

CARPET CAPITAL ASSOCIATION OF REALTORS® COMMITTEE DESCRIPTIONS

- **AWARDS** – The purpose of this committee shall be to review and maintain the high caliber criteria established for all awards approved by the Board of Directors. The committee shall consist of qualified representatives from each office that wishes to participate. The committee shall also be responsible for selections of gifts and/or awards. A minimum of two representatives from each office may serve on the committee. Criteria for qualification to serve as a member of the Awards Committee shall be as follows; must have been a REALTOR® for a minimum of 5 years, contributes to RPAC annually, served previously on committees, active in Association including attendance at Membership Luncheons.

- **COMMERCIAL COUNCIL/PLANNING AND ZONING** – The purpose of this committee is to identify and analyze emerging legislative and regulatory issues that impact commercial real estate; monitor and analyze current and prospective housing issues affecting federal multifamily housing programs and recommends appropriate policy; to develop, communicate, and advocate public policy which benefits the business interest of our commercial members while protecting and enhancing the right to own, use and transfer real property. This Committee keeps abreast of local planning and zoning activities to help determine changes and how they will affect REALTORS® and private property owners. Further, this committee educates REALTORS® and the public regarding any planning and/or zoning issues, working with local officials to ensure that proposed changes are not unfavorable.

- **COMMUNITY SERVICE** – The purpose of this committee is to coordinate and encourage participation by as many as possible to be of service in the community to upgrade the quality of life. The committee shall be responsible to implement a minimum of three projects to benefit the community with at least one being entirely organized by REALTORS®.

- **CONSTITUTION & BYLAWS** – The purpose of this committee shall be to review the Board By-Laws at least once annually and to be familiar with the NAR and GAR By-Laws.

- **EDUCATION** – The Education Committee plans, coordinates, and promotes all education programs of the Association providing maximum exposure and attendance at each educational offering. This includes new member Orientation, continuing education courses, and those classes offered through the Carpet Capital Association of REALTORS® School including independent study.

- **HISTORY** – The purpose of this committee is to keep an orderly history of the Association including photos. The committee also maintains the Hall of Fame wall at the CCAR office.

- **MEMBERSHIP AND ATTENDANCE** – The Membership and Attendance Committee solicits desirable applicants for membership in the Association, and reviews and approves all potential applicants. When Carpet Capital Association of REALTORS® functions are held, it is this committee's responsibility to monitor attendance and coordinate with restaurants and/or appropriate facility management.

- **EQUAL OPPORTUNITY/CULTURAL DIVERSITY** – The purpose of this committee is to help discover and learn about the different cultures and possible opportunities we have to increase diversity within the real estate profession. The committee also encourages fair housing, through education and helps to identify concerns and assist in the development of action to address those concerns and needs.

□ NOMINATING COMMITTEE – The Nominating Committee shall consist of at least five (5) REALTOR® members and shall be appointed by the President and chaired by the immediate Past President of the Association with approval by the Board of Directors. The purpose of the committee is to select one candidate for each office and one candidate for each place to be filled on the Board of Directors. The Nominating Committee shall submit the slate of candidates at the annual meeting for election by ballot and all votes must be cast in person. (See CCAR By-Laws for governing rules.)

□ PROGRAM – The Program Committee arranges and coordinates programs for the Association luncheon meetings held monthly from September through May. It has responsibility for contacting speakers, arranging introductions, and sending appropriate letters of appreciation.

□ PUBLIC RELATIONS – The purpose of this committee shall be to promote the best interest of the Board of REALTORS® to its various publics and to act as the voice of the Board in disseminating the position of the Board to its various publics.

□ REALTORS® POLITICAL ACTION (RPAC) & LEGISLATIVE– The REALTORS® Political Action Committee coordinates and encourages members' contributions to RPAC. This committee holds appropriate fund-raising events in order to meet/exceed the suggested Georgia Association of REALTORS® goal. This Committee also keeps the CCAR membership informed regarding changes in federal, state, and local laws affecting the real estate industry and/or private property owners. When the Georgia General Assembly is in session, members attend the weekly Georgia Association of REALTORS® meetings in Atlanta or via video conference at the CCAR office.

□ STRATEGIC PLANNING – The purpose of this committee shall include assessment of the Association's larger environment from the perspectives of its members and other key "stakeholders" (i.e., those organizations and groups which impact are impacted by the Association). The committee shall create a formal process for discussing and agreeing about the implications of this assessment among a broad cross section of the Carpet Capital Association of REALTORS® leadership. (This committee is predetermined by CCAR Policy & Procedures and is not open to membership.)

□ TECHNOLOGY COMMITTEE – Description to be determined.