

### **Procedures for Making Committee Recommendations**

NAR leadership and member committee recommendations should be submitted to NAR electronically via the online committee recommendation database. Each member may enter a recommendation for him or herself or for someone else on REALTOR.org. Instructions on how to access the website and how to submit the recommendation(s) to NAR will be provided through an electronic communication in March.

#### **Chair and Vice Chair Positions**

As a general rule, vice chairs of committees move into chair positions. However, anyone may submit a chair recommendation for consideration if they choose. The incoming president decides whether or not vice chairs move into chair positions.

The incoming president-elect selects the vice chairs. As a general rule, individuals recommended for vice chair positions should have served on the committee. However, because of the special expertise of some individuals or the requirements of a committee at a given time, the incoming president-elect may select someone from outside the committee to serve as vice chair. Recommendations are to be made online through REALTOR.org.

Individuals who are nominated for a particular committee chair or vice chair appointment but are not selected will be considered for appointment to membership on that committee. There is no need to submit an additional recommendation for a committee member position.

Individuals recommended for or requesting a committee leadership appointment should be aware of the following responsibilities:

- Know the committee's purpose and scope.
- Avoid duplication and create synergy between committees.
- Establish measurable and quantifiable goals and report the committee's progress.
- Create and implement programs and policies consistent with the strategic plan.
- Plan and conduct effective meetings.
- Prepare and distribute in advance a summary of committee goals.
- Know the financial aspects of the committee and be familiar with the budget

process.

- Participate in the ongoing work of the committee outside the annual meetings.
- Create an environment that encourages maximum member participation.
- Identify and train future leadership of the committee.
- Ensure that the committee follows appropriate program procedures.
- Evaluate the performance of the staff executive and communicate assessment to liaison and senior management team member.

### **Member Positions**

All leadership and member committee recommendations are due in the spring and should be made online through REALTOR.org.

Every national director is strongly encouraged to serve as a member of at least one NAR committee. A concerted effort will be made to offer directors a committee assignment if a committee recommendation is submitted by the posted deadline. However, due to the number of recommendations we receive compared to the number of positions available we cannot guarantee an appointment to everyone who submits a recommendation.

State associations and affiliates will be able to submit the names of individuals to serve as state representatives or affiliate representatives on appropriate committees. If the states or affiliates do not provide NAR with the names of these representatives by the due date outlined in the Committee Recommendation Process Timeline, they forfeit the right to provide NAR with a name that year. The resulting vacancy may then be filled with an at-large member.

### **Sources of Committee Recommendations**

Committee recommendations for chair, vice chair and member positions are provided to NAR from the following sources:

1. NAR leadership (officers, liaisons, regional vice presidents)
2. State association presidents and association executives
3. Chairs and vice chairs
4. National directors
5. Affiliate presidents and executive officers
6. Local board association presidents and association executives
7. At-large members
8. Staff