

WALTON-BARROW BOARD OF REALTORS®

POLICY & PROCEDURES

**(Adopted May 2003)
(Amended February 2017)
(Amended February 2022)
(Amended November 2024)**

This manual is designed to supplement the current Bylaws of the Walton-Barrow Board of REALTORS®, to be used as a guide to the Officers, Directors and Committees of the Board in meeting the objectives set out in the Board's Bylaws and to assure that the Board operates within the boundaries established by its Bylaws and may be amended from time to time by a majority vote of a quorum of the Board of Directors at any regularly scheduled or properly called meeting.

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DEFINITIONS AND GENERAL PROVISIONS

GOVERNING BODY – The Governing body of the Walton-Barrow Board of REALTORS® shall be the Board of Directors as set out in ARTICLE XI, Section 3 of the Bylaws.

ORGANIZATIONAL STRUCTURE - WBBOR is a 501(c) (6) corporation.

PRESIDENTIAL ADVISORY GROUP (PAG) -A PAG is a group of Members, Staff, or other Association stakeholders that are appointed by the President to advise the President on a specific issue or topic. A PAG can be an effective way to approach an issue that may span multiple committees or functional areas of the Association. A PAG reports its findings and recommendations, if any, directly to the association President. The President has complete discretion over the PAG, its responsibilities, and its findings or recommendations. Upon completion of the PAG work, a report shall be submitted to the Board of Directors by the President.

TASK FORCE – A Task Force is appointed by the President and approved by the Board of Directors to fulfill a specific short-term task or goal and should be disbanded once its mission is accomplished. A task force reports their findings and/or recommendations, if any, to the Board of Directors. A Task Force shall limit its scope to the task or goal defined by the Board of Directors.

COMMITTEES – Committees are standing governance units defined in the Bylaws and/or in the Policies and Procedures Manual under authority established by the Board of Directors. Creation of additional Committees are subject to approval of the Board of Directors. Committees may recommend action(s) affecting other Committees or functional areas within the Association to the committee or entity providing oversight of the committee or functional area as authorized by the Policies and Procedures for review and consideration at the next meeting of the committee. A motion to accept, amend, or defeat the recommendation shall be included in the committee minutes. COMMITTEES shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

CONTRIBUTING MEMBER – Shall be an individual, non-voting member, whose contribution to a committee is through review and comment.

CONFIDENTIALITY – Unless there are exceptional reasons for confidentiality, meetings of the Association are open to any member. Each Committee description will state whether it is an open or closed meeting. Some committees may need to establish some level of confidentiality of a particular topic or issue and will expect the committee members and guests to abide by the level of confidentiality requested. Confidentiality is the preservation of privileged information. By necessity there will be times that personal and private information is disclosed in a particular meeting. Part of what you learn is necessary to provide services to the Member(s) of the Association or the Association as a whole. WBBOR expects you to respect the privacy of Members, Vendors, and Staff and to maintain their personal and/or financial information as confidential. General information, policy statements or statistical material that is not identified with any individual, Member, vendor, or staff is not classified as confidential. WBBOR is an organization that is transparent to its Members, but there will be instances that in terms of law, ethical, moral, or negotiation position that confidentiality is required and will be expected by those with privileged

information. Please refer to page seven (7) of these Policies and Procedures to view a copy of the WBBOR'S Confidentiality and Non-Disclosure Agreement.

GOVERNANCE CHANGE

Definition: Any addition or deletion to policy content, a change that affects how the policy is administered or interpreted, or adoption of new rules/regulations. This includes policy amendments originating from any committee, work group, or task force as noted in the official minutes.

- **Authority:** All Governance Changes must be submitted to, and approved by, the Board of Directors. (Per the Bylaws, **ALL** Bylaws changes require a 30-day notice to the Board of Directors and the Membership before action may be taken).
- **Implementation:** Changes approved by the Board of Directors and voted in by the Membership are effective at the time of approval unless a fixed time in the future is noted in the motion approved by the Board of Directors.

HOUSEKEEPING CHANGE

Definition: Changes or corrections that do not change policy content or interpretation, such as correcting a typographical error, updating contact information (phone numbers, URLs, addresses), reformatting (to include changes to font type, size, bolding, underlining, case), numerical (only applies to formatting where numbers may be substituted for bullet points or Roman numerals).

- **Authority:** All Housekeeping Changes must originate from a committee, work group, or task force and be reviewed, and approved, by the Board of Directors.
- **Implementation:** All Housekeeping Changes approved by the Board of Directors shall be documented in the minutes. Changes approved by the Board of Directors are effective 30 days following approval unless a fixed time in the future is noted in the motion approved by the Board of Directors.

Absentee Policy

1. Roll call will be taken at each Board of Directors meeting and Training session (attendance shall be on a January-December basis).
2. Should a Board of Director member miss a BOD meeting, they are required to submit a letter explaining their absence within two (2) weeks of missed meeting.
3. Absence from two (2) consecutive BOD meetings without an excuse deemed valid by the Board of Directors shall be construed as a resignation and will conclude in members automatic removal from the Board of Directors as per the WBBOR bylaws Article XII, Section 2.
4. Should the member wish to appeal, they must do so in writing and indicate their desire to personally appear before the Board of Directors. The Board of Directors shall consider the appeal, taking into consideration the letters that were submitted when the individual missed the meetings. The Board of Directors has the authority to deem the absences valid and allow the member to remain on the Board of Directors (2/3 vote to reinstate).
5. If the member misses a BOD meeting after having been reinstated, the member will be automatically removed and will not be allowed to appeal or hold a position on the Board of Directors for at least three (3) years following.
6. The Board of Directors shall have the authority to govern habitual tardiness or early departures of Board Members.

Antitrust Compliance Policies and Procedures

It shall be the policy of the Walton Barrow Board of REALTORS® to be in strict compliance with all Federal and State Antitrust laws, rules and regulations. Therefore:

1. These policies and procedures apply to all membership, board, committee and other meetings of the Association, and all meetings attended by representatives of the Association.
2. Discussions of prices or price levels is prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price such as:
 - A. Cost of operations, supplies, labor or services;
 - B. Allowance for discounts;
 - C. Terms of sale including credit arrangements; and,
 - D. Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operations, maintenance, and similar matters in which cost or efficiency is merely incidental.
3. It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.
4. Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.
5. It is the Walton Barrow Board of REALTORS® policy that all meetings or seminars attended by representatives of the Association where discussion can border on an area of antitrust sensitivity, the Association's representative should request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the Association's representative should publicly excuse himself from the meeting and request that the minutes show that he left the meeting at that point and why he left. Any such instances should be reported immediately to the President and staff of the Association.
6. It is the Walton Barrow Board of REALTORS® policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representative of member companies and Walton Barrow Board of REALTORS® employees annually.

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This Confidentiality and Non-Disclosure Agreement, dated _____, between the Walton Barrow Board of REALTORS® (“WBBOR”), a Georgia Corporation, and _____, an individual (“Recipient), provides for the non-disclosure of certain information considered to be confidential by WBBOR relating to the Recipient’s participation on WBBOR Committees, Sub-Committees or Task Force (the “Purpose”).

I serve on the _____ WBBOR committee(s).

1. Confidential Information Defined. Confidential Information is any information marked as “confidential” by WBBOR, or is represented by WBBOR as being confidential or declared “confidential” before or within a reasonable time after its disclosure, or that the Recipient knew or, based on the content of and the circumstances surrounding its disclosure, should have known was confidential. Such information includes, but is not limited to, all documents, data, records, files, memoranda, reports, email transmissions, fax transmissions and any other source of information regarding WBBOR, or its business, including, without limitation, information concerning any committee, its members, its process, applicants (including the contents of any applications) and selected candidates.

2. Protection of Confidential Information. Recipient agrees to use the Confidential Information solely for the Purpose described above. Recipient agrees to use a reasonable degree of care in protecting the Confidential Information, and shall not disclose such information to any third party without prior written consent of WBBOR. Further, in the event Recipient becomes aware of an unauthorized disclosure of the Confidential Information, Recipient shall: (a) immediately notify WBBOR; (b) take all reasonably, appropriate steps to prevent further unauthorized access and/or use; and (c) cooperate with WBBOR in its efforts to secure the Confidential Information and protect its rights therein.

3. Return or Destruction. Recipient shall retain records of the tangible items of Confidential Information furnished to it by WBBOR. Upon notice received from WBBOR, and/or upon cessation of the parties’ pursuit of the purpose, Recipient shall immediately return or destroy all copies of all tangible items of Confidential information. Confidential information disclosed pursuant to this agreement will be subject to the terms of this Agreement in perpetuity.

4. Breach of Agreement. In the event a Recipient fails to abide by the terms of this agreement, the Chair or Vice Chair or any member who becomes aware of such breach, shall report the issue to the Association Executive or President; and Recipient shall be subject to discipline in accordance with WBBOR’s Policies and Procedures Manual.

Signature: _____

CONFLICT OF INTEREST DISCLOSURE POLICY AND AGREEMENT

A. POLICY

This conflict of interest policy is written to assist directors, officers, committee members, guests in attendance and employees of the Walton Barrow Board of REALTORS® (WBBOR) in identifying actual and potential conflicts of interest involving a Contract or Transaction with WBBOR; and to provide WBBOR with a procedure where the Contract or Transaction can be treated as lawful and binding even though a director, officer, committee member or employee has, or may have, a conflict of interest with respect to the Contract or Transaction. In the event there is any inconsistency between state law and the requirements and procedures prescribed herein, state law shall control.

1. DEFINITIONS:

A. Acting Officially: shall mean discussing, deliberating on, making a recommendation with respect to or voting on.

B. Conflict of Interest: shall mean any circumstance described as such in this Policy.

C. Contract or Transaction: shall mean any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by WBBOR. The making of a gift to WBBOR is not a Contract or Transaction.

D. Family Member: shall, with respect to a Responsible Person, mean a spouse, domestic partner, an individual sharing the same home, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, grandchild or grandparent of a Responsible Person or the trust or estate of any of the above parties.

E. Material Financial Interest: shall mean a direct or indirect financial or beneficial financial interest of any kind or an interest that results in or is reasonably expected to return or produce some monetary gain or other material thing of value for the person with the Material Financial Interest.

F. Qualified Person: shall mean any Responsible Person who, with respect to a Conflict of Interest Contract or Transaction involving another Responsible Person, does not have either: 1) a conflicting interest respecting the Contract or Transaction; or 2) a familial, financial, professional or employment relationship with the Responsible Person that would reasonably be expected to exert an influence on the Responsible Person's judgment when voting on the Contract or Transaction.

G. Responsible Person: shall mean any person serving as an officer, director, committee member, committee guest or employee of WBBOR.

2. PROCEDURES FOR A RESPONSIBLE PERSON WITH A CONFLICT OF INTEREST TO ENTER INTO A CONTRACT OR TRANSACTION WITH WBBOR.

A. Prior to the Board of Directors or any WBBOR Committee thereof (hereinafter collectively and individually referred to as "WBBOR Body") Acting Officially with respect to a Contract or Transaction with which a Responsible Person has a Conflict of Interest, the Responsible Person shall disclose the following to the Chair of the WBBOR Body Acting Officially: 1) the existence and nature of the Conflict of Interest; and 2) all facts known to the Responsible Person respecting the subject matter of the transaction that an ordinarily prudent person would reasonably believe to be material to a judgment as to whether or not to proceed with the Contract or Transaction. The disclosure shall be made by the Responsible Party as soon as reasonably possible after the Responsible Party realizes that he or she has a Conflict of Interest. The Chair of the WBBOR Body considering such Contract or Transaction shall, prior to the WBBOR Body Acting Officially, report the substance of the disclosure made by Responsible Person to the WBBOR Body

and cause the same to be entered into the minutes of the meeting of the WBBOR Body.

B. A Responsible Person shall play no part, directly or indirectly, in the WBBOR Body when it is Acting Officially with respect to the Contract or Transaction in which the Responsible Person has a Conflict of Interest. This shall include without limitation the Responsible Person not being able to see or hear and not being physically present in the room when the WBBOR Body is Acting Officially. If the responsible person has a presentation or materials relating to a request for funds, a contract, or transaction, such documents shall be provided to the Chair or Vice Chair to share with the Committee so the party responsible for presenting the document(s) can leave the room before the agenda item is discussed and voted on by the committee. If the Chair and Vice Chair both have a conflict, the Chair shall appoint another member of the committee to assume the position of Chair for that specific agenda item only.

C. A Responsible Person shall not be counted towards a quorum of any meeting in which the WBBOR Body is Acting Officially with respect to a Contract or Transaction with which the Responsible Person has a Conflict and such Responsible Person's ineligibility to be counted toward a quorum or to vote shall be reflected in the minutes of such WBBOR Body.

D. The Contract or Transaction shall be approved by the affirmative vote of a majority (but not less than two) Qualified Persons on the WBBOR Body to become effective.

3. AGREEMENT OF RESPONSIBLE PARTY NOT TO ACCEPT GIFTS OR GRATUITIES.

Each Responsible Party agrees not to accept any gifts, gratuities, free services, entertainment, loans or other things of value (hereinafter collectively "Things of Value") from any person, company or other legal entity that is either doing business or seeking to do business with WBBOR except for Things of Value that have a nominal value not exceeding \$25 in any given calendar year and are not given on a regular basis.

4. CONFLICT OF INTEREST DEFINED:

For purposes of this policy, the following circumstances are deemed to create a Conflict of Interest:

A. A Contract or Transaction between WBBOR and a Responsible Person or Family Member of a Responsible Person; or

B. A Contract or Transaction between WBBOR and an entity in which a Responsible Person or a Family Member of a Responsible Person has a Material Financial Interest

B. OTHER CONFLICTS OF INTEREST NOT NECESSARILY INVOLVING A CONTRACT OR TRANSACTION

A Responsible Party shall refrain from participating in any decision as a member of a WBBOR Body where the Responsible Party cannot exercise the requisite sound judgment, duty of care and duty of loyalty required of the Responsible Person under Georgia law nor shall any Responsible Person knowingly violate any of these duties while serving on a WBBOR Body.

C. AGREEMENT

Each Responsible Person shall agree to sign and submit a copy of this Conflict of Interest

Disclosure Policy and Agreement to WBBOR.

1. Relationships, positions, or circumstances include service as a director of or consultant to a not-for-profit organization or ownership of a business that provides goods or services to WBBOR.
2. Disclosure regarding business interests of a Responsible Person or a Family Member shall be confidential and made available only to the Chair, the Association Executive, the President and any committee appointed to address Conflicts of Interest.

EXCEPTION: When additional disclosure is necessary in connection with the implementation of this policy.

I have reviewed, and agree to abide by, WBBOR's Conflict of Interest Disclosure Agreement for the term:

DATE: _____

Signature: _____ Date: _____

The Walton Barrow Board of REALTORS® Harassment Policy and Procedures

The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the WBBOR President, President-Elect and/or a Vice president and one member of the WBBOR Board of Directors selected by the highest-ranking officer not named in the complaint, upon consultation with legal counsel for the association. Disciplinary action may include any sanction authorized in the association's Code of Ethics and Arbitration Manual. If the complaint involves the President, President-Elect or a Vice President, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the WBBOR Board of Directors selected by the highest ranking officer not named in the complaint.

PRIVACY POLICY & PROCEDURES

PERSONAL INFORMATION: The Walton Barrow Board of REALTORS® shall not release personal information of our members (such as home telephone, home fax, or home address) to the Walton Barrow Board REALTOR® or Affiliate membership, general public or non-affiliate members.

MEMBERSHIP ROSTERS: The Walton Barrow Board shall maintain an on-line Membership Roster with office name, office address, along with a list of all current REALTOR® members in good standing with the Walton Barrow Board of REALTORS®. REALTOR® members may add to their online profile a cell number and email address that will be public to anyone viewing the WBBOR Membership Roster

MEMBERSHIP ROSTERS ACCESS: The Walton Barrow Board shall provide the roster of REALTORS® and Affiliate members via www.WaltonBarrowBoardofREALTORS.com

MEMBERSHIP ROSTER UPDATES: The Walton Barrow Board Association Executive shall maintain and update the Membership Roster.

REALTOR® PROTECTION POLICIES AND PROCEDURE

REALTOR® LOGO: The WBBOR Staff shall strive to insure the proper use of the REALTOR® logo and trademark by WBBOR members.

VIOLATIONS BY NON-MEMBERS: The WBBOR Staff shall diligently investigate suspected violations through the membership roster, the AE and the NRDS site before contacting individuals or companies on behalf of the Walton Barrow Board of REALTORS®.

NOTICE OF VIOLATIONS: The WBBOR Staff shall contact suspected violators of the NAR copyrights via phone, in person, or by letter.

CONTINUED VIOLATIONS: Continued violations shall be forwarded to GAR.

SOCIAL MEDIA BEST PRACTICES

Walton Barrow Board of REALTORS® (WBBOR) values social media. Its proper use creates awareness of our purpose and mission. It is also a great communication and marketing tool. As a WBBOR leader*, what you share on the Internet is (or may be interpreted to be) representative of WBBOR and, in any event, must be approached with caution.

The written word is easily misunderstood and misinterpreted, especially in a leadership position as you are held to a higher standard by others. WBBOR also respects your right to interact and communicate about non-association related matters using the Internet. In order to protect WBBOR from the posting of comments and information that may have a harmful effect on its reputation and/or its employees, the following best practices have been developed.

For the purpose of this document, “engaging in social media” means posting or uploading content to any type of interactive electronic communication including but not limited to websites, blogs, social networks, discussion boards, and listservs.

- You assume any and all risks associated with engaging in social media.
- Before engaging in social media, know WBBOR’s position on issues. Be sure it is clear that your opinion and views expressed are yours alone and that any statements, opinions and beliefs do not necessarily reflect the views of the Association.
- When engaging in social media, be vigilant to ensure that you do not disclose any information that is confidential or proprietary to WBBOR or to any third party that has disclosed information to us. This includes but is not limited to the use of Association trademarks and copyrighted material.
- Use caution when posting photos of leadership, staff and members from REALTOR® events.
- Since the Internet is public space, you must refrain from engaging in social media that may disparage or harm the image or reputation of WBBOR or any of its employees.
- When engaging in social media, do not expect your comments to be private. Even comments posted in private groups can easily be shared publicly.
- When it comes to political advocacy and candidate campaigns, represent and conduct yourself online as a member of the Georgia REALTOR® Party, which supports real property rights regardless of political affiliation.
- RPAC investments should not be solicited in any online public forum.
- Do not share or publicly post any decisions that are confidential. This includes board matters, personnel, staffing, professional standards decisions, and financial information

VIRTUAL MEETINGS

- Virtual meeting Technology is permitted at the discretion of the chair based on the scope of the meeting and the agenda, to the fullest extent as permitted by law.

WHISTLE BLOWER POLICY

The Association requires that its operations be managed professionally, honestly, and in accordance with sound practices and the requirements of its Bylaws, Policies and Procedures. All Directors, Officers, Employees, who are entrusted with receiving, managing, safeguarding, spending or disposing of the funds and other property of this Board must comply with this policy.

The purpose of this policy is a key defense against fraud occurring in an organization is the availability of a means for constituents to anonymously report suspected wrongdoing.

Federal law prohibits retaliation against whistle blowing with respect to a violation of a federal law or regulation, to include: Forgery or alteration of documents; unauthorized alteration or manipulation of computer files; fraudulent financial reporting; pursuit of a benefit or advantage in violation with the WBBOR conflict of interest policy; misappropriation or misuse of WBBOR resources, such as funds, supplies, or other assets; authorizing or receiving compensation for goods not received or services not performed; authorizing or receiving compensation for hours not worked.

Any director, officer or member should report violations or suspected violations of this policy. Any member of the Association who suspects that the policy is being violated, or suspects other irregularities or wrongdoing, shall immediately report the same to the Association Executive and/or the Association President. If the member is uncomfortable raising these issues with either of these persons for any reason whatsoever, the member shall report the same to any member of the Trustees.

The Whistle Blower Policy is intended to encourage and enable directors, volunteers, and members to raise concerns within WBBOR for investigation and appropriate action. With this goal in mind, no director, officer or member who, in good faith, reports a concern shall be subject to retaliation. Moreover, a volunteer who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position.

PRESIDENT

Term: One year

The President shall:

1. Serve as Chairperson of the Board of Directors and preside at all Board of Directors meetings and at all membership meetings.
2. Serve as an ex-officio member of all committees except Nominating and Special Awards/ REALTOR® Recognition Committees.
3. Serve as a member of the Finance Committee.
4. Serve as a member of the Strategic Planning Committee.
5. Appoint an election committee as per Bylaws Article XI, Section 4c.
6. Appoint a chairperson, subject to the confirmation of the Board of Directors, for all Standing Committees listed in Policies & Procedures except Sponsorship, Finance and Nominating, prior to the December Board of Directors Meeting and shall give written notice to all chairpersons of committees of such appointment, delegating their duties and responsibilities once they are confirmed by the Board of Directors.
7. May appoint, with the approval of the Board of Directors, other sub-committees, task forces and advisory groups as needed.
8. Select, in concert with Committee Chairperson and Vice-Chair, all committee members to serve on committees no later than December 15 of year before taking office. Shall also have the authority to make appointments of contributing members (non-voting status) to all standing committees.
9. Have no voting privileges except in the case of a tie in meetings which they conduct as chairperson.
10. Register for and attend all meetings held by the Georgia Association of REALTORS® during his/her term of office. The President shall be reimbursed, subject to reimbursement policy in Financial Policies & Procedures, for each state meeting required to be attended in an amount to be established by the Board of Directors in the annual budget each year. The President must attend appropriate committee meetings, including but not limited to President's Round table, State Director Training, State Director Forum and the Board of Director's meeting. President must attend and vote at Board of Director's meeting to receive reimbursement.
11. Serve as a State Director by virtue of the office and to serve as liaison between the membership of the board and the membership of the Georgia Association.
12. Register for and attend GAR Legislative Day/Realtor Days at the Dome and shall be reimbursed expenses to attend in an amount established by the Board of Directors in the annual budget each year, subject to reimbursement policy in Financial Policies & Procedures.
13. Attend a Member Connect Summit during tenure as President.
14. Be familiar with proper parliamentary procedure.
15. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures Manual and the current operating budget. The President will also be knowledgeable about the Board's strategic plan.
16. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic Plan, operating budget, programs and services.
17. Encourage members to participate in all Walton-Barrow Board meetings, social functions and community service projects, as well as any Georgia Association and National Association meetings and conventions being conducted within the proximity of the Walton-Barrow Board.
18. Ensure there is a continued adherence to and implementation of the Walton-Barrow Board Strategic Plan during the Presidential year and shall develop and maintain a leadership culture surrounding the Strategic Plan.
19. Promote the importance of responding to Calls for Action to membership.
20. Plan and schedule local leadership training for Officers, Directors, and Committee chairpersons and Committee Vice-Chairs prior to December 15 of year prior to taking office.
21. Have the general powers and duties usually vested in the office of President of a corporation.
22. Meet with elected officers to evaluate AE's job performance, job description and office policy annually prior to September 1 and discuss, along with the President-Elect, this evaluation with the Association Executive.
23. Coordinate with the Treasurer to present budget to the Board of Directors at their December meeting for approval.
24. Perform such other duties as directed by the Board of Directors.

President-Elect

Term: One year

The President-Elect shall:

1. In the absence of the President, or at any time when requested to do so by the President, discharge the duties of the President.
2. Succeed to the office of President.
3. Be a voting member of the Walton-Barrow Board of REALTORS® Board of Directors.
4. Serve as Chairperson of Sponsorship Committee.
5. Serve as a member of Finance Committee.
6. Serve as a member of the Strategic Planning Committee.
7. Select a Vice-Chairperson, subject to the approval of the Board of Directors, for all Standing Committees, listed in Policies & Procedures except Sponsorship, Finance and Nominating, prior to the December Board of Directors Meeting and shall give written notice to all vice-chairpersons of committees of such appointment, delegating their duties and responsibilities once they are confirmed by the Board of Directors.
8. Be familiar with proper parliamentary procedures.
9. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures, Financial Policies & Procedures, Operating budget, Strategic plan, programs and services.
10. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic Plan, Operating budget, programs and services.
11. Encourage members to participate in all Walton-Barrow Board meetings, educational seminars, social functions and community service projects, as well as any Georgia Association meetings and conventions and any National Association meetings and conventions within the proximity of the Walton-Barrow Board of REALTORS®.
12. Attend the monthly meetings of the Board of Directors and the membership meetings of the Walton-Barrow Board of REALTORS®. Preside over any meeting that the President is unable to attend.
13. Attend a Member Connect Summit during tenure as President-Elect
14. Attend NAR Leadership Training Conference in Chicago in August
15. Promote the importance of responding to Calls for Action to membership.
16. Select 3 members of Nomination committee who shall serve 2 year terms each.
17. Review, along with elected Officers and Immediate Past-President, AE's job performance, job description and office policy annually prior to September 1 and discuss, along with the President, this evaluation with the Association Executive.
18. Perform such other duties as directed by the Board of Directors or the President.

Immediate Past President

Purpose: The Immediate Past President shall, in the absence of the President and President-Elect, discharge the duties of President.

Term: One year

The Immediate Past President shall:

1. Serve as Vice-Chairperson of the Nominating Committee.
2. Serve as a Member of Finance Committee.
3. Serve as Member of Strategic Planning Committee.
4. Serve as a voting member of Walton-Barrow Board of Directors.
5. Serve as a Member of the Special Awards/Realtor Recognition Committee.
6. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures, Financial Policies & Procedures, Operating budget, Strategic plan, programs and services.
7. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic Plan, operating budget, programs and services.
8. Be familiar with parliamentary procedure.
9. Attend the Board of Directors and membership meetings of the Walton-Barrow Board.
10. Encourage members to participate in all Walton-Barrow Board meetings, education seminars, social functions and community service projects, as well as any State or National Association conventions or meetings within the proximity of the Walton-Barrow Board of REALTORS®.
11. Review AE's job performance, job description and office policy annually prior to September 1, along with all elected officers.
12. Perform such other duties as directed by the Board of Directors or the President.

First Vice President

The First Vice-President shall:

1. Serve as a member of the Finance Committee.
2. Serve as a Vice Chair of the Sponsorship Committee.
3. Serve as ex-officio member and liaison between the Governmental Affairs and Professional Development Committees and the Board of Directors.
4. Attend all Board of Directors meetings and membership meetings of the Walton-Barrow Board of REALTORS® and the committee meetings for which the 1st Vice President has oversight.
5. Be a voting member of the Walton-Barrow Board of REALTORS® Board of Directors.
6. Be familiar with proper parliamentary procedures.
7. Attend Local Leadership Training held by the Board of REALTORS®.
8. Serve as a member of Strategic Planning Committee.
9. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures, Financial Policies & Procedures, Operating budget, Strategic plan, programs and services.
10. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic Plan, operating budget, programs and services.
11. Encourage members to participate in all Walton-Barrow Board meetings, education seminars, social functions and community service projects, as well as any State or National Association conventions or meetings within the proximity of Walton-Barrow Board of REALTORS®.
12. Review AE's job performance, job description and office policy annually prior to September 1, along with all elected officers.
13. Perform such other duties as directed by the Board of Directors or the President.

Treasurer

Term: 2 years

The Treasurer shall:

1. Serve as Chairperson of the Finance Committee and shall be responsible to see that committee prepares and submits a budget for upcoming year to be presented to Board of Directors for approval at their December meeting.
2. Serve as a member (or appoint a member of Finance committee to serve) on the Sponsorship Committee.
3. Serve (or appoint a member of Finance committee to serve) on Circle of Excellence Committee.
4. Serve (or appoint a member of Finance committee to serve) on Golf Committee.
5. Serve as a member of Strategic Planning Committee.
6. Serve as ex-officio member of Community Service Committee.
7. Attend the Board of Directors meetings and membership meetings of the Walton-Barrow Board of REALTORS® and the committee meetings for which the Treasurer has oversight.
8. Be a voting member of the Walton-Barrow Board of REALTORS® Board of Directors.
9. Be familiar with proper parliamentary procedures.
10. Attend Local Leadership Training held by the Board of REALTORS®.
11. Review AE's job performance, job description and office policy, along with all elected officers, annually prior to October 31st.
12. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures, Financial Policies & Procedures, Operating budget, Strategic plan, programs and services.
13. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic Plan, operating budget, programs and services.
14. Encourage members to participate in all Walton-Barrow Board meetings, education seminars, social functions and community service projects, as well as any State or National Association conventions or meetings within the proximity of the Walton-Barrow Board of REALTORS®.
15. Shall review all financial records for accuracy at end of year ending his/her term of office and report any deficiencies or corrections to the Board of Directors.
16. Perform such other duties as directed by the Board of Directors or the President.

BOARD OF DIRECTORS

The governing body of the Association shall be a Board of Directors consisting of the elected officers, the immediate Past President of the association, State Directors of the association, 5 Finance Trustees and 6 elected REALTOR® members of the Association. Elected REALTOR® member Directors shall be elected to serve for a two (2) year term. President shall serve as Chairperson and preside over all Board of Directors meetings. In the absence of the President, the President-Elect shall preside.

(a) Term Limits. No elected REALTOR® member director shall serve for more than two (2) consecutive two (2)-year term.

(b) No more than 3 REALTORS® from the same real estate firm may simultaneously serve on the Board of Directors.

LOCAL DIRECTORS

Local directors will be elected to serve two-year terms. There will be a total of six (6) local Directors

1. Local Directors will have full voting rights on the Board of Directors.
2. They shall attend all meetings of the Board of Directors and the membership meetings of the Walton-Barrow Board of REALTORS®.
3. Be familiar with proper parliamentary procedures.
4. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures, Financial Policies & Procedures, Operating budget, Strategic plan, programs and services.
5. Encourage members to participate in all Walton-Barrow Board meetings, education seminars, social functions and community service projects, as well as any State or National Association conventions or meetings within the proximity of the Walton-Barrow Board of REALTORS®.
6. Attend Local Leadership Training held by the Board of REALTORS®.
7. The Local Directors will perform such duties as directed by the President or the Board of Directors.

STATE DIRECTORS

The number of State Directors will be determined by the Georgia Association of REALTORS® based on the Board's membership, and the current President, who is a State Director by virtue of the office. State Directors are elected for two-year alternating terms, so that half of the State Directors rotate off and half carry over each year. The Directors elected will take office on the beginning of the fiscal year and serve a term of two (2) years, or until their successors have been elected. State Directors have full voting rights on the Board of Directors of the Walton-Barrow Board of REALTORS®. Any REALTOR® member of the Board who is serving as an Officer, a committee chairperson or a State Director of the Georgia Association of REALTORS®, or the National Association of REALTORS®, is also a member of the Board of Directors with full voting rights.

State Directors shall:

1. Serve as liaison between the membership of the Walton-Barrow Board of REALTORS® and the membership of the Georgia Association.
2. They shall attend all meetings of the Board of Directors and the membership meetings of the Walton-Barrow Board of REALTORS® with full voting rights.
3. Be familiar with proper parliamentary procedures.
4. Be knowledgeable about the Walton-Barrow Board of REALTORS® Bylaws and Policies & Procedures, Financial Policies & Procedures, Operating budget, Strategic plan, programs and services.
5. Prepare for, register and attend all meetings of the Georgia Association of REALTORS® Board of

Directors, participate in discussions of agenda items (remembering that a State Director is representing the Georgia Association as a whole) and report on real estate related situations in evidence within his/her Member Board or Region during his/her term of office. State Directors shall be reimbursed for each state meeting required to be attended in an amount established by the Board of Directors of the Walton-Barrow Board of REALTORS® and as set forth in the annual budget. State Directors must attend appropriate committee meetings and the Director's meeting and must vote to receive reimbursement. Each director shall have one vote and must cast it in person. No vote by proxy shall be valid. State Directors shall also attend State Director's Training and Forum at each meeting.

6. Shall be responsible for giving a report to the Board of Directors about all GAR meetings.
7. Encourage members to participate in all Walton-Barrow Board meetings, education seminars, social functions and community service projects, as well as any State or National Association conventions or meetings within the proximity of the Walton-Barrow Board of REALTORS® or via electronic means.
8. Attend State Leadership Training and attend Local Leadership Training held by the Board of REALTORS®.
9. Be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policies & Procedures, Strategic plan, budget, programs, services and fiduciary duties.
10. Shall inform the Georgia Association of REALTORS® staff of problems of which they are aware so that staff can take appropriate action to help correct deficiencies
11. If requested, shall install Member Board Officers and Directors whenever an Officer or Regional Director of the Georgia Association of REALTORS® is unavailable to perform that function.
12. State Directors serving by virtue of the GAR Bylaws (Article IX, Section 1.A) shall attend mandatory training as outlined below:
 - A. Shall complete mandatory State Director Certification Training once every two years. State Directors shall be confirmed by the GAR staff prior to the upcoming BOD meeting to ensure compliance with the stated criteria.
 - B. Failure of the State Directors to attend the training and be certified as a GAR Director shall result in forfeiture of voting rights of the State Director until such time as the individual has completed the mandatory training.
13. The State Directors will perform such duties as directed by the President or the Board of Directors.

ALTERNATES: Each local board/association has a set number of Alternates (listed in the Bylaws, Article IX, Section 1.B) that shall be entered into the BOD Reporting Tool no later than December 1. In the event that an elected/appointed State Director is unable to attend the upcoming BOD meeting, the local board/association may appoint an Alternate (as listed in the BOD Reporting Tool) no less than forty-eight (48) hours before the Board of Directors meeting.

A. Local Board/Associations failing to meet the December 1 deadline and forty-eight (48) hour requirement above shall waive the right to submit an alternate.

B. Local Boards/Associations shall be responsible for ensuring that if an alternate is submitted, the alternate has attended the mandatory training to be certified as a GAR Director prior to the BOD meeting.

C. Alternates submitted by the local board/association shall be confirmed by the GAR staff prior to the upcoming BOD meeting to ensure compliance with the stated criteria.

D. Changes to the State Directors and Alternates entered in the BOD Reporting Tool may be made up to the December 1 deadline. No changes will be allowed after December 1.

TRUSTEES

The Trustees shall assist the Finance Committee and Board of Directors in fulfilling its oversight responsibilities by reviewing the audited financial reports as well as all audit procedures and processes, including the established system of internal controls.

Trustees will consist of five (5) members of the Board of Directors, recommended by Trustees and approved by the Board of Directors, all of whom will serve Three (3) year terms. Trustees will have served as a member of the Board of Directors for at least five (5) years and as a REALTOR® member for at least ten (10) years. Trustees may be reappointed to serve additional three (3) year terms for a maximum of three (3) consecutive re-appointments. Trustees are not elected; however a Trustee may also serve as Treasurer if so elected.

Trustees shall have signatory authority on all checking accounts and certificates of deposit. All checks drawn upon an account of the Walton-Barrow Board of REALTORS® shall have two (2) authorized original signatures. Check signatories may include any of the two (2) of the five (5) Trustees approved by the Board of Directors to sign checks and Certificates of Deposit. New Signature cards from each account will be signed with any change in Trustees. Electronic payments for tax liabilities, utilities and other items as needed will be approved by the Treasurer and signed off by one additional Trustee.

Quarterly the Trustees will review the accounts of the Walton-Barrow Board of REALTORS®, which includes, but not limited to cash receipt book, business credit card bill, bank statements and account journal from accounting program.

Trustees shall annually elect a chair, which shall be one of the five (5) Trustees. A Trustee that also serves in the position of Treasurer can also serve as Chair if elected by Trustees for the position.

All Trustees shall serve as members of Finance Committee. At least one (1) Trustee will also be appointed to serve on additional committees that have budgetary requirements such as Circle of Excellence, Golf, RPAC fundraising, Holiday Social, etc.

Starting January 2025, one new Trustee will be appointed for a three (3) year term replacing one (1) of the existing Trustees (2025, 2026, 2027). In January 2026, two (2) new Trustees will be appointed for three (3) year terms replacing two (2) of the existing Trustees with expiring terms (2026, 2027, 2028), unless one (1) or more of the expiring Trustees wish to be reappointed for a second term. In January 2027, two (2) new Trustees will be appointed for three (3) year terms replacing the two (2) trustees with expiring terms, unless one (1) of more of the expiring trustees wish to be reappointed for a second term, (2027, 2028, 2029).

ASSOCIATION EXECUTIVE (AE)

- Required to attend all regularly scheduled Board meetings as designated by the Board of Directors
- Shall forward a copy of the previous meeting's minutes, via email, to the BOD one week prior to the next BOD meeting along with a copy of the upcoming agenda
- Shall attend "called", "emergency" or "executive session" meetings
- Shall present regular updates for established goals to the BOD and make recommendations for implementation of existing and new goals
- Shall coordinate with the President Elect the presentation of the WBBOR Leadership Training
- Shall support and enforce the Bylaws/Policies of the Walton Barrow Board, GAR and NAR
- Shall actively support the activities of the Board
-
- Shall represent the Board at the GAR Inaugural meeting (as budgeted)
- Shall represent the Board at the GAR Annual meeting (as budgeted)
- Shall represent the Board at the following meetings in addition to the GAR meetings (subject to funds availability / approval of the budget):
 - 1) Regional AE Conference in July
 - 2) NAR Leadership Summit in August – Chicago, IL
- Shall attend all meetings at GAR and NAR relating to the business of the Board
- Shall oversee the day-to-day operations of the Association in addition to performing such other duties as directed by the Board of Directors or the Executive Committee

ASSOCIATION ANNUAL EVALUATION PROCEDURES

EVALUATION PROCESS:

The President, President-Elect, First Vice President & Treasurer shall complete the Association annual evaluation process following the guidelines below on or before the dates indicated:

- **SEPTEMBER 15:** The President, President-Elect, First Vice President & Treasurer shall receive an evaluation form from the AE with a due date of August 1st to have the form returned to the President. The President will follow-up with an email if he/she sees fit.
- **OCTOBER 1:** The President, President-Elect, First Vice President & Treasurer shall individually complete the evaluation form.
- **OCTOBER 15:** The President, President-Elect, First Vice President & Treasurer shall meet to develop a composite evaluation.
- **OCTOBER 31:** The President and President Elect shall meet with the Association Executive to review the composite evaluation.

COMMITTEE CHAIRPERSON/VICE CHAIR

TERM: One year

Committee Chairpersons shall:

1. Know the purpose and scope of the committee and shall have served as a past member of the committee. Affiliates in good standing with Board may serve in this position.
2. Know the financial aspects of the committee and be familiar with the budget process.
3. Plan and conduct effective meetings at a time and place convenient for the members of the committee and create an environment that encourages maximum committee member participation. The committee chair shall notify the AE and the President of the time and location of the meetings.
4. Be familiar with proper parliamentary procedure.
5. Establish goals and objectives for the committee and report the progress in achieving these goals to the Board of Directors.
6. Prepare an agenda of items to be discussed in advance of each meeting and whenever possible, distribute agenda to the members of the committee prior to the meeting.
7. Shall keep, or cause to be kept, a record of all pertinent discussions and recommendations of the committee. These minutes shall also include a list of all members present and a copy kept in Committee notebook for future reference. A copy should also be filed with the AE to include at next Board of Directors meeting no later than 72 hours prior to the next scheduled Board of Directors meeting. The report should include recommendations for all items presented and shall NEVER present a problem to be solved by the Board of Directors without a recommendation.
8. Stay abreast of current events affecting his/her committee.
9. Encourage members to participate in all Walton-Barrow Board meetings, educational seminars, social functions and community service projects, as well as any State or National meetings or conventions.
10. Perform such other duties as directed by the Board of Directors or the President.

Committees – DESCRIPTION

BYLAWS/POLICIES & PROCEDURES COMMITTEE

Community Service Committee
TOY TROT/5K RUN COMMITTEE

Finance Committee

FUNDRAISING COMMITTEES

GOLF COMMITTEE
RPAC FUNDRAISING
SECOND FUNDRAISERS

Governmental Affairs Committee

Membership Committee

Nominating Committee
ELECTION COMMITTEE

Professional Development

Special Recognition/Awards Committee

SPECIAL EVENT COMMITTEES

CIRCLE OF EXCELLENCE
HOLIDAY SOCIAL

Sponsorship Committee

Strategic Planning Committee – NEEDS TO BE SET UP

BYLAWS/POLICIES & PROCEDURES COMMITTEE

PURPOSE: Reviews REALTOR® association Bylaws & Policies & Procedures regularly for clarity, enforceability, and practicality. The Bylaws and Policy committee shall prepare such revisions or amendments to the Bylaws and the Policy and Procedures Manuals of the WBBOR and shall prepare official resolutions and proclamations as directed by the President or the Board of Directors.

MEETINGS: This committee shall have a meeting in first quarter of the year and other meetings as needed. Minutes are to be taken at all meetings and a copy is to be given to the President and Board AE. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Review By-Laws and Policy & Procedures Manual and make changes as necessary or as directed by the Board of Directors.

COMPOSITION: (6 Members) This Committee shall consist of a Chairperson & Vice-Chairperson and a minimum of four (4) additional members to serve two year staggered terms. Members of this committee shall be appointed initially in terms of one (1) and two (2) year terms. New appointments shall be made for two year terms as each term expires. Chairperson and Vice-Chair are to be selected from members, who have served on the committee. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings.

COMMUNITY SERVICE COMMITTEE

PURPOSE: To meet and decide what project(s) their committee is going to undertake and to recommend them to the Board of Directors for their approval for the coming year. Shall participate in at least one public/community project or program i.e., “Get out and Vote”, energy conservation, crime prevention, drug rehabilitation, the Homeless, during the year.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the Vice-President of Administration & Finance and the Board AE. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Determine at first of year, projects to undertake for community service. Shall designate and recommend to Board of Directors for their approval use of budgeted funds for year. Shall notify finance committee of any financial expenses projected for the year.

COMPOSITION: This committee shall consist of a Chairperson selected by the President, a Vice-Chairperson selected by the President Elect. The committee will be made up of eight (8) other members at large. Chairperson and Vice-Chair are to be selected from serving on the committee. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings.

TOY TROT/5K RUN

PURPOSE: To plan, implement and oversee 5K Fundraising event and raise funds to distribute equally between Walton and Barrow Counties for Christmas shopping for under privileged children.

RESPONSIBILITIES: This committee is totally responsible for organizing and assigning job responsibilities for a successful 5K event; Reporting the financial status and having a follow-up meeting after the event with recommendations for next year.

COMPOSITION: This committee shall consist of a Chairperson selected by the President, a Vice-Chairperson selected by the President Elect, one member of Finance Committee (or Trustee) plus eight (8) other members at large. Chairperson and Vice-Chair are to be selected from serving on the committee. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the President-Elect and Board A.E. A permanent record of all committee meetings is to be maintained at the Board office.

FINANCE COMMITTEE

PURPOSE: The function of this committee is to establish and review Board Operation policies and to provide liaison between the AE and the Board of Directors; review office policies and procedures and to review and approve staff job descriptions; to review and present the total administration and operations financial needs to the Board of Directors; to review and give recommendations for specific expenditures pertaining to the operation of the Board office not included in the budget and recommends association finances that will adequately support a well-rounded program of activities for members. Prepares the annual budget and considers any policies affecting the financial conditions of the Board. All actions of this committee require approval of the Board of Directors.

MEETINGS: Committee shall-prepare a budget for upcoming year to be presented for approval at the December Board of Directors Meeting. Minutes are to be taken at all meetings and a copy is to be given to the Treasurer and the Board AE. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Establish the budget. Consider any monetary request from each committee. Any financial transaction not in the budget must be referred to this committee for recommendation before the Board of Directors can make a final decision.

This committee is to recommend policy and procedures for the following:

- To review office space, facilities, and equipment necessary for efficient office operation and maintenance. Committee to oversee Building Maintenance along with the AE.
- To review all applicable insurance, including facility, contents, workman's comp, and errors and omissions.
- Within Budgetary guidelines, review and recommend salary for staff/employees.

COMPOSITION: (10 Members) - This committee shall consist of the Treasurer who shall serve as Chairperson, the Chair of Trustees who shall serve as Vice-Chairperson, President, President-Elect, 1st-Vice-President, Immediate Past President, and remaining four (4) Trustees.

FUNDRAISING COMMITTEES

GOLF COMMITTEE

PURPOSE: To plan, implement and oversee the Annual Golf Tournament. Committee is responsible for selling sponsorships and raising funds to meet the annual budget.

RESPONSIBILITIES: The Golf committee is totally responsible for organizing and assigning job responsibilities for a successful Golf Tournament; Reporting the financial status and having a follow-up meeting after the event with recommendations for next year.

COMPOSITION: This committee shall consist of a Chairperson selected by the President, a Vice-Chairperson selected by the President Elect, one member of Finance Committee (or Trustee) plus eight (8) other members at large. Chairperson and Vice-Chair are to be selected from serving on the committee. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the President-Elect and Board A.E. A permanent record of all committee meetings is to be maintained at the Board office.

RPAC FUNDRAISING COMMITTEE

PURPOSE: To plan, implement and oversee any RPAC Fundraising event and raise funds to achieve/exceed annual RPAC goal.

RESPONSIBILITIES: This committee is totally responsible for organizing and assigning job responsibilities for a successful RPAC event; Reporting the financial status and having a follow-up meeting after the event with recommendations for next year.

COMPOSITION: This committee shall consist of a Chairperson selected by the President, a Vice-Chairperson selected by the President Elect, one member of Finance Committee (or Trustee) plus eight (8) other members at large. Chairperson and Vice-Chair are to be selected from serving on the committee. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the President-Elect and Board A.E. A permanent record of all committee meetings is to be maintained at the Board office.

SECOND FUNDRAISER

PURPOSE: To hold a second fundraising event for the Board, if Board of Directors and/or Finance Committee deems necessary. Meetings will be held as needed to organize the event.

RESPONSIBILITIES: Will include scheduling, organizing, selling tickets, and obtaining sponsors for the event.

COMPOSITION: This committee shall consist of a Chairperson selected by the President, a Vice-Chairperson selected by the President Elect, one member of Finance Committee (or Trustee) plus eight (8) other members at large. Chairperson and Vice-Chair are to be selected from serving on the committee. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the President-Elect and Board A. E. A permanent record of all committee meetings is to be maintained at the Board office.

GOVERNMENTAL AFFAIRS COMMITTEE

PURPOSE: Reviews and must be acquainted with any and all legislation (local, state, national) that affects real estate. Educates members on legislative activity, increases political awareness, serves the local, state and national governments through analysis and suggested action in important legislation. At least one member attends GAR State & Local Governmental Affairs Committee weekly meeting while the legislature is in session. Monitors new laws affecting the real estate business, motivates board members to work in political areas, represents the WBBOR in all city and county government meetings, and increases our awareness of the substantial impact we can create as individuals and REALTORS® on the political system. Promote The REALTORS® Political Action Committee, which is organized and operated primarily for the purpose of collecting contributions to support political issues and candidates for state and local political office in the State of Georgia. It is a voluntary, non-profit, unincorporated committee of individual REALTORS and others, and is not affiliated with any political party.

RESPONSIBILITIES: Attend State, County & City meetings and keep Board informed of any changes that affect real estate business. Encourage 100% member participation in RPAC contributions. Educate membership on why they should contribute to GARPAC and how contributions are used. Promotes and recognizes different levels of participation in GARPAC. Promotes involvement in fundraising activities to benefit RPAC.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the Vice-President of Governmental Affairs and Board A.E. A permanent record of all committee meetings is to be maintained at the Board office.

COMPOSITION: This committee shall consist of a Chairperson and Vice-Chairperson selected by the President-Elect, with the approval of the Board of Directors. The President shall be an ex-officio member of committee and shall be notified of all committee meetings.

MEMBERSHIP COMMITTEE

PURPOSE: The function of this committee is to encourage qualified persons to attain membership status; to propose methods, consistent with the Bylaws, to aid in developing and conserving membership. Promotes proper use of the REALTOR® Service mark of the National Association; assists and educates members and the public in the proper use of the service marks.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the Treasurer and Board AE to be presented to the Board of Directors. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: This committee shall:

- Prepare and disseminate promotional materials to stimulate membership.
- Prepare monthly reports reflecting membership status.
- Develop and propose policy concerning the billing and collection of membership dues and prescribed late charges in accordance with the Board's Bylaws.
- Review membership applications for new members and make recommendations to the Board of Directors regarding approval for membership.
- Develop, update and distribute membership package of benefits.
- Have an annual Membership Drive to recruit new REALTOR® and Affiliate Members.
- Shall perform a membership audit between July 15 and September 1 comparing member office rosters, Board membership roster and the GREC report.
- Shall be responsible for comparing Orientation attendance with newly approved membership to make sure new members comply with Orientation attendance.

COMPOSITION: (7 Members) This committee shall consist of a Chairperson selected by the President, a Vice-Chairperson selected by the President Elect. The committee will be made up of five (5) other members at large. Chairperson and Vice-Chair are to be selected from serving on the committee. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings.

NOMINATING COMMITTEE

PURPOSE: At least two (2) months before the annual election, a nominating committee of 6 Realtor members shall be appointed by the President with the approval of the Board of Directors. The Nominating Committee shall be responsible for annually selecting qualified candidates for Board Officers and for the positions to be filled on the Board of Directors and shall present slate of nominees to Board of Directors for approval. The positions to be nominated are President-Elect, 1st Vice-President, Treasurer, six (6) Local Directors and the number of State Directors permitted by GAR Bylaws (based on Board membership on July 31 of preceding year). In addition to the elected Directors, the Immediate Past President shall serve as a Local Director and the President shall serve as a State Director by virtue of his/her office during the term of his/her presidency. The current President-Elect shall succeed to the office of the President. The approved slate of Officers & Directors are to be presented to the general membership for approval at the Annual membership meeting usually held in August.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the President and the Board A. E. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Prepare a slate of Officers & Directors to enhance the Board's image and productivity; Obtains commitments from nominees; Conducts election process as established in the By-Laws/ Policy & Procedures. This committee shall also give written notice to all nominated Officers and Directors delegating their duties and responsibilities prior to the election.

COMPOSITION: (6 Members) This committee shall consist of a minimum of six members as follows: The Past President two years out shall serve as Chairperson and the most Immediate Past President shall serve as Vice-Chairperson. The current President-Elect shall select two appointees for two year terms and the current President's two appointees from last year shall serve last year of their two year term.

ELECTION COMMITTEE

The President, with the approval of the Board of Directors, shall appoint an election committee of three (3) REALTOR® members to conduct the election. Members of the Election Committee cannot be members of the nominating committee.

The election shall take place at the annual meeting or where permitted by law, electronically. In case of a tie vote, the issue shall be determined by lot.

PROFESSIONAL DEVELOPMENT COMMITTEE

PURPOSE: Promotes regular attendance at general membership meetings; promotes awareness of the solid educational background needed for real estate sales; provides local educational programs with quality instructors for credited continuing educational hours; plans and facilitates at least four (4) three hour CE classes; plans and facilitates a minimum of two (2) scheduled orientation classes, including one required ethics class a year to the entire membership; plans and facilitates a Fair Housing/Cultural Diversity class to be held during the month of April. Develop and recommend policy promoting equal opportunity in housing and diversity within the real estate industry. Encourage members to adopt, in letter and in spirit, the Code for Equal Opportunity in Housing and Employment, as adopted by the National Association of REALTORS®, and any subsequent amendments thereto, wherein REALTORS® pledge to offer equal professional service and opportunity to all people without regard to race, color, religion, sex, handicap, familial status, or country or national origin. Promotes and supports the state's GRI programs, promotes and supports all NAR approved designations. Inform and encourage all Board members to attend the GRI educational classes offered each year. The committee also informs all members of existing scholarships available at our local Board and also at the state level. Committee has the responsibility of getting applications to members, receiving application by deadlines, following guidelines and awarding scholarships subject to availability of funds.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the 1st Vice-President and the Board A. E. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Schedule and facilitate Continuing Education Classes and Ethics Class; Book speakers and make arrangements for facilities for classes to be held; send out notices, take reservations, plan refreshments. Encourage fair housing cultural diversity education programs for the membership. Encourage REALTORS® to use the Equal Housing Logo, Stickers & Posters. Work to identify the concerns and needs of minority members and to assist in the development of actions to address those concerns and needs. Make arrangements for Orientation classes, speakers & notices. Notify members of local and state scholarships. Making sure applications are available to members. Solicit applications for State Scholarships.

COMPOSITION: (7 Members) This committee shall consist of a Chairperson selected by the President, a Vice-Chairperson selected by the President Elect. The committee will be made up of five (5) other members at large. Chairperson and Vice-Chair are to be selected from serving on the committee. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings.

SPECIAL RECOGNITION/AWARDS COMMITTEE

PURPOSE: This committee establishes criteria and presents the various Board awards. Anyone serving as President during time of consideration for any award shall not be considered for that award. Committee selects nominees for GAR REALTOR® of the Year and GAR Good Neighbor Award, with the approval of the Board of Directors. Committee also will send in applications to NAR for Emeritus members that meet the NAR qualifications.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the President and the Board AE to be presented to the Board of Directors. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Send nomination forms to all members with criteria for each award prior to Oct. 31st. Review all nominations and select award recipients. Order awards and present at Holiday Social or scheduled awards meeting. Everything discussed and decided is to remain confidential within the committee. Submit publicity to media within two weeks of presenting award. Board will be responsible for purchasing ads in the Walton & Barrow newspapers and will notify Budget & Finance Committee of any financial impact on budget.

COMPOSITION: (9 Members) This committee shall consist of the following members, who are able and willing to serve: The last three (3) REALTOR®'s of the Year, Immediate Past President, Last year Humanitarian/Silver Box recipient and Four (4) Appointees serving two (2) year staggered terms, for a total of nine members. The Appointees will be chosen by the President. The Chairperson and Vice-Chairperson will be selected from these members. If a past REALTOR® of the Year is also a member of the committee by virtue of being the Immediate Past President or is unable to serve on the committee, the next past REALTOR® of the Year, able and willing to serve will be selected.

SPECIAL EVENTS COMMITTEES

CIRCLE OF EXCELLENCE COMMITTEE

PURPOSE: To plan, implement and oversee the annual Circle of Excellence Awards presentation meeting. To determine if all applicants have met the criteria established by the Board of Directors of the Walton-Barrow Board of REALTORS® for the Circle of Excellence. The Circle of Excellence Committee shall be authorized to set an application fee, with approval of the Board of Directors, prior to asking for applications for membership in the Circle of Excellence.

MEETINGS: Committee has to meet within 5 business days after the application deadline to check applications. Any errors have to be corrected within 3 business days with no addition of sales/leases to the application. Minutes are to be taken at all meetings and a copy is to be given to the President-Elect and Board A. E. A permanent record of all committee meetings is to be maintained at the Board office.

RESPONSIBILITIES: Review the rules for admission for possible revision of rules and set fees at the beginning of the year and submit to Board of Directors for approval before submitting to all brokers. Notify members of deadlines for application. Review applications verifying the satisfaction of the requirements for membership in the COE in accordance with the current rules for admission. Collect fees and order awards, coordinate with local newspapers to submit names and/or photos for publication within two weeks of presentation of awards. This sub-committee shall notify the Administration & Finance Committee of any budgetary impact.

COMPOSITION: This committee shall consist of a Chairperson selected by the President, a Vice-Chairperson selected by the President Elect. The committee will be made up of five (5) other members at large. All members of the subcommittee have to be past Circle of Excellence Award Recipients. Chairperson and Vice-Chair are to be selected from serving on the committee. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings.

HOLIDAY SOCIAL COMMITTEE

PURPOSE: is to plan, implement and oversee the annual Holiday Social.

RESPONSIBILITIES: The Holiday Social committee is totally responsible for organizing, raising money and carrying out the annual Christmas Party.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the President-Elect and Board AE to be presented to Board of Directors. A permanent record of all committee meetings is to be maintained at the Board office.

COMPOSITION: Members (8) This committee shall consist of a Chairperson selected by the President, a Vice-Chairperson selected by the President Elect. The committee will be made up of five (5) other members at large. Plus at least one Trustee or member of Finance Committee. Chairperson and Vice-Chair are to be selected from serving on the committee. The President shall be an ex-officio member of this committee and shall be notified of all committee meetings

SPONSORSHIP COMMITTEE

PURPOSE: To raise yearly funds to offset revenue by offering sponsorship opportunities to Affiliates.

RESPONSIBILITIES: Plans all membership meetings and obtains sponsorships for membership meetings. Committee must provide one political speaker discussing local, state or national political legislative or school board affairs at one membership meeting. Obtain commitments for Sponsors & Speakers by December of preceding year. Send letters verifying time, date, location, topic, time limit on speech, at first of year and two weeks prior to meeting. Purchases gifts for speakers. Thank you letters are to be sent after meeting. Also serves as host/hostess to Sponsors and Speakers. Committee assists President as needed with program. Committee is responsible for providing media coverage of Board events, including taking pictures and writing articles for newspaper and Georgia REALTOR® magazine.

MEETINGS: Minutes are to be taken at all meetings and a copy is to be given to the President-Elect and Board A. E. A permanent record of all committee meetings is to be maintained at the Board office.

COMPOSITION: This committee shall consist of: President-Elect shall serve as Chairperson, 1st Vice-President shall serve as Vice-Chair, Treasurer, Chair of Golf, Chair of RPAC Fundraising, Chair of Circle of Excellence, Chair of Second Fundraiser, Chair of Holiday Social and three (3) additional appointees. The President shall be an ex-officio member of committee and shall be notified of all committee meetings.

STRATEGIC PLANNING COMMITTEE

PURPOSE: The Strategic Planning Committee shall assist the Walton Barrow Board of REALTORS® in taking strategic long-term perspective about its larger environment, how it serves its members, and the role it should play within the real estate industry.

RESPONSIBILITIES:

1. Shall strive to achieve a continued adherence to and implementation to the Walton Barrow Board of REALTORS® Strategic Plan to achieve its Vision and Core Values. Shall work with the leadership team to perpetuate a culture within the association, its Committees and its Membership surrounding the Strategic Plan.
2. Shall assess the Walton Barrow Board of REALTORS® larger environment from the perspectives of its members and other key "stakeholders" (i.e., those organizations and groups which impact, and are impacted by, the Walton Barrow Board of REALTORS®)
3. Shall create a formal process for discussing and agreeing about the implications of this assessment among a broad cross-section of Walton Barrow Board of REALTORS® leadership
4. Shall define the most critical strategic issues and the responses to those issues covered by the strategic plan.
5. Shall confine its activities to its specific purpose(s) as defined in the Policies and Procedures as outlined in the purpose and duties & responsibilities.

MEETINGS: The Committee shall participate in a facilitated retreat in each odd numbered year (2025, 2027, 2029...). Any requests for funds are to be channeled through the Finance Committee for inclusion in its report to the Board of Directors as to the budgeting impact of such funds requests.

COMPOSITION: (13 Members) President, President-Elect, Immediate Past President, First Vice President, Treasurer, one Trustee, two Past WBBOR Presidents and five (5) At-Large members
Restrictions: The five At-Large appointments may not be Past WBBOR Presidents or Trustees and no more than two (2) from same company. The President shall select one of the At-Large Members to serve as Chair; President-Elect shall select one of the At-Large Members to serve as Vice-Chair.

