Members, Meetings as Needed

Chair: Pamela Vreeland| Co-Chair: Heidi Byrne

Education Committee

This committee functions to establish, through planning, the future educational programs and projects of the Association. Develops an array of educational programs to offer cost effective continuing education opportunities for the members, both credit and non-credit.

Suggested: 1 Chair & 1 Co-Chair, Quarterly Meetings

Chair: Cathy Witte| Co-Chair: Keren Gonen

Finance Committee

This committee meets to review the organization's financial status, recommends financial policies to the Board of Directors (BOD), develops a draft budget to submit to the BOD, makes recommendations to the BOD concerning strategic, financial planning and investment management and oversees all of the Association's finances and resources, so as to provide efficient usage of assets. This committee requires commitment and knowledge of business function, balance sheets and profit & loss statements. The Chair of this Committee is the Treasurer of the Association per the organization's by-laws.

Suggested: 1 Chair (BOD Treasurer) w/ 4 REALTOR® Members, Monthly budget review by Treasurer & Annual Budget due by Mid-September; Quarterly Meetings

Chair: Alison Callow

Golf Outing Event Committee

This committee works to hold a successful annual golf outing to support the organization and a chosen charitable beneficiary organization as well. The event typically takes place in the fall, with planning beginning in the spring. Soliciting sponsors, golfers and raffle donors is a critical facet of this committee's activity.

Suggested: 1 Chair & 1 Co-Chair w/ 5 REALTOR® Members, Meeting as needed until May then Monthly until event

Chair: Catherine Kut | Co-Chair: Thomas Malone

GSMLS Committee

This committee agrees to attend a meeting once a month at the GSMLS office in Parsippany. The Committee members represent the Sussex County Association of REALTORS® and will bring any and all issues, concerns, or new ideas to the MLS from the SCAR membership.

Suggested: 1 Chair & 1 Co-Chair, Monthly Meetings w/ GSMLS & contact w/ SCAR general membership

Chair: Charlene Fiorita | Co-Chair: Karen Glowacki

NJR Circle of Excellence Award Verification Committee

This committee is entrusted with the review and verification of REALTOR® applications to the NJR® Circle of Excellence Sales Award and Distinguished Sales Club. All committee members must sign a confidentiality agreement. Typically, this committee's activities are limited to the award season which includes verifying applications received in early January and determined to be eligible, or not, by a deadline set by NJR at the end of the month. COE Committee also assists in the planning and facilitation of the COE Awards luncheon.

Suggested: 1 Chair & 1 Co-Chair, w/ 3 REALTOR® Members, Meeting as needed to complete all COE Verification prior to deadline set by the NJR and the event

Chair: Maria Beardmore | Co-Chair: Simon Vassalo

Nominating Committee

This committee meets to interview candidates and develop a recommended slate of officers and directors (as needed) for the Board of Directors in accordance with the organization's by-laws. The structure of the committee is outlined in the by-laws. The nominating policies and procedures outline the process. The committee members must be affirmed by the Board of Directors and appointed by the President.

Suggested: 1 Chair (Immediate PP) w/ 4 REALTOR® Members (at least 1 PP, but preferably all), Monthly meetings during July, August and September and as needed

Chair: Pamela Willard

Ombudsman

The purpose of this committee is to facilitate the idea of mediating rather than arbitration in disputes among both inter-REALTOR® and members of the public. This program is confidential and informal, as a method to solve conflicts before they become serious problems. The use of the Ombudsman program will does not take away the complainants ability to file formal complaints later, but, instead, may be used as a first step to finding a solution.

Suggested: 3 REALTOR® Members, Meeting as needed for training and as issues arise

Professional Standards / Grievance Committee

Professional Standards / Grievance Committee will act as a liaison to the Executive Officer while advising and making recommendations to the Board of Directors on all matters relating to the Code of Ethics. This Committee shall receive ethics and arbitration complaints from members of the Association or public to determine if, taken as true on their face, a Professional Standards Hearing is warranted. This committee conducts and coordinates the hearings in matters concerning alleged unethical conduct by a member of the association or in the arbitration of business disputes arising out of real estate business conduct. These committee members must be experienced in the industry, maintain the strictest confidentiality and receive training in professional standards administration. Members will serve staggered 3 year terms and *must* attend bi-annual Professional Standards Training.

Suggested: 1 Chair & 1 Co-Chair, Meeting as needed for training and as issues arise with submitted grievances

Chair: Sue Pasquali | Co-Chair: Lynn Reilly

REALTOR® of the Year Selection Committee

This committee reviews applications for this prestigious award recognizing one member for his or her professionalism and dedication to the community, the profession and the local, state and national REALTOR® organizations. Traditionally this committee is chaired by the individual honored from the previous year and made up of previously recognized individuals. The Chair presents the award at our annual meeting.

Suggested: 1 Chair (Current ROY) w/ 3 REALTOR® Members (Previous ROY recipients), Monthly meetings during July, August and September and as needed

Chair: Kim Loizzi

REALTORS® Political Action Committee (RPAC) & Government Affairs

This committee raises money to champion our fair share participation and increase awareness and donations in our association for RPAC (REALTOR® Political Action Committee). This committee focuses attention to the issues facing the REALTOR® profession and the protection of property rights, supporting NJAR and NAR in their efforts in this regard. This committee is charged with keeping abreast of all ordinances and legislation concerning the real estate profession in our community, encourages members to become active in politics, urges members to seek elected or appointed office, work with local parties to ensure advancement of the real estate profession and protect the rights entitled to by the ownership of real estate. Provide a monthly report to the BOD on issues concerning the local community.

Suggested: 1 Chair w/ 2 REALTOR® Members, Meetings as Needed

Chair: Jane Ryan

Social Committee

This committee was formed to bring to the Board of Directors and Association several good time events, sponsored by Affiliates, to encourage harmony and camaraderie among the membership of the Association.

Suggested: 1 Chair & 1 Co-Chair w/ 3 REALTOR® Members, Quarterly Meetings

Chair: Heidi Delahanty | Co-Chair: Maura Young