



# 2023 LEADERSHIP HANDBOOK

Committee Rosters and Work Plans,  
and Policies for Volunteers

Updated 1.12.23

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# Purpose and Governing Documents

Everything done by Boise Regional REALTORS® should be in support of our vision, mission, and value proposition:

## **VISION** (why)

Real estate success through ethics, professionalism, and connections.

## **MISSION** (how)

Bringing resources to the real estate community.

## **VALUE PROPOSITION** (what)

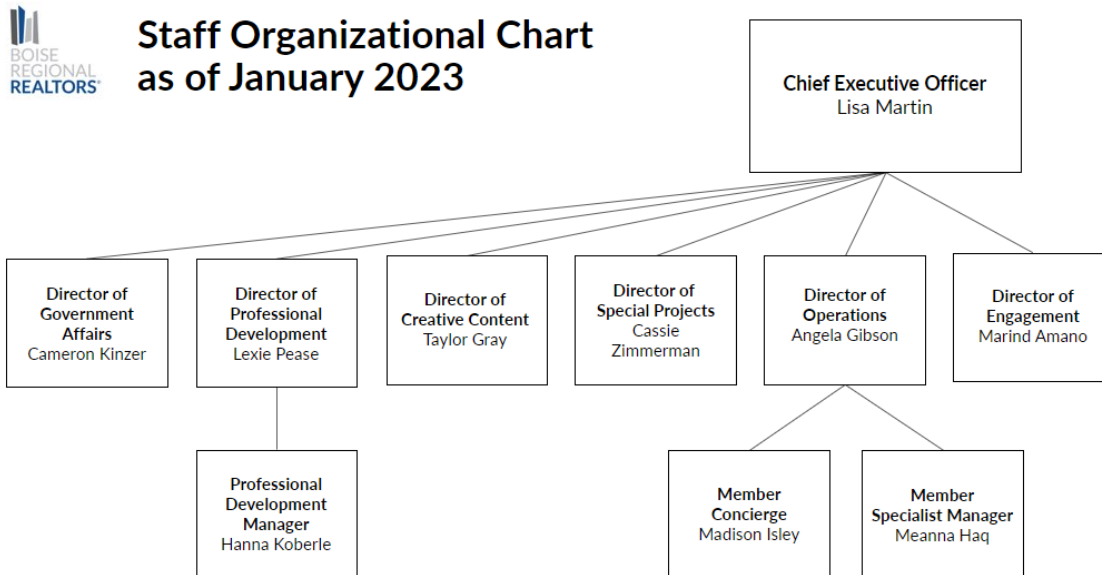
Advocate. Educate. Connect.

From these foundational ideas, governing documents have been created to guide staff and volunteer leaders in their actions and decision-making, and to help them whether new ideas or initiatives are in alignment with our vision, mission, and value proposition, and strategic or financial capabilities:

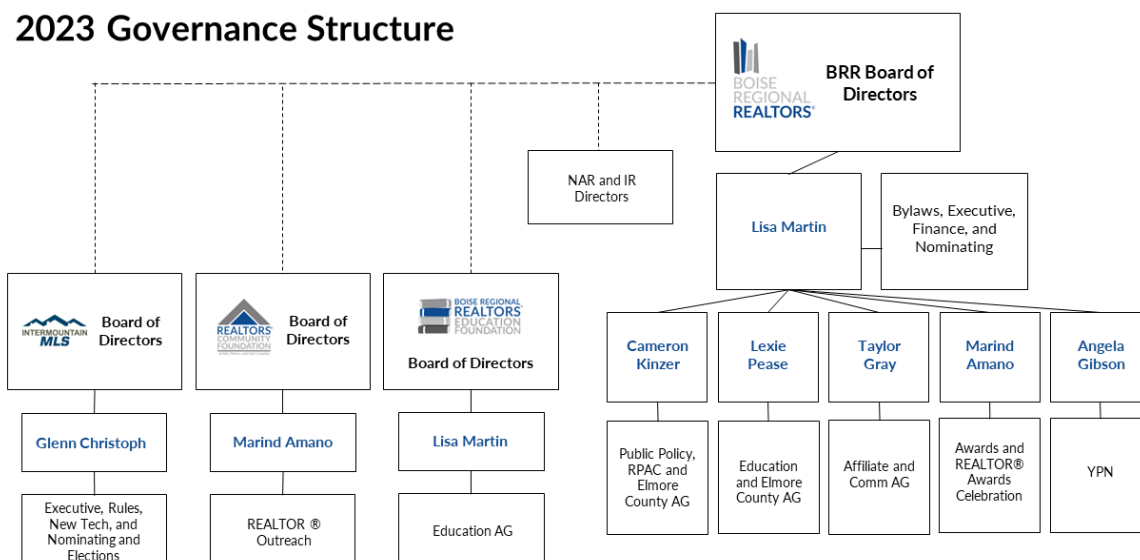
- [Association Bylaws](#) and Policy Manual
- [Strategic Plan](#) and an annual budget to fund those initiatives
- Committee Work Plans as found in this handbook, based on the strategic plan

# Governance Structure

The Board of Directors, as elected by the BRR membership, sets the strategic direction for the entire organization, which is then executed by the various committees based on their work plans. Below is the general governance structure, showing the staff liaisons for each committee, as well as the relationships to the IMLS and Foundation Boards, and members serving on the Idaho REALTORS® and National Association of REALTORS® boards...



## 2023 Governance Structure



# 2023 Calendar of Events

Dates may change throughout the year. Provided for general planning purposes only. Please watch for updates throughout the year via email or on [boirealtors.com](http://boirealtors.com).

Q1	Q2	Q3	Q4
<p><b>Focus:</b> Leadership Orientation, Production Awards, and REALTOR® Awards Celebration</p>	<p><b>Focus:</b> Call for Volunteers, YPN Foundation Fundraiser</p>	<p><b>Focus:</b> Housing Summits, PPC Candidate Interviews, Member Expo, Give Back Golf Tournament and Membership Renewals</p>	<p><b>Focus:</b> Committee Appointments and Installation</p>
<p>Jan 19 – BRR Local Leadership Orientation</p> <p>Jan 20 – Production Award Application and Individual Award Nomination Deadline</p> <p>Feb 2 – IR Day at the Capitol, Legislative Reception, and Leadership Summit</p> <p>Feb 9- YPN Mix &amp; Mingle</p> <p>Feb 15-17 – NAR Region 12 Meetings</p> <p>Mar 1-4 – NAR President’s Circle Conference</p> <p>Mar 10 – BRR REALTOR® Awards Celebration</p> <p>Mar 17-20 – NAR Association Executives Institute</p>	<p>Apr – BRR Open House</p> <p>Apr – YPN Meet the Board Mixer</p> <p>Apr – Fair Housing Month</p> <p>May TBD – YPN Foundation Fundraiser</p> <p>May 6-11 – NAR Legislative Meetings</p> <p>May TBD – Call for Directors and Committees</p> <p>Jun – Homeownership Month</p> <p>Jun TBD- Paint the Town</p> <p>Jun 3-11 –REALTORS® are Good Neighbors Volunteer Days</p>	<p>July TBD – Ada, Elmore, and Gem County Housing Summits</p> <p>August 14-15 – NAR Leadership Week in Chicago</p> <p>August 16-17 – NAR YPN Leadership Week in Chicago</p> <p>TBD – NAR C5 Summit</p> <p>Sep – REALTOR® Safety Month</p> <p>Sep 7 – BRR Member Expo</p> <p>Sep 7 - YPN Mixer following Member Expo</p> <p>Sept 25 – Foundation Give Back Golf Tournament</p>	<p>Oct 10-13 – IR Convention</p> <p>Oct TBD – YPN Foundation Fundraiser</p> <p>Nov – Designation Awareness Month</p> <p>Nov TBD Rake up Boise</p> <p>Nov 12-17 – NAR Annual Conference &amp; Expo</p> <p>Nov TBD – Committee Appointments Made</p> <p>Dec TBD – Committee Appointments Announced</p> <p>Dec TBD – BRR Installation of 2023 Officers and Directors</p> <p>Dec TBD- Elmore County Holiday Party</p> <p>Dec TBD- Foundation Check Presentation</p>

# Boise Regional REALTORS®

## Board of Directors



**Purpose:** The governing body of the association.

### **Committee Policies, Rules, Guidelines, etc.:**

- A quorum of the Board of Directors shall consist of not less than seven (7) voting Directors.
- All Board meetings are open to Members in good standing, except during executive sessions.

### **Responsibilities:**

- Approve new member applications and file monthly financial reports.
- Guide the association in accordance with the Strategic Plan and annual budget.
- Oversee the work of committees, task forces, etc., as outlined in the Strategic Plan.
- Oversee bylaws and administrative policies and procedures, formulating policy as needed.
- Direct the association's investments per recommendations of the Treasurer, Finance Committee, accountant, and financial advisor.
- Sign and abide by the Director's Code of Ethics and Conflict of Interest forms, annually.
- Approve the tax return and audit and establish dues and fees for services annually.
- Approve local, state, and national Director Candidates ahead of elections annually.
- Annually review and update the association's strategic plan annually.
- Approve candidates and issue endorsements annually.
- Approve select committee chairs and vice chairs annually.
- Approve an annual budget and any deviations from that budget.
- Appoint Foundation and IMLS Directors for BRR allocated seats annually.
- Elect someone to fill an unexpired term of a director in case of a vacancy.
- Hire and/or terminate the association's Chief Executive Officer, if necessary.
- Authorize association affiliations with other organizations.
- Responsible for making all decisions not otherwise delegable to a committee or staff person.
- Other duties as directed by the President or membership.
- Also serves as the governing body of the REALTORS® Education Foundation.

### **Key Dates:**

- Board Meetings (scheduled on the third Thursday of each month from 9:00-11:00 a.m., unless otherwise noted, and may be cancelled if there are not enough action items): January 29, February 16, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 9 (*second Thurs*), and December 14 (*second Thurs*).
- Education Foundation Board Meetings will be held quarterly, immediately after the BRR Board adjourns, for up to two hours.

**Composition and Roster:** Shall consist of President, President-Elect, Vice President, Immediate Past President, Treasurer, seven (7) Members elected by the Membership, as well as the current Presidents of the Intermountain MLS and Foundation, who shall serve as non-voting, ex-officio members. Only REALTOR® members in good standing may serve on the board (except when the Foundation president is an affiliate).

1. President: Debbi Myers, Amherst Madison
2. President-Elect: Elizabeth Hume, Stack Rock Realty
3. Vice President: PJ Johnson, ReDefined Real Estate
4. Immediate Past President: Becky Enrico-Crum, Andy Enrico & Company
5. 2022-2023 Treasurer: Jeff Martel, Better Homes and Gardens 43<sup>o</sup> North
6. 2022-2024 Director: Andrea Anderson, Fathom Realty
7. 2023-2024 Director: Krista Deacon, Silvercreek Realty Group
8. 2023-2025 Director: Jessica Durham, Grove Realty
9. 2023-2025 Director: Lori Otter, Amherst Madison
10. 2023-2024 Director: Alicia Reinhard, Silvercreek Realty Group
11. 2020-2022 Director: Kelsey Wartman, Homes of Idaho-Nampa
12. 2022-2024 Director: Sara Wolf, Equity Northwest Real Estate
13. Intermountain MLS President: Kit Fitzgerald, Equity Northwest Real Estate\*
14. REALTORS® Community Foundation President: Jamie Matzdorff, Keller Williams Realty Boise\*

*\* Non-voting, ex-officio members of the Board.; Additionally, all state and national Directors from BRR are non-voting, ex-officio Members of the Board of Directors.*

**Staff Liaison(s):** Lisa Martin, Secretary/Chief Executive Officer, Boise Regional REALTORS®

**Summary of Accomplishments or Action Items from the previous years:** *See Summary of Board Action Items*



# Affiliate Advisory Group

**Audience / Which membership group(s) does this committee support best, and what is its total population and what problem are we solving for them or what benefit are we providing?**

Affiliate members, including home inspectors, product and service providers, lenders, and title representatives. BRR provides affiliate members with invitations to networking events, volunteer leadership positions, as well as member-only pricing on advertising and sponsorship opportunities. Historically, affiliates represent less than 5% of BRR's membership.

**Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?**

This committee provides valuable feedback to enable BRR to enhance connections between the association, REALTOR® members, and affiliate members.

**Strategic Fit / Which core services, goals, and strategies does this committee support?**

- Core Service / Value Proposition: Connect
- Goal 3 – Elevate REALTORS® as local market experts, consumer advocates, and community leaders, as well as connected and resourceful business professionals.
- Strategy B – Connect members through association events, community outreach, and recognition programs, aligning personal interests with association involvement, when possible.

**Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee's assignments for this year, how will they be implemented, and how will success be evaluated?**

<b>Assignment 1:</b> Actively promote upcoming events, community outreach, and recognition programs with affiliate and REALTOR® contacts.	
Implementation Plan:	Schedule meetings during the promotional period of events, community outreach, and recognition programs, all in an effort to increase awareness.
Metrics for success:	Increased attendance based on personal promotion.
Key dates:	TBD, roughly 6-8 weeks prior to major events and as needed

<b>Assignment 2:</b> Review and provide feedback on advertising and sponsorship offerings.	
Implementation Plan:	Review annual sponsorship packages as well as individual sponsorship and advertising opportunities, identifying benefits and recognition for sponsors.

Metrics for success:	Members can see incremental improvements in sponsorship and advertising opportunities.
Key dates:	Ongoing, with review of annual sponsorships in August/September.

**Staff Liaison Responsibilities:**

- Prepare agendas and minutes, with assistance from chair
- Prepare and send monthly Affiliate Newsletter
- Draft, promote, and sell annual sponsorship and advertising packages, as well as event sponsorships/advertising opportunities
- Implement changes to communications, including content sourced and agreed upon by committee
- Provide necessary resources and tools to committee members

**Key Dates:** Meetings (scheduled quarterly), focused on the following events/topics:

Date	Time	Focus
February 1	9:00 a.m. – 10:00 a.m.	REALTOR® Awards Celebration (Mar 10 <sup>th</sup> ) & “Thank You” cards to past Affiliates
June 1	9:00 a.m. – 10:00 a.m.	Ada, Elmore, and Gem Housing Summits (week of July 25 <sup>th</sup> )
August 2	9:00 a.m. – 10:00 a.m.	Member Expo (Sept 8 <sup>th</sup> ) & Annual Sponsorship feedback
October 18	9:00 a.m. – 10:00 a.m.	YPN Foundation Fundraiser (Oct) and Rake Up Boise (Nov)

**Committee Policies, Rules, Guidelines, etc.:**

- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are open to members in good standing.
- [BRR Events Calendar](#) as a reference and guide.

**Composition and Roster:** Shall be of such size and composition as necessary to carry out its functions subject to Committee Responsibilities, with up to ten (10) members, plus the staff liaison(s). Open to REALTOR® and Affiliate members in good standing.

1. Chair: Summer Sweaney, innovate Home Warranty
2. Vice Chair: Dawn Walp, PrimeLending
3. Jessica Durham, HomeTrust Financial
4. Gina Ferrari, Boise Premier Real Estate
5. Chris Meyers, Blind Appeal

Staff Liaison(s): Taylor Gray and Cassie Zimmerman

# Awards Committee

## Audience / Which membership group(s) does this committee support best, and what is its total population?

Affiliates, Brokers, New Members, and all other REALTORS® who meet the criteria for the award in which they are eligible/nominated.

## Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?

Provides industry recognition to members for their achievements in production, community service, and professionalism, through two voluntary awards programs.

## Strategic Fit / Which core services, goals, and strategies does this committee support?

- Core Service / Value Proposition: Connect
- Goal 3 – Elevate REALTORS® as local market experts, consumer advocates, and community leaders, as well as connected and resourceful business professionals.
- Strategy B – Connect members through association events, community outreach, and recognition programs, aligning personal interests with association involvement, when possible
- Tactic 4 – Recognize and celebrate members for their professional accomplishments (production, awards, designations, RPAC, etc.) and membership milestones (license renewals, birthdays, etc.)

## Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee’s assignments for this year, how will they be implemented, and how will success be evaluated?

Assignment 1: Review program information	
Implementation Plan:	Committee will review applications and the program information and determine if changes are needed
Metrics for success:	Members will feel the program is clear, precise, and fair
Key dates:	December 2022

Assignment 2: Set production award levels	
Implementation Plan:	Determine the COE categories that roughly represent the top 25% in the local market
Metrics for success:	Members feel encouraged to apply and feel the levels are accurate
Key dates:	December 2022

<b>Assignment 3: Select Individual Award Recipients</b>	
Implementation Plan:	Thoroughly and fairly read through each nomination to determine the most qualified award recipient.
Metrics for success:	Members will feel the selection process was very thought out and the most qualified recipient was selected
Key dates:	February 2023

### Staff Liaison Responsibilities:

- Confirm eligibility of each award applicant for review by the committee.
- For nominees who did not win the previous year, reach out to the nominator to see if they would like to resubmit them for consideration.
- For members who received BRR's Professionalism Award in the past year, include them in the nominees for the Code of Ethics Award, and reach out to those who nominated them to see if they would like to enhance their application and/or nominate them for something else.

### Key Dates:

- **December 15, 2022** – Meeting to review award criteria and recommend any changes to COE levels or awards
- **Week of Dec. 19, 2022** (Tentative)- Begin accepting applications for 2022 Circle of Excellence Production awards and nominations for Individual Awards.
- **January 20, 2023** – COE applications due by 5:00 p.m. and Individual Award applications due
- **February 7, 2023** – Awards Committee Meeting: Review nominees and select the recipients of the individual awards, agreeing that such selections will be secret until they are presented at the Gala. (Task force meetings may be held prior to.)
- **March 10, 2023**– REALTORS® Awards Celebration

### Committee Policies, Rules, Guidelines, etc.:

- Applications available at [boirealtors.com/brr-is-now-accepting-award-nominations-and-applications](https://boirealtors.com/brr-is-now-accepting-award-nominations-and-applications).
- Each award has its own criteria, but in general:
  - Members of BRR (including secondary members) in good standing at the time of nomination, selection, and when the award is presented are eligible;
  - Involvement with BRR is required for some awards;
  - The previous year's nominees may be nominated again (except for the Rookie Award) if the person who nominated them previously would like to re-nominate them a second year;
  - Previous award recipients are not eligible to win the same award again;
  - Members of the current Awards Committee are not eligible;
  - Members cited for an ethics violation or a license law violation may be ineligible;

- Committee may also refer to association and MLS records to consider the nominee’s industry spirit and business accomplishments, including but not limited to past awards received; participation in the BRR Honor Society; responsiveness to local, state, and national Calls-to Action; investments made to the REALTORS® Political Action Committee (RPAC) or BRR’s Foundation; and/or, annual production; however, they are not eligibility requirements unless otherwise specified.
- The Board grants decision-making authority to the Awards Committee for the selection of the annual award recipients, in accordance with that committee’s policies and procedures. (Bylaws Section 13.2) To that end, based on past year’s feedback, some considerations for the committee:
  - Committee members must disclose any conflicts of interests, nominations, personal or professional relationships, etc., with any nominees, and the committee will decide if that member can participate in the discussions/voting for that particular nominee and/or award;
  - Ensure a mix of brokerages are recognized, especially if any committee members are from the brokerages of those selected for an award; and,
  - Recognize members from across the association, not just current leadership, whenever possible.
- BRR will submit the winner of the Good Neighbor Award will to NAR’s Good Neighbor Award program, and the REALTOR® of the Year to IR for their state REALTOR® of the Year Award program.
- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are closed; however, the Committee may invite or may consider requests by Members in good standing and non-members who wish to attend for a specific purpose, on a case-by-case basis.

**Composition and Roster:** Chaired by the immediate past ROTY “once removed,” and the current ROTY will serve as Vice Chair. In addition to the chair, vice chair, the President and four (4) active REALTOR® members shall serve, comprised of past presidents, past ROTYs, and past individual award recipients, who are not themselves candidates for an award. If the immediate past ROTY “once removed” is unable to serve, the committee will be chaired by the President. When appointing committee members, it is recommended that no more than two (2) REALTORS® from the same real estate firm shall serve simultaneously.

1. Chair/2021 ROTY: Michelle Bailey, Keller Williams Realty Boise
2. Vice Chair/2022 ROTY: Jeff Wills, Amherst Madison
3. President: Debbi Myers, Amherst Madison
4. Carey Farmer, Group One Sotheby’s International Realty
5. Zachary Lopez, Realty One Group Professionals
6. Tempe McFarlane, Silvercreek Realty Group
7. Carolyn Sinnard, Happy Dog Realty

Staff Liaison(s): Marind Amano

# Bylaws and Governance Committee

## **Audience / Which membership group(s) does this committee support best, and what is its total population?**

Impacts all members; however, changes to bylaws should be communicated to brokers annually for any impact on membership, administration, etc.

## **Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?**

Provides proper guidance for managing the organization by ensuring the bylaws, policies, and other governing documents of the association are current. This committee, through its staff liaison, also fulfills NAR's Core Standards, Section IV, Unification Efforts and Support for the REALTOR® Organization, by annually certifying the association's bylaws and maintaining legal counsel for the association.

## **Strategic Fit / Which core services, goals, and strategies does this committee support?**

- Core Service / Value Proposition: Manage
- Goal 4 – Future-proof the association with forward-thinking strategies and structure.
- Strategy A – Continue to run the association at the highest possible level while planning for the future.

## **Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee's assignments for this year, how will they be implemented, and how will success be evaluated?**

- Assignment 1: Update the association's policies annually. *(Will be an action item for 2022, based on recommendations from 2021 and any new items.)*
- Assignment 2: Review the bylaws, as needed, but at least every three years. *(Will be an action item for 2022, based on recommendations from 2021 and any new items.)*
- Assignment 3: Update the association's governance structure and volunteer opportunities every three years in support of the strategic plan. *(Last completed in 2021 for 2022, but open to updates as needed, and done in collaboration with the Nominating and Elections Committee and Executive Committee.)*

## **Staff Liaison Responsibilities:**

- Ensure compliance with NAR mandated bylaws changes and Good Sense Governance policies, and annually confirm such compliance with NAR.
- Present any proposed changes to the BRR Board and oversee notices to membership, as needed.
- Maintain legal counsel for the association.

**Key Dates:**

- Bylaws Committee Meeting: TBD (Quarterly)
- By August 23 allowing us to combine proposed bylaws changes and slate of director candidates at least ten (10) calendar days before online voting begins. Results will be announced at the BRR Member Expo/Annual Membership Meeting.

**Committee Policies, Rules, Guidelines, etc.:**

- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are open to members in good standing.
- See Article 17 of the Bylaws.

**Composition and Roster:** Shall be of such size and composition as necessary to carry out its functions subject to Committee Responsibilities, with up to fifteen (15) members, one of which will be the Vice President, plus the staff liaison. Only REALTOR® members in good standing may serve on this committee.

1. Chair: Isaac Chavez, eXp Realty, LLC
2. Vice Chair: Andy Enrico, Andy Enrico & Company
3. BRR Vice President: PJ Johnson, ReDefined Real Estate
4. Thida Lopez, Silvercreek Realty Group
5. Gina Ferrari, Boise Premier Real Estate
6. Whitley Morlino, CBH Sales and Marketing
7. Julia Riley, Silvercreek Realty Group
8. Kim Weissinger, Silvercreek Realty Group

Staff Liaison(s): Lisa Martin

# Communications Advisory Group

## **Audience / Which membership group(s) does this committee support best, and what is its total population?**

Impacts all members.

## **Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?**

Support the development of member profiles to better understand our members and their interests. Offer ways to incentivize participation in efforts to gather information about members. Opportunities include micro-volunteerism, focus groups, service projects, Calls for Action, panel participation, content area experts, guest bloggers, etc.

Recognize members for their professionalism and provide resources and tools to improve professionalism in the industry. Provide guidance on how to promote the value of REALTORS® and membership both internally and externally.

This committee, through its staff liaison, also fulfills NAR's Core Standards, Section III, Consumer Outreach, and Section V, Technology Outreach, by conducting activities that promote market statistics and real estate trends and issues locally; by having have an interactive website with links to the professional standards and arbitration filing processes, and other member programs, products, and services; and, by utilizing an email system for member communications.

## **Strategic Fit / Which core services, goals, and strategies does this committee support?**

- Core Service / Value Proposition: Connect
- Goal 3 – Elevate REALTORS® as local market experts, consumer advocates, and community leaders, as well as connected and resourceful business professionals. Strategy A – Connect members through association events, community outreach, and recognition programs, aligning personal interests with association involvement, when possible.
- Core Service / Value Proposition: Educate
- Goal 2 – Serve as the pinnacle provider of career and professional development resources in real estate, through a focus on emerging trends, industry best practices, and ethical standards.
- Strategy A – Agent- and Affiliate-Focused – Provide resources to support agents and affiliates in their professional development.

## **Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee's assignments for this year, how will they be implemented, and how will success be evaluated?**



<b>Assignment 1:</b> Recognize members for industry awards.	
Implementation Plan:	Connect with fellow professionals and notify BRR's Communications staff of any industry awards given to BRR members.
Metrics for success:	Increased industry award visibility for BRR members.
Key dates:	Ongoing

<b>Assignment 2:</b> Promote and improve the professionalism recognition program (BRR's Professionalism Award), identifying opportunities to recognize recipients.	
Implementation Plan:	Source new ideas on promotions and how to encourage participation in this program, to be implemented by staff.
Metrics for success:	Continue to have at least one winner to recognize each quarter.
Key dates:	Ongoing promotion; July 2023 (Review overall program)

<b>Assignment 3:</b> Enhance outreach efforts to targeted member groups (new members, top producers, brokers/team leaders, future leadership, as well as affiliates, admins, commercial, appraisers, etc.) to strengthen the relationship with and services to these communities.	
Implementation Plan:	Provide timely and relevant industry content for BRR's email newsletters and social media channels, with a focus on changes in technology, business models, and, most importantly, customer expectations of service and access to data.
Metrics for success:	Improved open and click rates for suggested content.
Key dates:	Ongoing

**Staff Liaison Responsibilities:**

- Prepare agendas and minutes, with assistance from chair.
- Prepare and send all email communication.
- Create, schedule, and monitor all social media promotions for Professionalism Award, industry awards, and event promotions.

**Key Dates:** Bimonthly Communications Advisory Group meetings with focused content:

Date	Time	Focus
January 25*	9:00 a.m. – 10:30 a.m.	REALTOR® Awards Celebration event communication
March 15	9:00 a.m. – 10:30 a.m.	New Association Building – Grand Opening

May 17	9:00 a.m. – 10:30 a.m.	Ada, Elmore, and Gem Housing Summits
July 19	9:00 a.m. – 10:30 a.m.	Member Expo
September 20	9:00 a.m. – 10:30 a.m.	Membership Renewal
November 15	9:00 a.m. – 10:30 a.m.	Committee Appointment Recognition ideas

**Committee Policies, Rules, Guidelines, etc.:**

- BRR’s [Social Media Policy](#) and the [REALTOR® Code of Ethics](#).
- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are open to members in good standing.

**Composition and Roster:** Shall be of such size and composition as necessary to carry out its functions subject to Committee Responsibilities, with up to fifteen (15) members, plus the staff liaison(s). Open to REALTOR® and Affiliate members in good standing.

1. Chair: Denisse Macias, Berkshire Hathaway Home Services Silverhawk
2. Vice Chair: Tosha Chapman, ReDefined Real Estate
3. Kim Bird, First Colony Mortgage
4. Dana Browning, Keller Williams Realty Boise
5. Melanie Cormier, TitleOne
6. Drea Davis, Home Trust Financial Idaho
7. Gail Hartnett, Keller Williams Realty Boise
8. Terri Harvey, Stewart Title
9. Brent Hrdlicka, Capital Group
10. Thida Lopez, Silvercreek Realty Group
11. Katuscia Maria, Group One Sotheby’s International Realty
12. Marta Paulson, AV West Real Estate
13. Misty Rose, Fathom Realty
14. Tamra Sims, Silvercreek Realty Group
15. Thomas Wheeler, HomeFound Group
16. Megan York, Homes of Idaho-Nampa

Staff Liaison(s): Taylor Gray and Cassie Zimmerman

# Elmore County Advisory Group

## **Audience / Which membership group(s) does this committee support best, and what is its total population?**

Members in Elmore County, although programming is open to all members

## **Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?**

Ensure association services are available to all members regardless of location, while also ensuring needs or issues specific to Elmore County are addressed.

## **Strategic Fit / Which core services, goals, and strategies does this committee support?**

Activities and assignments will address each component of the value proposition – Advocate, Educate, and Connect – tailored to each area, as appropriate.

## **Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee's assignments for this year, how will they be implemented, and how will success be evaluated?**

*Each advisory group will accomplish the following assignments for their respective area:*

- **Assignment 1:** In collaboration with the Public Policy Committee, assemble county-specific candidate interview task forces.
- **Assignment 2:** Assist the Director of Government Affairs in monitoring city council, county commission, planning and zoning, etc., agendas and meetings to identify issues of interest and advise the Public Policy Committee, as needed.
- **Assignment 3:** Develop quarterly in person events (networking and community service) and education offerings within each county, focused on issues specific to each area, as appropriate.
- **Assignment 4:** Increase the awareness of and participation in BRR's major events by members in Elmore County, including but not limited to the REALTOR® Awards Celebration, YPN Mix & Mingles, Member Expo, state, and national conferences, etc.
- **Assignment 5:** Increase the awareness of and participation in REALTORS® Community Foundation grant cycle and matching gifts program, to benefit nonprofits in Elmore County.

## **Staff Liaison Responsibilities:**

- Prepare agendas and minutes, with assistance from chair.
- Plan education and events calendar at least six months in advance with the Director of Events, coordinating instructors and creating promotion plans along with the Communications Team.

- Work with scheduled classes and events to include advocacy components that will feature elected officials and staff from the city and county to discuss upcoming policy changes and take feedback from local members.
- Provide necessary resources and tools to committee members.

**Key Dates:** TBD

**Committee Policies, Rules, Guidelines, etc.:**

- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are open to members in good standing.

**Composition and Roster:** Shall be of such size and composition as necessary to carry out its functions subject to Committee Responsibilities, with up to fifteen (15) members, plus the staff liaison(s). Open to REALTOR® and Affiliate members in good standing.

**Elmore County Advisory Group**

1. Chair: Rena Kerfoot, Mountain Home Pro Real Estate
2. Vice Chair: Bob Hurtt, ERA West Wind Real Estate
3. Mellissa Christensen, Keller Williams Realty Southwest Idaho
4. Carrie DiGuido, eXp Realty
5. Kristine Lee, Idaho Gem Group Real Estate
6. Terri Manduca, Silvercreek Realty Group
7. Shananda Pendleton, Keller Williams Realty Southwest Idaho
8. Shashank Rayasam, Sterling Idaho Realty – Mountain Realty

Staff Liaisons: Cameron Kinzer and Lexie Pease

# Gem County Advisory Group/REBA Liaisons

Due to the strong organizational ties between the Real Estate Brokers of Gem County and BRR, and per the annual co-marketing agreements between the two groups, BRR will automatically appoint the REBA President and REBA Secretary as the liaisons with BRR to plan education for Gem County and help promote BRR programming and events to that member group.

## **Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?**

Ensure association services are available to all members regardless of location, while also ensuring needs or issues specific to Gem Counties are addressed.

## **Strategic Fit / Which core services, goals, and strategies does this committee support?**

Activities and assignments will address each component of the value proposition – Advocate, Educate, and Connect – tailored to each area, as appropriate.

## **Staff Liaison Responsibilities:**

- Plan education and events calendar at least six months in advance with the Director of Events, coordinating instructors and creating promotion plans along with the Director of Communication.
- Work with scheduled classes and events to include advocacy components that will feature elected officials and staff from the city and county to discuss upcoming policy changes and take feedback from local members.
- Provide necessary resources and tools to REBA liaisons.

**Key Dates:** TBD

## **Committee Policies, Rules, Guidelines, etc.:**

- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are open to members in good standing.

**Composition and Roster:** REBA President and REBA Secretary automatically be appointed as BRR liaisons.

REBA President: Matt Heath, Evans Realty

REBA Secretary: Teena Turner, Evans Realty

Staff Liaisons: Cameron Kinzer and Lexie Pease

# Executive Committee

## **Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?**

The Executive Committee has a dual purpose: (1) To serve as a forum for vetting strategies, opportunities, issues, potential policy changes, or committee recommendations, before putting them in front of the Board; and (2), to be a decision-making entity between board meetings for time-sensitive matters, such that none of its acts shall conflict with any other actions taken by the Board.

## **Strategic Fit / Which core services, goals, and strategies does this committee support?**

- Core Service / Value Proposition: Manage
  - Goal – Future-proof the association with forward-thinking strategies and structure.
    - Strategy A – Continue to run the association at the highest possible level.
- Core Service / Value Proposition: Connect
  - Goal – Elevate REALTORS® as local market experts, consumer advocates, and community leaders, as well as connected and resourceful business professionals.
    - Strategy B – Connect members through association events, community outreach, and recognition programs, aligning personal interests with association involvement, when possible.

## **Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee's assignments for this year, how will they be implemented, and how will success be evaluated?**

- Assignment 1: Refresh the strategic direction of the association and its subsidiaries every three years, making annual updates, as needed. To ensure each organization is poised to address changes in the industry and economy on behalf of our shared members, conduct a joint planning session focused on high-level, forward-looking issues, the outcome of which will provide the base of each organization's individual strategic plans.
- Assignment 2: Update the association's governance structure and volunteer opportunities every three years in support of the strategic plan. Review annually to increase the paths into leadership roles and diversity amongst volunteers, remove onerous criteria and long-term commitments, where possible, and provide a mix of engagement options, including but not limited to, boards, committees, work groups, advisory groups, task forces, project teams, focus groups, panels, content area experts, one-on-one interviews, surveys, etc. *(Done in collaboration with the Bylaws and Governance Committee, and the Nominating and Elections Committee.)*
- Assignment 3: Serve as association ambassadors, as well as mentors and liaisons to other volunteer leaders; specifically: President-Elect serves as the Board liaison to the state and national directors; Vice President serves as the Board liaison to committee chairs and vice chairs; Immediate Past President serves as a mentor to the Directors; and Treasurer will serve as chair of the Finance Committee.

- **Assignment 4:** Represent BRR at state and national meetings, as assigned; specifically, President, President-Elect, and Vice President, Chief Executive Officer to attend: IR Leadership Summit, Capitol Day, and Legislative Reception; IR Board of Directors Meeting; NAR Legislative Meetings in Washington, D.C.; NAR Leadership Week in Chicago (CEO and President-Elect only); IR Conference and Board Meeting; and NAR Annual Conference & Expo in New Orleans.
- **Assignment 5:** *As approved at the November 2021 board meeting...* Make time-sensitive decisions [on the building project], as needed, in collaboration with the Chief Executive Officer.

#### Key Dates:

- Executive Committee Meetings: TBD as needed

#### Committee Policies, Rules, Guidelines, etc.:

- Executive Committee Policy: *Per Section 13.5(b) of the Bylaws, the Executive Committee serves as a forum for vetting strategies, opportunities, issues, potential policy changes, or committee recommendations, before putting them in front of the Board; and to be a decision-making entity between board meetings for time-sensitive matters, such that none of its acts shall conflict with any other actions taken by the Board. Further, any action taken by the Executive Committee on behalf of the Board must be reported to the Board within ten (10) calendar days, and the Board may ratify the action at the next board meeting. However, the Executive Committee is **NOT** authorized to make decisions with respect to the following matters: Dissolving the corporation; Hiring or firing the chief executive; Entering into major contracts or suing another entity; Making significant changes to a board-approved budget; Adopting or eliminating major programs; Buying or selling property; Amending the Bylaws; or, changing any policies the Board determines must be changed only by the Board.*
- The quorum of this committee shall consist of not less than three (3) voting Members.
- Meetings of this committee are closed; however, the Committee may invite or may consider requests by Members in good standing and non-members who wish to attend for a specific purpose, on a case-by-case basis.

**Composition and Roster:** The President, President-Elect, Vice President, Immediate Past President, and Treasurer, shall constitute the Executive Committee. The Secretary/Chief Executive Officer shall also serve on the Executive Committee as a non-voting member. The President shall act as presiding officer of the Executive Committee. BRR Staff Program Directors also attend these meetings, except Executive Sessions, when applicable.

- President: Debbi Myers, Amherst Madison
- President-Elect: Elizabeth Hume, Stack Rock Realty
- Vice President: PJ Johnson, ReDefined Real Estate
- Immediate Past President: Becky Enrico-Crum, Andy Enrico & Company
- Treasurer: Jeff Martel, Better Homes and Gardens 43<sup>rd</sup> North
- Staff Liaison(s): Lisa Martin, Secretary/CEO

# Finance Committee

## **Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?**

Responsible for reviewing and making any recommendations regarding the association's financial policies, investments, membership dues and fees, and overseeing the annual audit and budget processes. This committee, through its staff liaison, also fulfills NAR's Core Standards, Section IV, Unification Efforts and Support for the REALTOR® Organization, and Section VI, Financial Solvency, by annually filing state and federal tax returns and any corporate documents required; adopting policies to ensure the fiscal integrity of their financial operations; and having an annual audit conducted by a CPA.

## **Strategic Fit / Which core services, goals, and strategies does this committee support?**

- Core Service / Value Proposition: Manage
  - Goal 4 – Future-proof the association with forward-thinking strategies and structure.
    - Strategy B – Remain financially viable while being mindful of industry and economic trends that could impact the association.

## **Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee's assignments for this year, how will they be implemented, and how will success be evaluated?**

- Assignment 1: Review the investment policy and portfolio performance quarterly, ensuring reserve goals are met and maintained, and conduct a review of the investment firm every three years (*last review completed in 2021; firm review required again in 2024*).
- Assignment 2: Review the association's financial policies and procedures annually and conduct an audit every two years, with an opinion during the alternate years.
- Assignment 3: Review membership dues and fees every 1-2 years per the CPI-Based Dues Policy.

## **Staff Liaison Responsibilities:**

- *Develop an annual budget to support the strategic plan and general operations, seeking to enhance current services and provide new resources, increase non-dues revenue, and reduce expenses, wherever possible.*  
Manage the annual budget process, as follows:
  - Early August – Director of Operations distributes program budget worksheets to staff. Worksheets include columns for Current Year Adjusted Budget, Current Year Projected through Year-End (blank in case of changes since adjustment), and Next Year Estimated Budget (blank).



- Late August – Completed worksheets, along with any proposals for increased funding, explanations of variances, etc., are due back to the Director of Operations.
- Early September – CEO and Director of Operations review draft budget worksheets and meet with individual staff to discuss key items and adjust, as necessary. Prepare a separate Capital budget, then compile all information into next year’s budget proposal.
- Late September – Director of Operations distributes draft budget proposal to staff for review.
- Late September – Staff confirms draft is ready for Executive and Finance Committee review.
- Late September – Draft budget proposal is distributed to the Finance Committee for review, any adjustments, and a recommendation for approval to the Board.
- Prior to November Board Meeting – Recommended budget proposal is distributed to Board of Directors for review.
- November Board Meeting – Board of Directors makes any adjustments and approves the budget.
- After November Board Meeting – Approved budget is distributed to staff and Board of Directors, and Director of Operations to update all financial reports, as appropriate.

#### **Key Dates:**

- Dues Billing: Early September/mid-October 2023–November 30, 2023
- Meeting Dates (quarterly with update from Investment Manager at each):
  - Q1 TBD: Review Financial Policies and Investment Update
  - Q2 TBD: Review Audit, Membership Dues/Fees, and Investment Update
  - Q3 TBD: Budget Proposal and Investment Update

#### **Committee Policies, Rules, Guidelines, etc.:**

- Financial Policies: Audit Policy, CPI-Based Dues Policy, Financial Reserve Policy, Investment Policy Statement, and Open Door (Whistleblower) Policy
- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are closed; however, the Committee may invite or may consider requests by Members in good standing and non-members who wish to attend for a specific purpose, on a case-by-case basis.

**Composition and Roster:** The Chair of the Finance Committee will be the association Treasurer, who shall serve for two years. If the Treasurer is re-elected to another term, the Board of Directors will select another chair to ensure that a rotation occurs, but the Treasurer will still serve as a member of the committee, per the association’s Audit Policy. The Vice Chair must be appointed by the President-Elect and approved by the Board of Directors each year

for a term of one-year. There will then be another 3-4 members appointed as necessary to carry out its functions subject to Committee Responsibilities. Open to REALTOR® and Affiliate members in good standing.

1. Chair/Treasurer: Jeff Martel, Better Homes and Gardens 43<sup>o</sup> North
2. Vice Chair: Bill Haskins, Finance of America
3. Michele de Reus-McCord, Fathom Realty
4. Craig Groves, John L Scott
5. Chris Moeness, Fathom Realty

Staff Liaison(s): Lisa Martin

# REALTOR® Awards Celebration Committee (2022-2023)

**Audience / Which membership group(s) does this committee support best, and what is its total population?**

- Primary: Top Producers, Brokers, Team Leaders, Affiliates
- Secondary: Full-Time/Experienced (5+ Years), Current and Future Leadership

**Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?**

Responsible for planning the annual REALTOR® Awards Celebration, to be executed by the Director of Events, and for securing sponsorships and encouraging attendance by members and industry partners.

**Strategic Fit / Which core services, goals, and strategies does this committee support?**

- Core Service / Value Proposition: Connect
- Goal 3 – Elevate REALTORS® as local market experts, consumer advocates, and community leaders, as well as connected and resourceful business professionals.
- Strategy B – Connect members through association events, community outreach, and recognition programs, aligning personal interests with association involvement, when applicable.
- Tactic 2 – Increase the awareness of and participation in BRR’s networking opportunities and industry events available to all members throughout our service area, and when possible, in partnership with key referral markets. This includes but is not limited to the REALTOR® Awards Gala, YPN Mix & Mingles, Member Expo, state, and national conferences, etc.
- Tactic 4- Recognize and celebrate members for their professional accomplishments (production, awards, designations, RPAC, etc.) and membership milestones (license renewals, birthdays, etc.)

**Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee’s assignments for this year, how will they be implemented, and how will success be evaluated?**

<b>Assignment 1: Secure annual and event sponsorships for the REALTOR® Awards Celebration</b>	
Implementation Plan:	Give the committee the tools to share annual and event sponsorship opportunities with industry contacts
Metrics for success:	Income from sponsorships will offset the expenses of the event
Key dates:	Q4 2022, Q1 2023

<b>Assignment 2: Identify alternative formats in collaboration with the venue</b>	
Implementation Plan:	Look at the event through the lens of a member, staff member, and top producer to determine an event that would meet current health guidelines and as well as be financially responsible for the association.
Metrics for success:	Members feel they were given networking opportunities and had a night of celebration
Key dates:	Q4 2022, Q1 2023

<b>Assignment 3: Volunteering the day of the event (helping with registration, closing bars, etc.).</b>	
Implementation Plan:	Committee members will help in some capacity leading up to the event with set up or at the actual event
Metrics for success:	Paid staffing charges will be minimized
Key dates:	March 10, 2023

**Staff Responsibilities:**

- **Event Planning and Execution-**
  - Regularly communicate and plan with the venue and event production staff
  - Maintain a running budget
  - Day of event-point of contact for venue, production team, and volunteers
  - Assist event production team with set up and take down
- **Sponsorships-**
  - Prepare the committee with tools to sell sponsorships
  - Process and track payments with assistance from the Finance Manager
  - Communicate with sponsors to ensure their sponsorship is fulfilled
- **Artwork/Design-**
  - Communicate with BRR team with artwork needs to make sure sponsorships are fulfilled
  - Order artwork with outsourced companies
- **Production/Individual Awards-**
  - Process payments and verify volume for production awards
  - Submit names to Director of Communications for the program
  - Submit and order plaques and plates
  - Compile applications for Awards Committee to determine recipients

**Key Dates:**

- May-October 2022 – BRR Staff Preparation
- November 2022- March 2023– Planning (monthly meetings)
- March 9, 2023 – Event setup, if needed
- March 10, 2023– Event setup and Event
- Late March 2023– Post-event recap

**Committee Policies, Rules, Guidelines, etc.:**

- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are open to members in good standing.

**Composition and Roster:** Shall be of such size and composition as necessary to carry out its functions subject to Committee Responsibilities, with up to fifteen (15) members, including the chair, vice chair, and two presenters, plus a staff liaison. Open to REALTOR® and Affiliate members in good standing.

1. Chair: Carlette Napoles, eXp Realty
2. Vice Chair: Cheyenne Ison, eXp Realty
3. Jennifer Carr, Timber and Love Realty
4. Madison Crum, Andy Enrico & Company
5. Tiffany Hyatt, Fathom Realty
6. Christine Kiger, Group One Sotheby's International Realty
7. Kristine Lee, Idaho Gem Group Real Estate
8. Julia Riley, Silvercreek Realty Group
9. Tamra Sims, Silvercreek Realty Group
10. Summer Sweaney, innovate Home Warranty
11. Dawn Walp, Prime Lending
12. Kelsey Wartman, Homes of Idaho-Nampa
13. Justin Westover, Summit Funding, Inc.
14. Michele Wilson, Flagstar Mortgage
15. Presenter: Debbi Myers, Amherst Madison
16. Presenter: Elizabeth Hume, Stack Rock Realty

Staff Liaison: Marind Amano

# Nominating and Elections Committee

## **Audience / Which membership group(s) does this committee support best, and what is its total population?**

- Current Leadership (excludes IMLS, NAR, and IR committees and any “Insiders” groups)
- Future Leadership, with special emphasis on recruiting from the following groups:
  - Veterans (16+ years; Keep them engaged: “Share the value of REALTORS® through consumer and community outreach programs.” Mentoring, community service, leadership.
  - Pillars (11-15 Years; Use their expertise: “Bring in outside educators for fresh ideas, also, help boost professionalism.”
  - Producers (6-10 Years; Give them purpose: “Education and volunteer roles to develop useful skills or specialized knowledge.”

## **Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?**

Identify and develop a pool of candidates to fill the various leadership positions available at BRR and through its allocations and entitlements to the boards of IR and NAR, and also, recommend opportunities for leadership training to prepare people to serve in these roles. *(Updated 2021)*

This committee, through its staff liaison, also fulfills NAR’s Core Standards for associations (Section IV, Unification Efforts and Support for the REALTOR® Organization, by annually providing resources for or access to leadership development education and/or training for BRR’s elected REALTOR® leaders.

## **Strategic Fit / Which core services, goals, and strategies does this committee support?**

- Core Service / Value Proposition: Manage
  - Goal – Future-proof the association with forward-thinking strategies and structure.
    - Strategy A – Continue to run the association at the highest possible level while planning for the future.
- Core Service / Value Proposition: Educate
  - Goal – Serve as the pinnacle provider of career and professional development resources in real estate, through a focus on emerging trends, industry best practices, and ethical standards.
    - Strategy D – Instructor- and Leader-Focused Development – Provide resources to equip instructors and volunteer leaders to serve the membership and association.

## **Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee’s assignments for this year, how will they be implemented, and how will success be evaluated?**

- Assignment 1: Identify and develop a pool of candidates to fill the various leadership positions available at BRR and through its allocations and entitlements to the boards of IR and NAR, and also, recommend opportunities for leadership training to prepare people to serve in these roles. *(Updated 2021)*

- Assignment 2: Update the association's governance structure and volunteer opportunities every three years in support of the strategic plan. Review annually to increase the paths into leadership roles and diversity amongst volunteers, remove onerous criteria and long-term commitments, where possible, and provide a mix of engagement options, including but not limited to, boards, committees, work groups, advisory groups, task forces, project teams, focus groups, panels, content area experts, one-on-one interviews, surveys, etc. *(Last completed in 2021 for 2022, but open to updates as needed, and done in collaboration with the Bylaws and Governance Committee and Executive Committee.)*
- Assignment 3: Provide leadership development programming tailored to prospective, new, and continuing volunteers and staff liaisons, possibly in collaboration with other associations or providers, with special emphasis on BRR's YPN Advisory Board as "association ambassadors" tasked with member awareness, engagement, and participation across the organization. *(Done in collaboration with the Education Advisory Group.)*
- Assignment 4: Encourage volunteers, instructors, and staff to lead by example by participating in key activities, including but not limited to, investing in RPAC; contributing to the Foundation; earning the C2EX Designation; taking professional development courses at BRR; completing fair housing and implicit bias training annually; participating in association service projects, special events, functions, etc., bringing along other members; and supporting any other association-wide initiatives at the local, state, and national levels. In turn, BRR will recognize all members who complete these activities internally and externally. *(Done in collaboration with the Board of Directors, Executive Committee, and YPN.)*

#### **Staff Liaison Responsibilities:**

- Director/Officer Candidate Vetting and Verification – Ensure that the candidates meet the criteria as outlined in this policy, and that each candidate sign a "Consent to Serve Agreement" and qualification statement as part of their application.
- Director/Officer Candidate Approval – Present a list of eligible candidates to the BRR Board of Directors following the various application/nomination periods for approval, as recommended by this committee.

#### **Key Dates:**

- **Q1 – March 23, 2023 – NEC Meeting from 10:00-12:00 p.m.**
- Q2 - By April 24 through May 26, 2023 – Call for Volunteers Begins (for directors and standing committees; accept applications for all positions noting that number of seats available will be determined later; seats not filled or applications not yet eligible can be held for appointments for any vacancies)
- **Q2 - June 22, 2023 – NEC Meeting from 10:00-1200 p.m.**
- Q2 - By June 25, 2023 – The Nominating and Elections Committee shall select one candidate for each office and one candidate for each place to be filled on the board of directors (at least 60 days prior to election)
- Q3 - July 31, 2023 – NAR and IR to use primary member count on this day to determine next year's allocations

- **Q3 - August 3, 2023 – NEC Meeting from 11:00-12:00 p.m.** to finalize the report of the Nominating and Elections Committee which shall then be emailed to each member eligible to vote (at least 21 days prior to election) To be sent August 18, 2023
- Q3 - By August 11, 2023 – Additional candidate petitions due to CEO (if any; at least 14 days prior to election)
- Q3 - By August 24, 2023 – Online election opens (set to 14 calendar days prior to the Member Expo)
- Q3 – September 7, 2023 Member Expo (NEC Chair to announce results) **with an NEC Meeting immediately following the event (if needed)**
- Q4 – September 28, 2023 Committee Appointment Day with President and President-Elect

#### **Committee Policies, Rules, Guidelines, etc.:**

- See related guidelines in BRR's Policy Manual.
- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are closed; however, the Committee may invite or may consider requests by Members in good standing and non-members who wish to attend for a specific purpose, on a case-by-case basis.

**Composition and Roster (Updated April 2022):** Shall consist of no more than three (3) past presidents, one (1) member from Elmore County, and one (1) member from Gem County, appointed by the President and approved by the Board of Directors, in addition to the Chair, who will be the Immediate Past President, and Vice Chair, who will be the President-Elect. No more than two (2) REALTORS® from the same real estate firm may simultaneously serve on this committee. Only REALTOR® members in good standing may serve on this committee.

1. Chair/Immediate Past President: Becky Enrico Crum, Andy Enrico & Company
2. Vice Chair/President-Elect: Elizabeth Hume, Stack Rock Realty
3. Laurie Barrera, Fathom Realty
4. Cristina Drake, Amherst Madison
5. Ron Minegar, Ron Minegar Real Estate
6. Gene Strate, Silvercreek Realty Group
7. TBD – Gem County Member

Staff Liaison: Lisa Martin



# Public Policy Committee

## Audience / Which membership group(s) does this committee support best, and what is its total population?

- Primary: Brokers, Team Leaders, Top Producers, Full-Time/Experienced (5+ Years), Leadership
- Secondary: Early Career (2-5 Years), New Members (0-2 Years), Affiliates
- Via BRR Staff: Elected Officials/Staffers, Media, Industry Partners

## Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?

Monitor local, state, and federal government activities as they influence and affect the rights of private property owners and the interests of the real estate industry. Screen candidates and initiatives for political office and educate members on candidates' political philosophies. Make recommendations to the Board of Directors on what candidates to provide an endorsement for. If you are interested in applying for the public policy committee, please note that it requires a significant time commitment prior to the election cycle for candidate interviews – usually several full business days.

This committee, through its staff liaison, also fulfills NAR’s Core Standards, Section II, Advocacy, by demonstrating significant participation in state and national Calls for Action, and, supporting the REALTOR® Party’s “Vote-Act-Invest” goals.

## Strategic Fit / Which core services, goals, and strategies does this committee support?

- Core Service / Value Proposition: Advocate
- Goal 1 – Advocate for policies favorable to the real estate profession and private property rights.
- Strategy A – Engage, educate, and encourage members and the public to actively participate in public policy issues that affect the business of housing and private property rights.
- Strategy B – Engage, educate, and encourage members to partner with the public and support REALTOR® Party-endorsed candidates and policies.

## Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee’s assignments for this year, how will they be implemented, and how will success be evaluated?

<b>Assignment 1:</b> Coordinate candidate interviews prior to local elections to inform endorsements, campaign contributions, and/or independent expenditures, and encourage REALTORS® and the public to vote in all elections. (G1/SB/T1 and T2)	
Implementation Plan:	Monitor candidate filings for city elections leading up to the September filing deadline for City Council and Mayoral Races. Filing deadline is September 8, 2023
Metrics for success:	Reach out to all candidates that have filed so they have a chance to fill out the candidate questionnaire. A high percentage of completed questionnaires is the goal.

Key dates:	<ul style="list-style-type: none"> <li>January 23 Ballot Question Submission Deadline (Mostly School bonds and other property tax Levy questions).</li> <li>March 14 Election (bonds other ballot measures), May 16 Election (ballot measures), August 29 Election (ballot measures),</li> <li>August 28 City Candidate Filing Opens September 8 (General Election Filing deadline), November 7 (General Election Day)</li> </ul>
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<b>Assignment 2:</b> Monitor and discuss all issues related to REALTORS® and their businesses as well as issues that affect homeownership, private property rights, inventory, and affordability. (G1/SA/T1)	
Implementation Plan:	At the monthly meetings, review topics at previous city council, county commissioner meetings, and discussions at the state legislature via our state association.
Metrics for success:	Goal to share regular updates from these discussions via the advocacy newsletter and official document letters that are sent to governmental agencies sharing our thoughts, support, or opposition.
Key dates:	Ongoing

<b>Assignment 3:</b> Host advocacy focused events to engage members on current discussions at the national state and local level including but not limited to a quarterly 59-minute meeting. G1/SA/T2)	
Implementation Plan:	Discuss topics for 59-minute meetings and other events at monthly meetings. 59-minute meetings typically take place in the last month of each quarter.
Metrics for success:	Hold four 59-minute meetings and two other events that could be in conjunction with other BRR events already planned.
Key dates:	March TBD, June TBD, September TBD, December Pundits Forum TBD, two other events that could be in conjunction with large already planned association events.

<b>Assignment 4:</b> Promote initiatives for voter registration and voting (by mail or in person) twice per year. (G1/SA/T2)	
Implementation Plan:	Included voter registration information in Advocacy Newsletter, member update social media posts leading up to key deadlines
Metrics for success:	Provide this information to members at least twice in 2023 through various communication forms
Key dates:	<ul style="list-style-type: none"> <li>February 14 preregistration deadline for March 14 election (if anything is on the ballot),</li> <li>March 15 voter registration reopens</li> <li>April 21 preregistration deadline for May 16 election</li> <li>May 17 voter registration reopens</li> </ul>

	<ul style="list-style-type: none"> <li>• August 4 preregistration deadline for August 29 election (if anything is on the ballot)</li> <li>• August 30 voter registration reopens</li> <li>• October 13 preregistration deadline for November 7 election</li> <li>• November 8 registration re opens</li> </ul>
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<b>Assignment 5:</b> Identify and encourage REALTORS® to seek elected or appointed offices, where applicable, and host candidate training at least every other year. (G1/SA/T3)	
Implementation Plan:	Discuss at first Public Policy Committee Meeting and throughout the year leading to the September 3 <sup>rd</sup> filing deadline for candidates
Metrics for success:	Identify REALTORS or affiliates that have an interest and have them attend candidate training tentatively scheduled for this summer
Key dates:	Ongoing

**Staff Liaison Responsibilities:**

- Monitor, advise, and advocate for local legislation and policy issues related to real estate, housing, private property rights, community development, growth management, etc., promoting local, state, and national Calls for Action, as needed. (G1/SB/T1)
  - Regularly review the association’s position statements and submit their comments and recommendations for amendments to the Public Policy Committee and Board of Directors.
  - Advise the Committee and Board of Directors when it believes that any positions(s) taken by either IR or NAR conflict with any policy or position of the association, with any local position(s) taking priority where appropriate.
  - Promote local, state, and national Calls for Action and encourage downloads of the REALTOR® Action Center app (per REALTOR® Party “Act” Initiative in Core Standards).
  - In collaboration with the Director of Operations, identify licensees in limited function referral organizations (LFRO) and invite them to participate in BRR’s political advocacy efforts (per REALTOR® Party “Act” Initiative in Core Standards).
  - Execute IEs as approved by the committee and board through review process (TBD depending on the candidate and race they are in)
  - Create advocacy-based coalition of REALTOR® associations across the country in communities experiencing growth, inventory, and affordability concerns to create an innovation lab to collectively brainstorm proactive policy solutions. Starting late 2021 and going into 2022. Seek REALTOR® Party grants to promote these partnerships if possible. Tie the results of this committee in with using the NAR consumer advocacy program to bring awareness to the community on the partnerships in conjunction with the Director of Communications.
  - Identify grants and resources from NAR and others to be used in our region. Staff to facilitate grant applications, distribution, etc., with the appropriate groups once identified by the committee. (G1/SA/T3)
  - In support of ongoing outreach, distribute monthly public policy newsletters to members, elected officials, etc., localizing and translating federal and state issues, discussing local regulations and

issues (using simple, clear, relatable stories and statistics, sharing the potential result of action/inaction). (G1/SB/T4)

- Host Broker Involvement Events in 2023 to better engage our brokerage community in advocacy and RPAC.
- In collaboration with the communications team, engage with the public through NAR's homeownership matters consumer advocacy program to promote awareness of key policy issues affecting property owners. Promote findings from our Housing Inventory Task Force using this avenue as well.
- **Key Dates:**  
Meetings or conference calls; each month on the second Thursday and as needed under special circumstances (feedback and decisions on issue endorsements or opposition), and usually scheduled at least a week prior to BRR board meetings in case of any action items that need to be forwarded to the board for review
- Quarterly 59 Minute Meetings; dates TBD
- February 2 – IR Capitol Day and Legislative Reception
- March 1 – 4 – NAR President's Circle Conference at Moon Palace The Grand Cancun
  - April 19– RPAC Transmittal deadline 30% for Major Investor Recognition at NAR Legislative Meetings
- May 6 - 11 – NAR Legislative Meetings in Washington, D.C.
- May 31– RPAC President's Circle first round \$500 due
- July 25 - 29 – Ada, Elmore, and Gem County Housing Summits
- August TBD – Candidate/Issue interview sessions for Ada, Elmore, and Gem Counties
  - September 30– RPAC President's Circle full \$2,000 due (watch for due dates before for early registration of the 2023 President Circle conference)
  - October 18 – RPAC Transmittal deadline 30% for Major Investor Recognition at NAR Annual Conference
  - November 11 - 15 – NAR Annual Conference
  - December 15– RPAC Transmittal deadline for all RPAC Investments

#### **Committee Policies, Rules, Guidelines, etc.:**

- See Policy Statements, Committee and Candidate Interview Confidentiality Agreements, and Campaign Finance Rules (re: independent expenditures, etc.) and [NAR Advocacy Territorial Jurisdiction Policy](#).
- A quorum of this *committee* shall consist of half plus one of the voting members.
- Meetings of this committee are open to members in good standing **except for** candidate interviews or other committee deliberations where confidentiality is required.
- A quorum of the *candidate interview task forces* (as appointed annually by the Committee chair) shall consist of half plus one of task force members in attendance, including the association President, if present.

**Composition and Roster:** Shall consist of up to fifteen (15) members including a Chair and Vice Chair (appointed by the President and President-Elect and approved by the Board of Directors), with the goal of including at least one member from each city in BRR's jurisdiction, plus the staff liaisons. Open to REALTOR® and Affiliate members in good standing.

1. Chair: Kit Fitzgerald, Equity Northwest Real Estate
2. Vice Chair: Craig Groves, John L Scott Boise
3. Josh Cormier, Weichert, REALTORS - Cormier & Associates
4. Steve Cox, Fairway Mortgage
5. Christopher Findlay, Silvercreek Realty Group
6. Rena Kerfoot, Mountain Home Pro Real Estate
7. Justin Livingston, Fathom Realty
8. Georgia Meacham, Georgia Meacham & Company
9. Chris Moeness, Fathom Realty
10. Phil Mount, Amherst Madison
11. Paige Oeding, Equity Northwest Real Estate
12. Kelsey Wartman, Homes of Idaho-Nampa
13. Susan Weaver, Silvercreek Realty Group
14. Michelle Welch, John L. Scott Boise

Staff Liaison(s): Cameron Kinzer

# REALTORS® Political Action Committee

## Audience / Which membership group(s) does this committee support best, and what is its total population?

- Primary: Brokers, Team Leaders, Top Producers, Full-Time/Experienced (5+ Years), Leadership
- Secondary: Early Career (2-5 Years), New Members (0-2 Years), Affiliates
- Via BRR Staff: Elected Officials/Staffers

## Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?

Raise funds to support candidates and issues that support the association’s legislative policies, as directed by BRR’s Public Policy Committee. This committee, through its staff liaison, also fulfills NAR’s Core Standards, Section II, Advocacy, by including an “above the line” RPAC voluntary investment on annual membership renewal invoice (dues billing) at \$30 for REALTORS® and \$99 for Designated REALTORS®; and, by sharing with members information and communications regarding the value of investing in and the benefits received from the individual’s participation in RPAC.

## Strategic Fit / Which core services, goals, and strategies does this committee support?

- Core Service / Value Proposition: Advocate
- Goal 1 – Advocate for policies favorable to the real estate profession and private property rights.
- Strategy C – Enhance our culture of member involvement in RPAC and encourage financial investments in the political process.

## Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee’s assignments for this year, how will they be implemented, and how will success be evaluated?

<b>Assignment 1:</b> Host a major investor focused event near the beginning of the year focused on renewing members Major Investor status and recruiting new Major Investors. (G1/SC/T1)	
Implementation Plan:	Work with the incoming RPAC committee to plan first Major investor fundraiser.
Metrics for success:	Secure at least half of all year’s previous Major investors (30) with the help of the first fundraising event and by the end of Quarter 1.
Key dates:	Tuesday, April 4

<b>Assignment 2:</b> Use one to one outreach to increase the number of Major investors and President’s circle members. Encourage these targets to attend the first Major Investor fundraiser. (G1/SC/T2)	
Implementation Plan:	Assign committee members possible association members to solicit for RPAC investments focusing on brokers, team leaders and top producers.
Metrics for success:	5-10 new Major Investors per year is historically the average.
Key dates:	Ongoing

<b>Assignment 3:</b> Host RPAC Major Investor recognition events and recognize investors at all levels, especially those at the Major Investor and HOF RPAC Levels. (G1/SC/T3)	
Implementation Plan:	Work with the committee on logistics for the two recognition events and solicit ideas from committee members to increase recognition efforts.
Metrics for success:	Hold two recognition events throughout the year and recognize investors through our communications channels. Improve and increase exposure for those that are Major Investors and Hall of Fam investors.
Key dates:	Prior to MI Dinner for first recognition event, December for final year end breakfast or some other recognition event.

**Staff Liaison Responsibilities:**

Work with the committee to retain past and recruit new major investors and President Circle members. Coordinate a Major Investor fundraiser during the first quarter of 2022 utilizing the NAR Major Investor fundraising grant or basic RPAC fundraising grant process to fund the event. On a monthly basis, review current Major Investors and assign committee members to reach out to REALTORS® encouraging them to step up or pledge to be a MI for the following year. Provide updates and projections on current fundraising totals to the committee and BOD. Coordinate email campaign at least twice throughout the year targeting fair share (\$30) investors.

**RPAC FUNDRAISING OPTIONS:**

Legal and Effective in the past

Not Allowed / Illegal

- Peer-to-Peer (1:1) Outreach
- Sports Game Experience
- Paint and Sip Experience
- Food/Beverage Tasting
- Axe Throwing Competition
- Bowling Competition
- Golf Competition
- RPAC Swag Sales
- Raffles, Bingo, or Random Drawings
- Non-Skill Based Games/Competitions
- Alcohol Raffles, Drawings, Purchases
- Public asks/displays at any event where non-solicitable class will be present
- Social Media posts/events visible to non-solicitable class with a direct ask
- Emails/mailings that include non-solicitable class in audience

**SOLICITABLE CLASSES FOR RPAC:**

As a reminder, it is against Federal Elections Commission (FEC) laws for us to solicit RPAC funds from those outside of our designated “solicitable class”. This means they MUST be a BRR member with an individual NRDS ID (as an affiliate member they must have their own unique NRDS ID, and not just use the one associated with their business.)

A solicitation is ANY kind of ask or conduct that would lead someone to believe you are encouraging or asking them to invest into RPAC. This also includes social media posts or invites. We cannot use social media to promote an RPAC event or ask people to invest UNLESS it is a closed group of only solicitable members. Similarly, if you are at a meeting, event, or other setting with members of the public, you may not solicit for RPAC unless everyone in attendance is solicitable.

Our best advice is to stick with the most powerful and simple ASK, a personal invitation from you to your colleagues, preferably in person. To learn more, please visit: <https://realtorparty.realtor/rpac/rpac-online-posting-guidelines.html>

**Fundraising Goals and Activities by Quarter:**

2023 Goals	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)
Dollars: \$TBD \$250,000 (suggested will be informed by 2022 year-end total amount raised.) <i>(Projected based on past Years MI's and pledges \$TBD)</i>	Raised: \$X X% of Goal	Raised: \$X X% of Goal	Raised: \$X X% of Goal	Raised: \$X X% of Goal
Participation: TBD (37% suggested to be based on TBD members)	Members: X% X% of Goal	Members: X% X% of Goal	Members: X% X% of Goal	Members: X% X% of Goal
MI's: TBD (70 suggested) PC's: TBD (25 suggested)	MI's: X X% of Goal	MI's: X X% of Goal	MI's: X X% of Goal	MI's: X X% of Goal
	PCs: X X% of Goal	PCs: X X% of Goal	PCs: X X% of Goal	PCs: X X% of Goal



<b>Fundraising Event(s)</b>	Focusing on 1:1 outreach to start the year. Leading to a Major Investor Fundraiser in Q1 2022	Aristotle Emails to lapsed and fair share investors	Late summer early fall fundraiser	Solicitations from RPAC Committee
<b>Recognition (VIP and Major)</b>	Gala Recognition and quarterly recognition update to members	Quarterly recognition update to members (include names of members who have invested so far)	Quarterly recognition update to members (include names of members who have invested so far)	TBD RPAC Meet & Greet event w/ newly elected officials
<b>Recruitment (New/Past)</b> Based on Target Membership Groups	1:1 Outreach to Production Award Recipients/Top Producers	Broker Involvement Program/1:1 Outreach to Non-Investor Brokers	1:1 Outreach to "Producing" New Members ahead of Dues Billing	1:1 Outreach to Incoming Leadership
<b>Retention (Existing)</b> Monthly Advocacy Email, 59 Min Meeting Invite, etc.	Payment Plan Reminders	1:1 outreach following the first fundraiser	Candidate Endorsements Messaging	Thank You Gift, thank you cards to fair share and 2022 Recap to members

**Key Dates:**

- February 2 – IR Capitol Day and Legislative Reception
- March 1 – 4 – NAR President’s Circle Conference at Moon Palace The Grand Cancun
- April 19– RPAC Transmittal deadline 30% for Major Investor Recognition at NAR Legislative Meetings
- May 6 - 11 – NAR Legislative Meetings in Washington, D.C.
- May 31– RPAC President’s Circle first round \$500 due
- July 25 -29 – Ada, Elmore, and Gem County Housing Summits
- September 30– RPAC President’s Circle full \$2,000 due (watch for due dates before for early registration of the 2023 President Circle conference)
- October 18 – RPAC Transmittal deadline 30% for Major Investor Recognition at NAR Annual Conference
- November 11 - 15 – NAR Annual Conference
- December 15– RPAC Transmittal deadline for all RPAC Investments

**Committee Policies, Rules, Guidelines, etc.:**

- RPAC Bylaws (IR), State and Federal Finance Laws, NAR Rules, and BRR white paper
- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are open to members in good standing.

- A quorum of the *candidate interview task forces* (as appointed annually by the Committee chair) shall consist of half plus one of task force members in attendance, including the association President, if present.

**Composition and Roster:** Shall be of such size and composition as necessary to carry out its functions subject to Committee Responsibilities, with up to fifteen (15) members, a majority of which will be designated or managing brokers, and a majority of which will be *local* Major Investor VIPs (\$250+). Open to REALTOR® and Affiliate members in good standing.

1. Chair: Phil Mount, Amherst Madison
2. Vice Chair: Carlos Bendeck, John L Scott Real Estate
3. Aaron Catt, Boise Property Solutions
4. Steve Cox, Fairway Independent Mortgage Corp
5. Gennie Fishburn, Silvercreek Realty Group
6. Craig Groves, John L Scott Real Estate
7. Vicky Haban, Amherst Madison
8. Gail Hartnett, Keller Williams Realty Boise
9. Sarah Libengood, Keller Williams Realty Boise
10. Lucas O'Neill, City of Trees Real Estate
11. Lori Otter, Amherst Madison
12. Alicia Reinhard, Silvercreek Realty Group
13. Kim Sitton, Silvercreek Realty Group
14. Liam Spencer, Silvercreek Realty Group
15. Autumn White-Short, TitleOne

Staff Liaison(s): Cameron Kinzer

**Summary of Accomplishments or Action Items from the previous years:**

- 2022 Set new RPAC Fundraising Record of \$253,000 including three new CAP investors
- 2021 Set a local record for participation with
- 2021 total amount raised TBD, Major Investors, TBD, President's Circle Members TBD
- 2021 Held first fundraiser in a year and half at Spurwing that raised \$35,000 in collected and pledged RPAC investments
- 2020 raised a record \$208,000 that included 59 Major Investors all through personal outreach

# YOUR Professional Network Advisory Board (YPN)

## Audience / Which membership group(s) does this committee support best, and what is its total population?

- Primary: New Members (0-2 Years), Early Career (2-5 Years), Affiliates, Future Leadership
- Secondary: Brokers, Team Leaders, Top Producers, and Full-Time/Experienced (5+ Years)

## Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?

Host networking events for members (regardless of age and industry experience) and help promote the activities and leadership opportunities offered by the association. As an advisory board, members provide recommendations, advice, and ideas to be implemented by staff or committee, in addition to coordinating YPN-sponsored events.

## Strategic Fit / Which core services, goals, and strategies does this committee support?

- Core Service / Value Proposition: Connect
- Goal 3 – Elevate REALTORS® as local market experts, consumer advocates, and community leaders, as well connected and resourceful business professionals. .
- Strategy B – Connect members through association events, community outreach, and recognition programs, aligning personal interests with association involvement, when possible.

## Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee’s assignments for this year, how will they be implemented, and how will success be evaluated?

<b>Assignment 1: Increase awareness of BRR’s networking opportunities and industry events.</b>	
Implementation Plan:	Host networking and educational events for REALTOR® and Affiliate members to attend
Metrics for success:	Members are engaged and involved with a sense of belonging to the association
Key dates:	Quarterly

<b>Assignment 2: Connect members through association events, community outreach, and recognition.</b>	
Implementation Plan:	Communicate and educate members about association events and programs outside of YPN
Metrics for success:	Members will use YPN Advisory Board as a resource for information at BRR
Key dates:	All year

<b>Assignment 3:</b> Elevate Leaders to serve in other leadership positions.	
Implementation Plan:	Create leaders on YPN that will serve on other Boards and committees.
Metrics for success:	Board members will feel empowered and qualified to be in leadership positions on other board and committees
Key dates:	All year

**Staff Responsibilities:**

- Prepare agendas and minutes, with assistance from chair.
- Plan and promote happy hours, professional panels, and fundraising along with YPN Board members.
- Track budget, promote and sell event sponsorships.
- Manage the YPN Insiders Facebook page.
- Provide necessary resources and tools to committee members.
- Coordinate annual community service projects like Paint the Town and Rake up Boise.

**Key Dates:**

- Advisory Board Meetings: First Wednesday of the month.
- Meet the Board Mix & Mingle: February 2023
- Mix & Mingles: Q1 February 2023, Q3 September 2023
- Foundation Fundraisers: Q3 Spring TBD, Q4 Fall TBD
- Professional Panels: Q2 March 2023, Q4 December 2023

**Committee Policies, Rules, Guidelines, etc.:**

- A member’s physical absence from two (2) consecutive committee meetings shall be grounds for removal.
- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are open to members in good standing.

**Composition and Roster:** Shall be of such size and composition as necessary to carry out its functions subject to Committee Responsibilities, with up to twenty (20) members, plus a staff liaison. Open to REALTOR® and Affiliate members in good standing.

1. Chair: Josh Kinghorn, Silvercreek Realty Group
2. Vice Chair: Nick Staub, Silvercreek Realty Group
3. Affiliate Advisory Group: Chris Meyers, Blind Appeal
4. Communications Advisory Group: Brent Hrdlicka, Captial Group
5. Education Advisory Group: Shashank Rayasam, Mountain Realty
6. REALTORS® Political Action Committee: Liam Spencer, Silvercreek Realty Group
7. REALTORS® Outreach Committee: Julie Schott, Empire Title
8. Jenni Brazier, TitleOne
9. Jennifer Carr, Timber & Love Realty

10. Madison Crum, Andy Enrico & Co.
11. Levi Ellis, Guild Mortgage
12. Ryan Froehlich, Banner Bank
13. Cheyenne Ison, eXp Realty
14. Carlette Napoles, eXp Realty
15. Keehton Potter, Alliance Title & Escrow
16. Julia Riley, Silvercreek Realty Group
17. Kyler Wartman, Silvercreek Realty Group
18. Justin Westover, Summit Funding
19. Terri Harvey, Stewart Title
20. Bill Haskins, American Pacific Mortgage

Staff Liaison: Angela Gibson

# REALTORS® Community Foundation Board of Directors

The REALTORS® Community is incorporated as a 501(c)(3) charitable organization and is a wholly-owned subsidiary of Boise Regional REALTORS® (BRR). The Foundation primarily focuses on the annual grant program, soliciting and vetting applications from eligible non-profits, and then selecting which organizations will receive grants. The Foundation is governed by a board of directors. While anyone is welcome to attend a Foundation Board meeting, only those holding a seat on the board may vote on Foundation business.

The REALTORS® Outreach Committee (ROC) helps to fundraise for the Foundation and coordinates a variety of service projects throughout the year. ROC is governed by a core group of volunteers, however, ROC meetings, and the ability to participate and vote at them, are open to all BRR members in good standing. Members can stay connected between meetings by joining the closed Facebook Group at [facebook.com/groups/ROCinsiders](https://facebook.com/groups/ROCinsiders).

## **BRR Strategic Fit / Which core services, goals, and strategies does this committee support?**

- Core Service / Value Proposition: Connect
- Goal 3 – Elevate REALTORS® as local market experts, consumer advocates, and community leaders, as well as connected and resourceful business professionals.
- Strategy B – Connect members through association events, community outreach, and recognition programs, aligning personal interests with association involvement, when possible.
- Tactic 3 – Share the contributions and philanthropy of our members, brokerages, and the association by promoting NAR's REALTORS® Are Good Neighbors program; BRR's Good Neighbor Award; the Community Foundation's REALTOR® Outreach Committee service projects, annual grants, and matching gifts program; and the LEAP Housing Trust Partnership with BRR, IMLS, and the Community Foundation.

## **Key Dates:**

- Board Meetings: February 8, April 12, August 9, and October 11 from 11:30 a.m.- 12:30 p.m.
- ROC Meetings; typically, on the 2<sup>nd</sup> Wednesday of each month from 10:30-11:15 a.m.
- Annual Grant Cycle Opens- September 1-30<sup>th</sup>, 2023
- BRR Member Expo: September 7, 2023
- Golf Tournament: September 25<sup>th</sup>, 2023

**Composition and Roster:** The governing body of the Foundation shall be a Board of Directors consisting of fifteen (15) Association Members in good standing\*, either REALTORS® or Affiliates. The Foundation Board of Directors shall consist of the President, Vice President, Immediate Past President, Treasurer, Secretary, current President of the Association, five (5) Association Members-At-Large, one (1) member from Gem County, one (1) member from Elmore County, one (1) member from BRR's YPN Advisory Board, and the Chair and Co-Chair of the Foundation's REALTOR® Outreach Committee. Open to REALTOR® and Affiliate members in good standing.

1. President: Jamie Matzdorff, Keller Williams Realty Boise

2. Vice President: Joshua Cormier, Weichert, REALTORS - Cormier & Associates
3. Immediate Past President: Shannan Berry, TitleOne
4. Treasurer: Phil Mount, Amherst Madison
5. BRR President: Debbi Myers, Amherst Madison
6. ROC Chair: Julie Schott, Empire Title
7. ROC Co-Chair: Alexa Head, Group One Sotheby's International Realty
8. YPN Representative: TBD
9. Member-At-Large Director: Andrea Anderson, Fathom Realty
10. Member-At-Large Director: Kim Daley, Fidelity National Title
11. Member-At-Large Director: Ruthie New, Fathom Realty
12. Member-At-Large Director: Shelley Wallace, Silvercreek Realty Group
13. Member-At-Large Director: Michele Wilson, Flagstar Mortgage
14. Gem County Representative: Teena Turner, Evans Realty
15. Elmore County Representative: Mellissa Christensen, Keller Williams Realty Southwest Idaho

Staff Liaison: Marind Amano

**Summary of Accomplishments or Action Items from the previous years:** *See Summary of Action Items*

2023 Grant Program Overview

Program	<u>Matching Gift Program</u> <i>(Lower Dollar/Higher Qty)</i>	<u>Annual Grants</u> <i>(Higher Dollar/Lower Qty)</i>	<u>Housing Affordability Initiative</u> <i>(Multi-Year Partnership)</i>
Purpose and Uses	To encourage and enhance members' charitable giving to 501(c)(3) organizations throughout the year	To support organizations that address specific, housing-related needs, with preference given to those offering long-term benefits and/or impacting a significant number of people	To support the development of affordable housing by partnering with a developer who is already working in the space. The intention is to identify and select one project or partnership that can be sustained over the next 5-10 years, to maximize our impact around the issue of housing affordability.
Per Grant Maximum	\$100 max. per year per member	Goal of four (4) larger grants of \$5,000 minimum, one (1) grant each in Gem and Elmore) and fulfill smaller grant requests (under \$5,000)	
Grant Budget	\$10,000	After funding Matching Gifts, allocate the following to each program: 80% to be divided equally among the annual grantees; 5% to Gem County grant(s); Elmore County grants from their restricted funds; 5% for any smaller grants; and 10% to be saved to kickstart the following year	\$50,000 min. per year for 5-10 years
Funding Sources	Dues Donations, Direct Contributions, ROC and YPN Fundraisers, Golf Tournament, Amazon Smile, and ECCR restricted funds (for Elmore County grants only)		BRR and IMLS donations, Production Award proceeds, and Direct Contributions
Selection and Distribution	Release \$2,500 quarterly, cut checks once a month, and promote until funds run out each quarter	<b>Larger grants:</b> Members to select up to four (4) grantees in Ada County and will be highlighted in all fundraising efforts and community service projects; <b>Gem, Elmore, and Smaller Grants:</b> Application to include option to be considered as 2021 "small" grant recipient ( <i>Gem and Elmore selected by local task forces</i> ) and to be considered as a 2022 annual grantee; <b>All grants</b> given in Dec with IHFA's Avenues for Hope Grants for a match	Managed by a joint BRR/RCF Task Force
Program and Recipient Promotion	Program promoted to members via social media, Foundation and BRR newsletters, and a dedicated webpage	Program promoted to the community; Recipients promoted externally through a press release, recognition at BRR's AMM, and in the Foundation annual report	Promoted jointly by BRR, the Foundation, and selected partner(s)



# REALTOR® Outreach Committee (ROC)

**Audience / Which membership group(s) does this committee support best, and what is its total population?**

- Primary: New Members (0-2 Years), Early Career (2-5 Years), Affiliates, Future Leadership
- Secondary: Brokers, Team Leaders, Top Producers, and Full-Time/Experienced (5+ Years)

**Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?**

ROC is the working arm of the Boise Regional REALTORS® Community Foundation. ROC works to raise funds for the annual grant cycle and to create opportunities for BRR members to give back to the community through housing-related service projects. This committee, through its staff liaison, also fulfills NAR’s Core Standards, Section III, Consumer Outreach, by engaging in community activities which enhance the image of the REALTOR® or conducting fundraising activities to benefit local community or charitable organizations.

**BRR Strategic Fit / Which core services, goals, and strategies does this committee support?**

- Core Service / Value Proposition: Connect
- Goal 3 – Elevate REALTORS® as local market experts, consumer advocates, and community leaders, as well as connected and resourceful business professionals.
- Strategy B – Connect members through association events, community outreach, and recognition programs, aligning personal interests with association involvement, when possible.

2023	Q1	Q2	Q3	Q4
<p><b>Annual Grant Fundraisers</b> + AmazonSmile</p>	<p>COE Donations</p>	<p>YPN (+ROC) Fundraiser (May)</p>	<p>Member Expo Booth Sep 7</p> <p>Give Back Golf Tournament Sept 25</p> <p>Promote Membership Renewal Donations</p>	<p>Promote Membership Renewal Donations + COE Donations</p> <p>YPN (+ROC) Fundraiser (Oct)</p>

<b>ROC Quarterly Project</b> Based on need and/or request of 2023 Grantees	Grantee #1	Grantee #2	Grantee #3	Grantee #4
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**Key Dates:**

- ROC Meetings; typically, on the 2<sup>nd</sup> Wednesday of each month from 10:30-11:15 a.m.
- Annual Grant Cycle Opens- September 1-30<sup>th</sup>, 2023
- BRR Member Expo: September 7, 2023
- Golf Tournament: September 25 at The River Club

**Composition and Roster:** Open to REALTOR® and Affiliate members in good standing.

1. Chair and YPN Representative: Julie Schott, Empire Title
2. Co-Chair: Alexa Head, Group One Sotheby's International Realty
3. Past Chair: Lucas O'Neill, Keller Williams Realty Boise
4. Foundation President: Jamie Matzdorff, Keller Williams Realty Boise
5. Gem County Representative: Teena Turner, Evans Realty, LLC
6. Elmore County Representative: Mellissa Christensen, Keller Williams Southwest Idaho
7. Robin Cozakos, Fathom Realty
8. Madison Crum, Andy Enrico & Company
9. Kim Daley, Fidelity National Title
10. Renee Faught, Silvercreek Realty Group
11. Gennie Fishburn, Silvercreek Realty Group
12. Terri Harvey, Stewart Title
13. Tempe McFarlane, Silvercreek Realty Group
14. Payton Orem, JMJ Financial
15. Lori Otter, Amherst Madison
16. Tracy Ross, ReDefined Real Estate
17. Mary Sfingi, Idaho First Bank
18. Ashley Smiley, Silvercreek Realty Group
19. Liam Spencer, Silvercreek Realty Group
20. Justin Westover, Summit Funding, Inc
21. Michele Wilson, Flagstar Mortgage
22. Cindy Zachman, Coldwell Banker Tomlinson

Staff Liaison: Marind Amano

**ROC Insiders:** As the “working arm” of the Foundation, ROC needs volunteers to accomplish its goals. This group is open to all BRR members in good standing. They are invited to all ROC meetings at which they may participate in the discussion and votes (although attendance is not required), they will be connected to the ROC Insiders Facebook closed group, can participate in all community service and volunteer opportunities, fundraisers, and are encouraged to educate and invite other BRR members to ROC activities.

# REALTORS® Education Foundation Board of Directors



The Boise Regional REALTORS® Education Foundation is incorporated as a 501(c)(3) nonprofit organization and is a wholly owned subsidiary of Boise Regional REALTORS® (BRR).

Founded in 2021, the purpose of this Foundation is to provide high-quality education to real estate professionals while also empowering those who seek to buy, sell, and own real property in our community.

The Foundation has one committee, the Education Advisory Group, and the board of directors consists of the same members as the BRR Board. The Foundation will seek to collaborate with other groups to provide education, both to members and those throughout the community, wherever possible.

## **Committee Policies, Rules, Guidelines, etc.:**

- A quorum of the Board of Directors shall consist of not less than seven (7) voting Directors.
- All Board meetings are open to Members in good standing, except during executive sessions.

## **Responsibilities:**

- Guide the Foundation in accordance with the Strategic Plan and annual budget.
- Oversee the work of committees, task forces, etc., as outlined in the Strategic Plan.
- Oversee bylaws and administrative policies and procedures, formulating policy as needed.
- Direct the Foundation's assets per recommendations of the Treasurer, accountant, and financial advisor.
- Sign and abide by the Director's Code of Ethics and Conflict of Interest forms, annually.
- Approve the tax return.
- Annually review and update the Foundation's strategic plan annually.
- Approve an annual budget and any deviations from that budget.
- Responsible for making all decisions not otherwise delegable to a committee or staff person.
- Other duties as directed by the President or membership.

## **Key Dates:**

- Board Meetings held as needed immediately after the BRR Board of Directors meeting adjourns, for up to two hours:

Staff Liaison(s): Lisa Martin and Lexie Pease

# Education Advisory Group

## **Audience / Which membership group(s) does this committee support best, and what is its total population?**

- Agent- and Affiliate-Focused – Provide resources to support agents and affiliates in their professional development.
- Broker-Focused – Provide specialized resources to support current and prospective brokers in their professional development.
- Consumer-Focused – Provide resources to those considering a career in real estate and to people seeking to buy, sell, and own real property.
- Instructor- and Leader-Focused Development – Provide resources to equip instructors and volunteer leaders to serve the membership and association.

## **Purpose / What need is this committee addressing or what problem is it solving for the membership group(s)?**

Develop a well-balanced education program to serve the needs of the membership, and secondarily, serve as a non-dues revenue source for the association, where possible. As an advisory group, members provide recommendations, advice, and ideas to be implemented by staff, committees, or task forces.

This committee, through its staff liaison, also fulfills NAR’s Core Standards Section IV, Unification Efforts and Support for the REALTOR® Organization, by annually offering professional development opportunities to members, as well as an annual REALTOR® safety activity.

## **Strategic Fit / Which core services, goals, and strategies does this committee support?**

- Core Service / Value Proposition: Educate
- Goal 2 - Serve as the pinnacle provider of career and professional development resources in real estate, through a focus on emerging trends, industry best practices, and ethical standards.
- Strategy A – Agent- and Affiliate-Focused – Provide resources to support agents and affiliates in their professional development.
- Strategy D – Instructor- and Leader-Focused Development – Provide resources to equip instructors and volunteer leaders to serve the membership and association.

## **Committee Work Plan / Based on the Purpose, Strategic Fit, and Tactics from the Strategic Plan, what are the committee’s assignments for this year, how will they be implemented, and how will success be evaluated?**

**Assignment 1:** Create member professional development paths tied to career phases, business activities, and niche markets. (G2/SA/T1)

Implementation Plan:

Identify specific professional development paths; research and create specific paths for publication to membership.

Metrics for success:	Completed professional development paths distributed to membership by Q3.
Key dates:	Q1 – Q2

<b>Assignment 2: Identify webinar subjects and speakers. (G2/SA/T3)</b>	
Implementation Plan:	Identify quarterly webinar topics and select speakers on emerging trends or industry best practices.
Metrics for success:	Hold quarterly webinars.
Key dates:	All Year

<b>Assignment 3: Develop Instructors through an annual orientation and targeted training. (G2/SD/T1)</b>	
Implementation Plan:	Assign a task force to oversee annual instructor orientation and training.
Metrics for success:	Host instructor orientation & training in Q4.
Key dates:	Q3 - Q4

**Staff Liaison Responsibilities:**

- Prepare agendas and minutes, with assistance from chair
- Plan Education calendar at least 6 months in advance, coordinating instructors and creating promotion plans along with the Director of Communication.
- Track budget and attendance numbers for live, virtual, and online courses
- Keep up to date with NAR course offerings and new trends/ topics
- Coordinate courses to coincide with Fair House and Safety months
- Coordinate Broker in-house education requests
- Manage partnerships with other providers/associations
- Oversee BRR Career Center
- Provide necessary resources and tools to committee members.
- Through educational offerings, connect the principles in the Code of Ethics, fair housing, and REALTOR® safety with day-to-day business activities for greater understanding and practice.
- Refresh BRR’s education strategy by seeking new courses offered in-person, on-demand, or live streamed, with and without CE.

**Key Dates:** Meetings quarterly or as needed (Q1: January 11<sup>th</sup>, Q2: May 3<sup>rd</sup>, Q3: August 2<sup>nd</sup>, and Q4: November 8<sup>th</sup>)

**Committee Policies, Rules, Guidelines, etc.:**

- BRR’s [Education Policies](#), [Education Sponsorship Guidelines](#), and [Inclement Weather Policy](#); and IREC’s [Education Policies](#)
- A quorum of this committee shall consist of half plus one of the voting members.
- Meetings of this committee are open to members in good standing.

**Composition and Roster:** Shall be of such size and composition as necessary to carry out its functions subject to Committee Responsibilities, with up to fifteen (15) members, plus the staff liaison(s). Open to REALTOR® and Affiliate members in good standing.

1. Chair: Jessica Durham, Silvercreek Realty Group
2. Vice Chair: Tamra Sims, Silvercreek Realty Group
3. Marcelino Barrera, Zillow, Inc.
4. Dana Browning, Keller Williams Realty Boise
5. Andy Enrico, Andy Enrico & Company
6. Tiffany Hyatt, Fathom Realty
7. Katuscia Maria, Group One Sotheby's International Realty
8. Whitley Morlino, CBH Sales and Marketing
9. Shashank Rayasam, Sterling Idaho Realty – Mountain Realty
10. Irina Riley, Silvercreek Realty Group
11. Kim Sitton, Silvercreek Realty Group
12. Ed Sperry, Majestic Idaho Real Estate
13. Teena Turner, Evans Realty
14. Sara Wolf, Equity Northwest Real Estate
15. Megan York, Homes of Idaho-Nampa

Staff Liaison(s): Lexie Pease and Hanna Koberle

# Intermountain MLS Board of Directors



## **2023 President**

Kit Fitzgerald  
Equity Northwest Real Estate

## **Director**

Carey Farmer  
Group One Sotheby's International Realty

## **2023 Vice President/Treasurer**

Willis Stone  
208 Real Estate

## **Director**

PJ Johnson  
ReDefined Real Estate

## **2023 Immediate Past President**

Bob Hurtt  
ERA West Wind

## **Director**

Bill C Schultz  
Schultz Appraisal

## **2023 BRR President**

Debbi Myers  
Amherst Madison

## **Director**

Tom Turner  
Keller Williams Realty Boise

## **Director**

Becky Enrico Crum  
Andy Enrico & Company

## **Secretary/CEO**

Glenn Christoph



# State and National Association Volunteers

## 2023 State and National Directors from BRR

- Carlos Bendeck, John L Scott Real Estate (2023-2025 State Director)
  - Isaac Chavez, eXp Realty (2022-2024 State Director)
  - Josh Cummings, Crosswinds Realty (2021-2023 State Director)
  - Krista Deacon, Silvercreek Realty Group (2022-2023 State Director)
  - Michele de Reus-McCord, Accel Realty Partners (2023-2024 State Director)
  - Dallas Dugan, Mountain Home Pro Real Estate (2022-2024 State Director)
  - Jessica Durham, Silvercreek Realty Group (2022-2024 State Director)
  - Vicky Haban, Amherst Madison (2022-2023 State Director)
  - PJ Johnson, ReDefined Real Estate (2023-2024 State Director)
  - Zachary Lopez, Realty ONE Group Professionals (2023 State Director)
  - Phil Mount, Amherst Madison (2023-2025 State Director)
  - Debbi Myers, Amherst Madison (2021-2023 State Director)
  - Peach Peterson, Lifestyles Property Brokers (2022-2023 State Director)
  - Gary Salisbury, Equity Northwest Real Estate (2022-2024 State Director)
  - Kelsey Wartman, Homes of Idaho-Nampa (2022-2023 State Director)
  - Susan Weaver, Silvercreek Realty Group (2023-2025 State Director)
  - Jeff Wills, Amherst Madison (2023-2024 State Director)
- 
- Michelle Bailey, Keller Williams Realty Boise (2022-2023 National Director)
  - Phil Mount, Amherst Madison (2023-2024 National Director)

# Expectations, Recommended Activities, and Policies for Volunteers

*Current as of January 2023*

As a member of the Board of Directors or a committee, you represent each of BRR's members. This may be challenging because there will be a multitude of viewpoints by the membership (or yourself) on various issues, based on different business philosophies, personal beliefs, affiliations with other organizations, communication styles, etc., but if you place the welfare of the Association first, the right decision will be made. Anyone who is a volunteer leader with BRR is expected to adhere to policies, guidelines, recommendations, and rules as outlined in this document and others – including the Code of Ethics – in their business dealings, volunteerism, and personal lives. The decisions and actions you take through your involvement with BRR, not only impact the Association's reputation and perceived value among our members and the community, but also our members' daily business lives. Adapted from NAR: [nar.realtor/national-leadership/board-of-directors/role-of-the-director](http://nar.realtor/national-leadership/board-of-directors/role-of-the-director).)

## **Fiduciary Duties, Confidentiality, and Conflicts of Interest**

From *Board Effect*: “Fiduciary responsibilities mean that board members must act honestly and put the best interests of the organization ahead of their own interests. It also means that they must avoid or acknowledge conflicts of interest and abstain from voting when such a conflict exists. Board members also have limits on how they can share information and with whom they may share it. Maintaining confidentiality also means that board members must maintain the confidentiality of any personal or sensitive information they acquire during their service to the board.”

The fiduciary duties of care, loyalty, and obedience are outlined below, along with additional information about confidentiality and conflicts of interest. While this section references Directors, the same duties and expectations extend to committee members.

- *Duty of Care* “means that board directors must give the same care and concern to their board responsibilities as any prudent and ordinary person would. This means board members should be actively participating in board meetings and on committees. It also means that they should be actively working with other board directors to advance the organization's mission and goals. They can fulfill their responsibilities by overseeing and monitoring the nonprofit's activities. Board directors should be able to read and understand financial reports and be willing to question expenditures and examine variances. They are also responsible for strategic planning and achieving the nonprofit's short- and long-term goals.”
- *Duty of Loyalty* “means that board directors must place the interests of the organization ahead of their own interests at all times. Duty of loyalty means publicly disclosing any conflicts of interests and not using board service as a means for personal or commercial gain.”

- *Duty of Obedience* “means that board directors must make sure that the nonprofit is abiding by all applicable laws and regulations and doesn’t engage in illegal or unauthorized activities. The duty of obedience also means that board directors must carry out the organization’s mission in accordance with the purpose they stated in getting qualified as a nonprofit organization.”
- *Confidentiality* – “A breach of confidentiality can happen for a variety of reasons. Three of the most common ones are: the disclosure of confidential information discussed at a board meeting, the disclosure of personal information and conflicts of interest. During their board work, board members sometimes have access to personal or sensitive information about their membership and fellow board members. Sensitive information may include health, employment, finances, or other personal information. In keeping with their fiduciary duties, board members shouldn’t disclose information that they’ve received as part of their position on the board.”
- *Conflicts of Interest* – “Board members usually have a large network of constituents, network associates or other individuals to which they have some degree of loyalty. While this is a good thing, it often causes a conflict of interest when a board member shares information that they’ve gained as part of their employment or position or when board members rehash matters outside of board meeting time that the board has already decided.”

All volunteers will be asked to sign a confidentiality agreement and conflict of interest statement annually, further outlining the expectations and requirements. If there is ever a question as to whether something is confidential or a potential conflict, volunteers should speak to BRR’s President and Chief Executive Officer for guidance.

Sources: [boardeffect.com/blog/nonprofit-board-confidentiality-policy](http://boardeffect.com/blog/nonprofit-board-confidentiality-policy); [boardeffect.com/blog/fiduciary-responsibilities-nonprofit-board-directors](http://boardeffect.com/blog/fiduciary-responsibilities-nonprofit-board-directors); and, [nar.realtor/national-leadership/board-of-directors/meeting-policies-and-procedures/fiduciary-duty](http://nar.realtor/national-leadership/board-of-directors/meeting-policies-and-procedures/fiduciary-duty).

## **Expectations of Volunteers**

- Maintain an active membership with BRR as a REALTOR® member or as an Affiliate member.
- Inform Staff Liaisons of changes in title or organization during your tenure on a committee.
- Be informed about the mission, services, and policies of BRR.
- Attend meetings and come prepared to conduct association business.
- Adhere to Robert’s Rules of Order and parliamentary procedures.
- Help to promote the value of BRR to members and the community.
- Identify future volunteers and leadership for the association.

## **Recommended Activities**

- Serve on at least one (1) committee, task force, etc., for BRR, IR, NAR, IMLS, or the Foundation.
- Engage in local, state, and national legislative calls-to-action.
- Make an annual RPAC investment of \$99 or more.
- Make an annual Foundation contribution of \$30 or more.

- Attend or participate in association service projects, special events, functions, etc., whenever possible.

### **Attendance Requirements and Removal**

Per Section 12.1 of the Bylaws, a Director's physical absence from two (2) consecutive regular meetings without an excuse deemed valid shall be grounds for removal. While not a requirement of the bylaws, this attendance expectation extends to the committees, task forces, advisory groups, etc. The committee chair or vice chair will reach out to any member of a committee, task force, advisory group, etc., who is not meeting this expectation by phone or email to ask about their ability to continue serving or not. (If it is the chair or vice chair who is not attending, the President or President-Elect will reach out.) Those who are unable to commit will be removed from the roster to ensure quorums are met to conduct business; however, removed members are still welcome to attend meetings and participate in discussions but are unable to vote, unless stated otherwise in the committee's policies and procedures.

### **Proxy Voting Prohibited**

Per Section 12.9 of the Bylaws, voting by proxy is prohibited. While this prohibition pertains to meetings of the Directors, it extends to all meetings of Association committees, task forces, advisory groups, etc.

### **No Action without Staff Present**

Per Section 12.10 of the Bylaws, the Association's Board of Directors, or any committees or tasks forces, etc., may not conduct "official" Association business without Association staff present to advise or record. The exception is if an action must be taken related to the Chief Executive Officer at which time, the Association's legal counsel should be present either in person or by electronic means.

### **Committee Authority**

Per Section 13.2 of the Bylaws, the Board of Directors grants decision-making authority to the Executive Committee, as outlined in Section 13.5 of these Bylaws; and, to the Awards Committee for the selection of the annual award recipients, in accordance with that committee's policies and procedures. As approved by the Board of Directors in the Association's strategic plan or a committee's policies and procedures, the Board may, from time-to-time, grant limited decision-making authority to a specific committee for a specific initiative. Outside of these circumstances, the Board does not grant decision-making authority to any Association committee, task force, advisory group, etc., but will review all recommendations that come from these groups.

### **Open/Closed Meetings**

All meetings of Association committees, advisory groups, advisory boards, etc., as well as the Association's Board of Directors, are open to Members in good standing; **except** meetings of the Awards Committee,

Executive Committee, Finance Committee, and Nominating and Elections Committee, or meetings of any task force. These meetings are closed; however, each committee or task force may invite or may consider requests by members in good standing or non-members who wish to attend for a specific purpose, on a case-by-case basis.

### **Remote Attendance and Electronic Transaction of Business**

Per Articles 12 and 13 of the Bylaws, Directors and members of a committee, task force, etc., may participate in any meeting by phone, video conference, etc., by means of which all persons participating in the meeting can hear each other. Such participation shall be at the discretion of the chair or President and shall constitute presence at the meeting. Also, the Board, committees, task forces, etc., may conduct business by electronic means.

### **Action without Meeting**

Per Articles 12 and 13 of the Bylaws, the Board, committees, task forces, etc., may act by unanimous consent in writing (email correspondence is acceptable) without a meeting. The consent shall be evidenced by one (1) or more written approvals, each of which sets forth the action taken and bears the signature of one (1) or more of the Members.

### **Indemnification**

Per Article 14 of the Bylaws, the Association shall indemnify every person who is or was a party or is or was threatened to be made a party to any action, suit, or proceeding by reason of the fact that he or she is or was a Director, Officer, employee, or agent of the Association, including service on a committee formed for any purpose at the request of the Association, against all expense, liability, and loss actually and reasonably incurred or suffered by such person in connection with such action, suit, or proceeding, to the fullest extent permitted by applicable law, as in effect on the date hereof and as hereafter amended. Also, the Association may maintain insurance, at its expense, to protect itself and any individual who is or was a Director, Officer, employee, or agent of the Association, or who, while a Director, Officer, employee, or agent of the Association, including service on a committee formed for any purpose at the request of the Association, against any expense, liability, or loss whether or not the Association would have the power to indemnify such person against such expense, liability, or loss.

### **Staff Work/Direction**

One of the key benefits of volunteering with an association like BRR that has full-time staff, is that they are there to help execute on the programs and projects of each committee. Your staff liaison is your partner and team member to accomplish the goals of your committee.

If there are assignments, projects, tasks, etc., that a committee member feels the staff should complete or look into, especially if those things are outside the scope of the committee work plan, please direct those

ideas first to the Chief Executive Officer for review, and not to the staff member directly. This allows us to plan and prioritize projects most efficiently, and, in relation to other activities happening across the association.

When you do correspond with staff on approved projects, please keep office hours in mind – Monday-Friday from 8:30 a.m.–5:00 p.m. – especially if you need something resolved quickly or to speak to your staff liaison by phone or in person. We know many of our volunteer leaders catch up on their association tasks in the evening and on weekends but would ask that text messages and phone calls to staff are kept to office hours whenever possible, knowing that emails are welcome anytime and will be addressed as soon as possible on the next business day.

## **Harassment**

In accordance with BRR's Bylaws, Section 6.7, any Member of the Association may be reprimanded, placed on probation, suspended, or inactivated for harassment of an Association employee, Officer, or Director after an investigation in accordance with the procedures of the Association.

Suspension or inactivation of Membership, whether voluntary or involuntary, can result in any or all of the following: inability to use the terms "REALTOR®" or "REALTORS®", inability to use the REALTOR® "R" logo or any logos affiliated with a National Association of REALTORS® designation, loss of reduction in MLS fees, inability to access any forms provided by the state or local association or through the MLS, access to member pricing for any Association programs, and limited access or no access to all programs and services reserved for REALTOR® Members of the local, state, and national associations.

As used in this Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating, or offensive work environment.

The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect, and/or Vice President, and one (1) member of the 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 Code of Ethics and Arbitration Manual of the National Association of REALTORS®. If the complaint names the President, President-Elect, and/or Vice President, the named Officer(s) may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest-ranking Officer not named in the complaint.

*NOTE: Suggested procedures for processing complaints of harassment are available at NAR.REALTOR or from the National Association of REALTORS®' Member Policy Department.*

## **Moving Recommendations through the Organization**

Your committee is encouraged and expected to execute the projects as approved in the strategic plan and your committee's work plan. However, committees may not independently make decisions, commitments, or take actions that would have a major impact on the association's budget, strategic plan, communications, or calendar, especially those that could have legal, financial, or political implications, etc., unless reviewed and approved by the Board of Directors. If your committee has a recommendation for the Board's consideration, here is how that would typically move through the organization...

- Your committee would approve the recommendation and that motion/action would be documented in the meeting minutes.
- Your staff liaison will forward the recommendation and meeting minutes to the Chief Executive for review with the President, and if applicable, any other committee chairs, legal counsel, etc.
- Any feedback will be shared with the committee chair, if necessary, otherwise the Chief Executive Officer will prepare an action item for the next board meeting.
- The Board may approve the recommendation as-is, amend the recommendation and approve it, or send it back to the committee for additional work.
- Once approved, work may begin on the recommendation. If sent back, the committee will go through the recommendation process again until an approval has been given.

Any recommendations for new projects, programs, etc., should align with BRR's mission, long-term goals, and value proposition, as well as our event and content calendars whenever possible. If your committee has an idea, but it does not fit into our short- or long-term plans, the recommendation could be that BRR collaborate with or share that idea with another group that is best suited to deliver it.

# Communicating with Members

Everything that BRR hosts, offers, promotes, shares, etc., is available to any member. But to be more effective in how we communicate with members and show how relevant we are to their business; we've been moving to a more targeted approach in communications and marketing.

We know our members are busy and we don't want to overwhelm them with constant communications – especially about things that may not be relevant to them. Therefore, we can target our communications based on a variety of factors – subscription preferences, years in the business, attendance at classes or events, participation in RPAC, home or business address, etc. We believe that if members find an answer to a question, or value in a program once or twice, they will be more open to exploring the other resources available to them through their membership.

As you're considering the programs, services, and communications you'd like to do through your committee, keep in mind that not every member will be interested (and that's ok); however, we are equipped to reach those who will be most interested in what your committee has to offer.

Your staff liaison will coordinate the development and distribution of all communications about your committee's programs with BRR's communication team. This helps us ensure consistent messaging and branding, and adherence to the NAR and BRR trademarks. The sooner you can provide details about your event, program, or resource, the sooner we can ensure proper promotion and integration into the overall communications plan.

## Niche Newsletters

Members can subscribe to the following newsletters/notifications:

- BRR Update (every other Tuesday)
- Affiliate Newsletter (monthly)
- Gem County and Elmore County Updates (quarterly)
- Commercial Update (quarterly)
- EdLink (every other Thursday)
- BRR Market Reports (monthly)
- BRR Broker Bulletin (bi-weekly)
- BRR Event Announcements (as needed)
- Call for Action Reminders (as needed)
- Foundation News (monthly)
- Advocacy Newsletter (monthly)
- Text Messages



## Red Sky PR Research

In early 2018, BRR contracted with Red Sky PR to help us better tell our story both internally and externally, based on our unique offerings and value proposition. They also helped to develop targeted messaging for our membership profiles. Their research and recommendations were added to the committee workplans, where applicable, but here is that guide, for reference:

<b>Vision</b>	Real estate success through ethics, professionalism, and connections.		
<b>Mission</b>	Bringing resources to REALTORS®.		
<b>Target Audiences</b>	<p><b>Primary:</b> 1. Brokers; 2. New members; 3. Top-producing agents; 4. Future leadership</p> <p><b>Secondary:</b> 1. Media (through which we reach the public); 2. Elected officials; 3. Affiliates</p>		
<b>Personality</b>	Approachable, knowledgeable, invested		
<b>Values</b>	Inclusive, reliable, open, respectful		
<b>Elevator Pitch</b>	Boise Regional REALTORS® provides education, connections, and advocacy that benefit real estate professionals, across all business models and brokerages. Our personal, local approach is driven by a culture that supports trying new things and honing best practices, to deliver valuable resources and experiences members won't find anywhere else.		
<b>Messaging Pillars</b>	<b>Advocate</b>	<b>Educate</b>	<b>Connect</b>
<b>Key Message</b>	BRR works with local elected officials on policies and initiatives that support and preserve the real estate industry and the quality of life in our community.	BRR provides our members with the tools, training, and resources necessary to be professional, ethical, and successful throughout all stages of their career.	BRR promotes the value of REALTORS® to the public and fosters relationships within the industry, through outreach programs, community service, and networking.
<b>Supporting Messages</b>	<ul style="list-style-type: none"> <li>Through the REALTORS® Political Action Committee (RPAC), we support candidates who advocate for private property rights, homeownership, and other policies that protect the real estate industry and people's ability to buy, sell, and own real estate.</li> <li>Through RPAC, we also invest in and support initiatives that enhance the value and livability of our community.</li> </ul>	<ul style="list-style-type: none"> <li>We support REALTORS® so they can better serve their clients.</li> <li>The needs and demands placed on REALTORS® are continually evolving, which is why we offer the resources to help you be as effective as possible for your clients – from overarching industry issues and foundational business practices, in addition to current trends and leadership development, to support or complement what's available from brokers and other sources.</li> </ul>	<ul style="list-style-type: none"> <li>Through the REALTORS® Community Foundation, BRR members give back through community and housing-related service projects, fundraisers, charitable grants, and donation matching.</li> <li>We help you grow your network by providing opportunities to connect and share ideas with thousands of other REALTORS®, appraisers, and affiliated professionals in our region.</li> </ul>

	<ul style="list-style-type: none"> <li>• We educate and advise local elected officials on the trends happening in our real estate market, providing them with the latest statistics, to help them make smart, informed decisions for our community, and so they can confidently articulate the status of our market to fellow leaders and constituents.</li> <li>• Home affordability, planned growth, and quality of life, are important to us, which is why we closely monitor and advise legislation on community planning, transportation, education, and environmental issues.</li> </ul>	<ul style="list-style-type: none"> <li>• As technology transforms our industry and consumer expectations of REALTORS®, we stay on top of trends and developments, providing ideas for members to evolve their businesses.</li> <li>• We seek collaborative relationships with and among our members, encouraging respectful communication and ethical business practices.</li> <li>• We provide the training and resources needed to build, grow, and protect our members' businesses, so they can enjoy the flexibility and opportunities that come with a career in real estate.</li> </ul>	<ul style="list-style-type: none"> <li>• We highlight and share our member and industry wins through proactive media relations and social media content, helping to keep our community apprised of how REALTORS® make an impact beyond the closing.</li> <li>• Members receive consumer-focused materials promoting the value of using a REALTOR® and information to share that reinforces their role as experts on the transaction, local market, and community developments.</li> </ul>
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# BRR Program\Event Evaluation Form

Template for committee use, as needed

To ensure new ideas are vetted for member need, market viability, strategic fit, financial considerations, etc., the Board of Directors has issued this evaluation form for use by staff, leadership, and committees. A completed evaluation form must accompany any project proposals for the Board to review, especially if the idea is not already included in the strategic plan, committee work plan, or annual budget.

**Program/Event:**

**Committee:**

**Staff Liaison(s):**

+++++

## 1. Member Need

What need is this addressing or what problem is this solving for members? Must be more specific than “increase member engagement,” for example. *Cite any insights from recent membership survey, local/industry opportunity or issue, program or event feedback, specific member requests, etc.*

Is BRR already offering something similar (through another committee or is this something BRR offers that’s not well known, used, or offered enough)?

- If so, how will this program/event be better and/or will it replace the existing offering?
- If not, is there a reason BRR is not offering it or possibly discontinued it in the past?

Which of our target audience(s) will be most interested in this program/service? (Primary: Brokers; New members; Top-producing agents; Future leadership; Secondary: Media (through which we reach the public); Elected officials; Affiliates; or, Other [cannot be “all members”])

How many members to are expected to use/attend?

- How many members have used/attended similar programs in the past?
- Has that number increased or decreased over the years, and why, if known?

## 2. Market Viability

Is anyone else *outside of BRR* already addressing/solving/offering this (IR, NAR, another organization, company, brokerage, etc.)?

- If so, is the idea better suited for a referral, sponsorship, or partnership, or how would BRR's version of this program/event be better/differentiated/unique?
- If not, is there a reason why no one else is doing this (financial, legal, interest, etc.)? Or, if not and there seems to be a need, why is BRR best/better suited to address/solve/offer this?

+++++

### 3. Strategic Fit

Which core service does this program/event fall under (Advocacy, Education, or Networking) and why?

In addition, explain how this program/event addresses a goal and related strategy from BRR's current strategic plan.

Explain how this program/event will support or advance BRR's vision of *"Real estate success through ethics, professionalism, and connections"* and mission of *"Bringing resources to REALTORS®"*?

Explain how this further fits into our organizational Elevator Pitch of benefitting *"real estate professionals, across all business models and brokerages, through a personal, local approach, driven by a culture that supports trying new things and honing best practices, to deliver valuable resources and experiences members won't find anywhere else."*

+++++

### 4. Projected Net Income

Is there already a budget for this or will funds need to be redirected from elsewhere? If so, how much?

Would this be free to members or will there be a fee charged? If so, how much and what is the anticipated revenue?

What expenses are anticipated to offer this program/event? Please be detailed (venue, catering, décor, supplies, etc.).

Would a sponsorship be appropriate? If so, how much and who might be interested? If not, why?

If this is a non-dues revenue opportunity...

- Does the short-term revenue potential (expected within 1-2 years) outweigh the initial the research, development, implementation, marketing, and training costs, as well as any indirect costs of refocusing staff and budgetary resources? Explain.
- If the short-term revenue potential *is not there* and the opportunity is still available...

- Would this be more appropriate as a partnership with an existing company, and if so, which company; or,
- What tradeoffs would you recommend in programming, staffing, etc.; or,
- Would you recommend we hire staff, raise funds/dues, invest in technology, etc.?

Based on all this, what is the anticipated net income in the first year (or two)?

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## 5. Feasibility

Given our existing or available technology and resources, can we even do it? If not, what technology, resources, skills, etc., are needed for it to be possible?

When would this be offered? What else is going on – at the same time, soon after, or what other major projects are being planned or promoted at that time – that may conflict, compete for members’ attention, inbox, dollars, and availability, and/or staff and volunteer time?

Which BRR program(s) would be responsible for this program/event, and how much time is anticipated for the planning, execution, and follow-up?

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Education | <input type="checkbox"/> Public Policy |
| <input type="checkbox"/> YPN       | <input type="checkbox"/> RPAC          |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Foundation    |
| <input type="checkbox"/> Events    | <input type="checkbox"/> Other         |

How much volunteer time is anticipated for the planning, execution, and follow-up?

If significant overlap, is there capacity to take this on at this time, or when could it be rescheduled? If it cannot be rescheduled, what other program/event/messaging needs to be postponed, rescheduled, or stopped to make time for this new program/event – or should this be referred to another organization?

What issues could arise that may need to be addressed but are not yet solved?

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## 6. Professionalism and Conflicts of Interest

Will this program/event improve or foster the professionalism of the industry?

Could the association and/or REALTORS® be perceived as unprofessional, unethical, or in some kind of conflict of interest, during the planning, implementation, and ongoing support for this program/event?

BRR must remain neutral and not be perceived as recommending, favoring, or promoting any individual member’s real estate business, listing, services, etc. With that in mind:

- Does the program/event feature listings?
- Could it be interpreted as anti-competitive or disparaging to any person or business model?
- Could it facilitate recruiting, or will there be any mention commissions or fees (whether intentionally or unintentionally)?
- Is there any personal gain to be had for a member or business if BRR were to host this? If so, will disclosure be sufficient or is this not suited for BRR, but rather an event to be hosted by the individual or company separately?

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**Assuming the evaluation supports moving forward, please draft a narrative explaining the program/event's value to members:**