

## **SAGINAW BOARD OF REALTORS COMMITTEE REQUEST FORM**

1. **BYLAW** – The Board Bylaws, from time to time, must be amended to keep current and appropriate for membership. The function of this committee is to review the Bylaws, to suggest proposed amendments and to review suggestions from members pertaining to the Bylaws. They also draft specific wording for changes to the Board of Directors.
2. **FORMS** – In cooperation and conjunction with MAR and Legal Counsel, the committee reviews the forms used by members in the conduct of their business to suggest wording and layout consistent with the best interests of the public and the industry. Make recommendations for adding new forms as needed.
3. **MEMBERSHIP SERVICES** – To foster a spirit of fellowship within the REALTOR community, and to provide opportunities for networking. To acknowledge members' achievements and contributions in areas of education, board and community involvement. To encourage support and contributions for the REALTORS Political Action Committee by providing information and education to members and coordinate fund raising events.
4. **FINANCE** – Purpose is to provide financial advice and recommendations to the BOD concerning current and future Board operations and planning. Tasks include insuring that the non-cash assets of the Board are safeguarded, when requested by the BOD, to provide financial data and/or recommendations on special projects and other major expenditures, to call to the attention of the BOD any trends which indicate that expenditures may exceed budgeted levels.
5. **GRIEVANCE**– Purpose is to receive ethics complaints and arbitration requests to determine if, taken as true on their face value, a hearing is warranted. The committee shall follow the procedures as set forth in the NAR Professional Standards Code of Ethics and Arbitration Manual. Each member shall attend a MAR sponsored Professional Standards workshop yearly. Three year REALTOR membership required.
6. **PROFESSIONAL STANDARDS** – Responsible for hearings on matters of alleged unethical conduct by Board members or to provide arbitration as requested. The committee shall conduct its activities according to the provisions of the Code of Ethics and Arbitration Manual of NAR and the Bylaws of the Board. Each member shall attend a MAR sponsored Professional Standards workshop yearly. Three year REALTOR membership is required.
7. **MULTIPLE LISTING SERVICE (MLS)** – Purpose is to supervise and operate the MLS and to review and make recommendations for amendments to the MLS Rules and Regulations as required to maintain competitive in our industry.
8. **EQUAL OPPORTUNITY IN HOUSING/COMMUNITY OUTREACH** – This committee is to develop and promote fair and equal housing within the Board's jurisdiction. Review and recommend programs of interest and value to the membership as they pertain to fair housing laws. Inform membership of information received from NAR. In charge of the annual Coloring Contest. To undertake volunteer efforts for the betterment of our community. Tasks have included blanket drives, house beautification project.

9. **EDUCATION/PROFESSIONAL DEVELOPMENT** – Shall foster a higher standard of Professional competence and ethics among members by providing educational programs on all subjects of interest to the members. Tasks include coordinating the professional development programs for the Board members, providing and reviewing participant evaluations for each program, educating members on any changes to the MLS or to any standard forms, and monitoring and overseeing new member orientation.
  
10. **AFFILIATES** – Made up of Saginaw Board of REALTORS affiliate members. This is a brand new committee. The committee will create articles for the “affiliate’s corner” in the board bulletin, help with special events, help with a membership directory and more. *Affiliate members only.*
  
11. **REAL ESTATE GUIDE** – This committee is responsible for the publication of the R.E. Guide for the purpose of improving the visibility and value of the REALTOR members. Also, to create policy, recommend rates, and investigate inquiries by agents of alleged improperly done ads.

Due to the popularity of certain committees, all requests cannot be honored. Membership on committees is determined by appointment of the President and confirmation by the Board of Directors, based upon interest expressed by the individual member. You will be informed of your appointment before the end of the year.

Please fill out the request form and mail, fax or drop off at the Board Office.

Saginaw Board of REALTORS  
 7075 Gratiot Rd. Suite 4  
 Saginaw, MI 48609  
 Fax # (989)781-2066

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REQUEST FORM- Please print

**I understand that after three unexcused absences within a year, I voluntarily revoke my committee membership. After my term is done I can request to serve on another committee and I can serve on more than one committee at a time.**

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

COMMITTEE CHOICES: 1<sup>ST</sup> CHOICE \_\_\_\_\_

2<sup>ND</sup> CHOICE \_\_\_\_\_

3<sup>RD</sup> CHOICE \_\_\_\_\_