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.

# 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: Chair & Co-Chair, Monthly Meetings**

# 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: Chair & Co-Chair & Affiliate Liaison, Bi-Monthly Meetings**

# 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: Chair & Co-Chair & Affiliate Liaison, Quarterly Meetings**

# 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: Chair (BOD Treasurer) & Co-Chair, Monthly account review by Treasurer & Annual Budget due by Mid-September; Quarterly Meetings**

# 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: Chair &Co-Chair & Affiliate Liaison, Meeting as needed until May then Monthly until event**

# Government Affairs 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: Chair, Meetings as Needed

# 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 is 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: Chair &** **Co-Chair & Affiliate Liaison, Meeting as needed to complete all COE Verification prior to deadline set by the NJR and monthly meetings until the event**

# 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: Chair (Immediate Past President), Meetings as needed   
Chair: Nancy Swanson**

# 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 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: Chair & Co-Chair, Quarterly Meetings for training and as issues arise**

# 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: Chair (Current ROY), Monthly meetings during July, August and September and as needed**

# REALTORS® Political Action Committee (RPAC)

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 NJR and NAR in their efforts in this regard.   
**Suggested: Chair & Co-Chair, Quarterly Meetings**

# 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 to have quarterly events.  
**Suggested: Chair & Co-Chair w/ Affiliate Liaison, Bi-Monthly Meetings**

# Young Professionals Network (YPN)

This committee has been created to encourage the involvement and networking of Realtors®, to generate fresh ideas across multiple levels of the industry, and stay ahead of the curve to ensure a strong future.  
**Suggested: Chair & Co-Chair w/ Affiliate Liaison, Bi-Monthly Meetings**