



2012 Organizational Structure Committees and Descriptions

BOARD GROUPS

I. Governance

- Bylaws & Policy
- Nominating & Awards
- Strategic Planning

II. Internal Relations

Central focal point for monitoring the health of our organization from all aspects. This also serves as a source for feedback loop for planning, and developing organizational issues and operational priorities.

- Budget and Finance
- Forms
- Leadership Alumni Association
- *Leadership*NVAR Trustees
- Legal Action Fund
- Professional Development
- Professional Standards
- Technology

III. External Relations

Focusing on our need to work with others to achieve our goals.

- APPR PAC
- Legislative
- NV RPAC
- Public Relations and Communications
- REALTORS[®] of Nevada Protection Trust

GOVERNANCE

Members

NVAR President, Chairman
NVAR President Elect
NVAR Treasurer
NVAR Immediate Past President
GLVAR President
RSAR President
SNAR President
ECAR President
IVBR President
NVAR CEO

Roles & Responsibilities Summary

Board governance, organizational performance, board agenda
CEO performance

Committees

Bylaws & Policy
Nominating & Awards
Strategic Planning
Task Force or PAG (Presidential Advisory Group)

Staff

CEO
Executive Assistant
NVAR General Counsel
COO (Strategic Planning only)

Purpose

The Governance Committee, consisting of the President, President-Elect, Treasurer, Past President and the CEO, is basically responsible for the effective function of the Nevada Association of REALTORS®, its Board of Directors and the CEO working relationship. Being accountable for the following duties:

- overseeing the functioning of the full board, which involves directing and coordinating the work of the other committees, keeping the board leadership mission updated, setting board member performance standards, monitoring board member performance and setting the board meeting agenda
- developing and keeping an updated profile of qualified committee member attributes and qualifications, and fashioning and executing strategies to ensure that qualified candidates are appointed to fill state committees

- developing and overseeing execution of a formal board member capacity building program, including such elements as orientation of new members, and continued education and training
- ensuring that the CEO position is updated as necessary to reflect changing NVAR needs, priorities and circumstances
- annual negotiating CEO performance targets and annual or semiannually evaluating progress in achieving these targets

Duties/Scope

Bylaws & Policies (1 year term)

Provide review and oversight of NVAR Bylaws and Policies.

Nominating & Awards (1 year term)

Centrally manage member recognition, process candidates for state elected offices and endorse pertinent state appointees.

Strategic Planning (1 year term)

- Annually review and develop strategic planning.
- Identify long-term goals for NVAR.
- Direct appropriate research needs and assessment.

INTERNAL RELATIONS

Members

Each committee will be selected by Presidential appointment. Appointees are given consideration based on their personal request, local President and EO recommendations or Executive Officer recommendation.

Committees

Budget and Finance
Forms
Leadership Alumni Association (LAA)
*Leadership*NVAR Trustees
Legal Action Fund
Professional Development
Professional Standards
Technology

Meeting Schedule

Meetings as determined by each committee at their first meeting or at the direction of each committee chairman.

Staff

CEO
CFO (Budget & Finance)
NVAR General Counsel (Forms, Legal Action Fund, Professional Standards)
COO (Leadership Alumni Association, *Leadership*NVAR Trustees, Professional Development and/or Technology)
Communications Director (Leadership Alumni Association, *Leadership*NVAR Trustees, Professional Development and/or Technology)

Purpose

This board group creates a continuous flow of ideas and issues being incorporated into our programs, services, events and strategy. Members are visionary leaders who have their finger on the pulse of real estate issues, those who want to influence the direction of the association to meet member needs. The planning group is accountable for developing and leading the board's participation in all NVAR planning, including annual budget preparation

- detailed design of the NVAR planning and budget development cycle and on the annual planning calendar, and ensuring that the board participates fully and proactively in the planning process
- overseeing preparation for, and hosting, the annual strategic work session
- recommending to the full board the strategic issues that will be added annually to NVAR's strategic plan, updated values, vision, and mission statements; operation planning priorities, the annual budget; and other strategic and policy-level product that merit board attention
- ensuring, as part of the annual operational planning and budget preparation process, that all program plans include both financial and programmatic performance targets that the performance oversight committee can use in monitoring NVAR program, services, event, and financial performance
- creating strategies and plans for non-board volunteer involvement in NVAR planning, program development and operations

Duties/Scope

Budget & Finance (2 year term)

- Review and monitor budgets, investment portfolio, programs, events, service levels and financial reports of NVAR.
- Make recommendations to Governance and the Board of Directors, based on the Association's performance, on a 3-year rolling cycle.
- Manage NVAR investments pursuant to the guidelines established by the Board of Directors in NVAR Investment Policies.
- Perform other duties as identified in NVAR Policies.

Forms (1 year term)

Develop standard forms for use by Members.

Leadership Alumni Association (LAA) (3 year term)

The *Leadership*NVAR Alumni Association provides ongoing professional development training and leadership opportunities to all graduated Alumni of the Nevada Association of Realtors® *Leadership*NVAR program. The LAA may also identify and recruit candidates for the program.

LeadershipNVAR Trustees (3 year term)

- Oversee the NVAR Leadership program pursuant to the guidelines approved by the Board of Directors.
- Coordinate with NVAR Leadership Alumni Association, a wholly-owned, for-profit subsidiary of NVAR.

Legal Action Fund (3 year term)

Administer the Legal Action fund pursuant to the guidelines adopted by the Board of Directors in the Legal Action Fund Statement of Organization and Procedure.

Professional Development (1 year term)

- Develop, update and administer the Graduate REALTOR® Institute (GRI) program and other educational programs.
- Recommend programs and services to meet the needs of our members
- Perform other duties as may be identified in the NVAR Policies.

Professional Standards (2 year term)

- Serve as the Professional Standards hearing panel for Members-at-large.
- Serve as a referral Professional Standards hearing panel for local associations pursuant to the NAR guidelines as laid out herein and in the Code of Ethics and Arbitration Manual.
- Serve as clearing house for professional standards education and information dissemination.
- Operated under the guidelines and mandates of NAR and NVAR's Bylaws and Policies. Should those Bylaws and NVAR Policies be in conflict with NAR, NAR's rules and interpretations shall control.

Technology (1 year term)

Review, evaluate and recommend approaches and/or alternatives that enable Members to operate effectively and remain competitive while keeping focus on supporting and protecting the public.

EXTERNAL RELATIONS

Members

Each committee will be selected by Presidential appointment, with the exception of NV RPAC, PSF and RNPT. Appointees are given consideration based on their personal request, local President and EO recommendations or Executive Officer recommendation.

Committees

Alliance for Property Protection Rights Political Action Committee (APPRPAC)
Legislative
Nevada REALTORS® Political Action Committee (NV RPAC)
Public Relations & Communications
REALTORS® of Nevada Protection Trust (RNPT)

Meeting Schedule

Meetings as determined by each committee at their first meeting or at the direction of each committee chairman.

Purpose

External Relations Group is responsible for maintaining effective relations with NVAR's various constituencies and for ensuring that volunteer involvement in NVAR is highly productive and satisfying, by

- Overseeing the implementation of NVAR strategies for image building and public relations
- Ensuring that strategies for maintaining close, positive relationships with key external stakeholders are fashioned and implemented
- Overseeing the implementation of legislative relations policies and strategies

Staff

CEO
Lobbyist
Government Affairs Staff
Government Affairs Assistant
NVAR General Counsel
COO (Public Relations & Communications)
Communications Director (Public Relations & Communications)

Duties/Scope

APPR PAC

Make independent expenditures to support issues promoting and candidates who believe in the free enterprise system and the protection of property rights.

Legislative (2 year term)

- Develop and maintain an ongoing program of legislative awareness.
- Communicate legislative concerns to the membership and government officials.
- Develop NVAR's legislative program for recommendation to the Board of Directors, and carry out the program as approved.
- Formulate legislative programs, policies and procedures in concert with NVAR's Government Affairs Director.

Public Relations and Communications (1 year term)

- Coordinate statewide on public relations issues and communicate the REALTOR® message in all forms of media.
- Coordinate, communicate and implement public relations efforts to enhance the image of the REALTOR® within the association and community at large.

REALTORS® of Nevada Protection Trust

- Review and approve funding requests as follows:
 - Issues affecting the membership or private property in Nevada
 - Issues affecting the membership or private properties at local level
 - Issues affecting the membership or private property at the federal level
 - Pursue funds available at the National Association of REALTORS® as needed
 - Programs and issues critical to educating and protecting our members' right to do business
- Review any additional state or federal issues, programs and services in the Government Affairs arena and fund as necessary