



TIGAR Committee Descriptions

Amended 2019

AUDIT COMMITTEE

This committee was established for the purpose of overseeing the accounting and financial reporting processes and audits of the financial statements. The Treasurer shall be a standing member.

Staff Liaison: *Executive Assistant and/or EVP*
Term: *Finance Members 1 year*
Meetings: *Regularly Scheduled Monthly Preceding Budget and Finance Committee*
Chairperson: *Presidential Appointment*
Total Voting Members: **3**

BUDGET AND FINANCE

Comprised of both standing and appointed positions, this committee proposes the annual budget and adjustments as required, conducts monthly reviews of financial statements, analyzes financial impact of proposed association programs, projects, capital expenditures requests, committee requests, and investment portfolios, making appropriate recommendations to the Board of Directors for approval. Committee members should have an interest to serve in the capacity of working with standardized Financial Statements, accrual-based Profit & Loss Statements and general budgets.

Staff Liaison: *Executive Assistant and/or EVP*
Service Term: *BOD Members 1 year; Members at Large staggered 2 year terms.*
Meetings: *Regularly Scheduled Monthly*
Chairperson: *Treasurer (pursuant to Bylaws)*
Total Voting Members: **6**

EUCATION

This Committee obtains sponsors for educational programs designed to increase professional competence, promote all educational activities, coordinates continuing education for DRE licensing renewals, plans and coordinates speaker's bureau, Real Estate University Programming, prepares up to three programs annually in conjunction with the NAR promotions and disseminates information from State & National Associations, through the newsletter and website.

Staff Liaison: *Ligia Martinez – Committee Liaison*
Service Term: *1 year*
Service Commitment: *Regularly Scheduled Monthly*
Chairperson: *Presidential Appointment*
Total Voting Members: **5**

ELECTION

Assists in gathering candidate data for publications, prepares candidates for position after elections, determines program date for candidate forum, and reports on final vote tallies at the general membership meeting.

Staff Liaison: *Executive Vice President and/or Assistant EVP*
Service Term: *1 year*
Service Commitment: *April – June; Annual Membership Meeting day in June*
Chairperson: *Presidential Appointment*
Total Voting Members: **5**

EXECUTIVE COMMITTEE

The Officers of the organization are the members of the Executive Committee. They meet regularly to review committee motions to ensure compliance with the policies and bylaws prior to submission to the BOD and they approve the final agenda for the regular BOD meeting monthly.

Staff Liaison: *Executive Vice President and/or Assistant Executive*
Service Term: *1 year*
Service Commitment: *Monthly Meeting Prior to regular BOD Meeting*
Chairperson: *Active President*
Total Voting Members: *4*

GRIEVANCE

Responsible for reviewing complaints alleging violations of the Code of Ethics and/or MLS Rules Regulations in accordance with the Professional Standards Rules & Regulations from members and the public to determine whether a complaint warrants a formal PSC Hearing.

Cannot be an active Board of Director.

Staff Liaison: *Ligia Martinez – Committee Liaison and/or Executive Vice President*
Service Term: *3 years Staggered Terms*
Service Commitment: *Must complete annual CAR training online updated every two years*
Regular Scheduled Monthly
Chairperson: *Presidential Appointment*
Total Voting Members: *9*

GRIEVANCE SUB COMMITTEE

The Grievance Sub Committee is assigned the task of reviewing anonymous complaints in accordance with the CAR Professional Standards and Arbitration Policy & Procedure Manual. The Grievance Chair appoints these positions, subject to Board ratification, and the members must agree to not submit anonymous complaints within their 1-year term. A member of the committee acts in the capacity of complainant in a Professional Standards hearing heard at TIGAR.

Cannot be an active Board of Director.

Staff Liaison: *Ligia Martinez – Committee Liaison and/or Executive Vice President*
Service Term: *1 year*
Service Commitment: *Must complete annual CAR training online; regular scheduled monthly*
Chairperson: *Appointment by Grievance Chair and Ratified by BOD*

HOUSING AFFORDABILITY/CULTURAL DIVERSITY

This Committee is responsible for promoting programs offering affordable housing and determining options for community residents, including the programs offered by CAR and NAR. This is an outreach committee with an emphasis on promoting professional REALTOR® relationships while helping with housing issues in the region and opportunities for homeownership. The Cultural Diversity works in conjunction with Housing Affordability to promote more cultural diversity program options through education, media and training for REALTOR® members and the general public.

Staff Liaison: *Ligia Martinez – Committee Liaison*
Service Term: *1 year*
Service Commitment: *Regular Scheduled Monthly*
Chairperson: *Presidential Appointment*
Total Voting Members: *7*

MEMBERSHIP

This Committee is responsible for the recommendation of all members to the Board of Directors quarterly. They review status of applicants for NAR Mandatory Ethics Training and accept new members whom have completed Association Orientation. Responsibilities include reviewing the TIGAR Membership application process and orientation manual for annual necessary revisions and to attend and conduct the bi-monthly orientation of new members.

Staff Liaison: *Mohammad Maidin and Ashley Martindale - Membership Coordinator*
Service Term: *1 year*
Service Commitment: *Every Other Month Regularly Starting in February of New Year*
Chairperson: *Presidential Appointment*
Total Voting Members: *5*

MULTIPLE LISTING SERVICE & TECHNOLOGY

Comprised of both standing and appointed positions, this committee is responsible for recommending continued improvements of the MLS through the Board of Directors, while addressing MLS issues and studying methods and policies for cooperation between members. They review MLS Rules & Regulations, MLS security, and fee structure for recommendations to the Finance Committee and the Board of Directors annually. They are responsible for the TIGAR Citation Policy, enforcement procedures and weekly caravan program. The MLS Committee Chairperson operates the MLS portion of the Caravan Meetings. Technology Committee is a sub-committee and focuses on current technology as related to the real estate profession and will be responsible to give a monthly report to the full committee.

Staff Liaison: *Ligia Martinez – Committee Liaison*
Service Term: *2 years Staggered Terms*
Service Commitment: *Regular Scheduled Monthly*
Chairperson: *President Elect (pursuant to Bylaws)*
Total Voting Members: *7*

NOMINATING

This committee select's, interviews and recommends candidates for Officers and Directors positions for the annual election. Nominating Committee Members cannot be nominated for office during their term on this committee. This committee is charged with notifying potential candidates, ensuring compliance requirements, receiving and screening application and interviewing. Upon completion of the nominated slate, and ratification by the Board of Directors, they deliver a congratulatory letter with basic instructions to the candidates.

Staff Liaison: *Executive Vice President and/or Executive Assistant*
Service Term: *1 year*
Service Commitment: *Regular Scheduled Meetings*
Chairperson: *Presidential Appointment*
Total Voting Members: *5*

POLITICAL ACTION COMMITTEE

This Committee recommends and coordinates actions relating to CREPAC, IMPAC and LCRC groups dedicated to local, state and federal issue mobilization and candidate monitoring. These political funds provide assistance to municipalities, associations and candidates to promote the welfare of home ownership. Committee is responsible for the tracking of collected funds from members for the REALTOR® Action Fund, requests for expenditure of PAC funds and reimbursements of a political nature for the benefit of the members. The Committee is responsible for disseminating data, following the progress of RED alerts and informing the members via the newsletter, meetings and website. They encourage participation in National, State and local governmental affairs in order to protect the rights of homeowners under the supervision of the Board of Directors and encourage active member participation at Legislative Day in Sacramento and other strategic events to assist in political advocacy.

Staff Liaison: *Executive Assistant and/or Executive Vice President*
Service Term: *2-year Staggered Terms*
Service Commitment: *Regular Scheduled Monthly; Legislative Day in June in Sacramento*
Chairperson: *Presidential Appointment*
Consultant: *Government Affairs Director (suggested by CAR attends all meetings)*
Total Voting Members: *8*

PROFESSIONAL STANDARDS

Hears and determines matters pertaining to charges of possible violations of the Code of Ethics, Bylaws, MLS Rules and Regulations, TIGAR Citation Policy and business disputes between members. Must be knowledgeable and work within the Professional Standards Rules and Regulations.

Cannot be an active Board of Director.

Staff Liaison: *Ligia Martinez – Committee Liaison and/or Executive Vice President*
Service Term: *3 years Staggered Terms*
Service Commitment: *Must complete annual CAR training online
Panels meet as needed*
Chairperson: *Presidential Appointment*
Total Voting Members: *15*

RECREATION

Arranges recreational and social activities under the supervision of the Board of Directors to bring REALTOR® members closer in fellowship and coordinating the annual Installation of Officers and Directors.

Staff Liaison: *Ligia Martinez – Committee Liaison*
Service Term: *1 year*
Service Commitment: *Regular Scheduled Monthly*
Chairperson: *Presidential Appointment*
Total Voting Members: *9*

SOCIAL MEDIA

This committee works closely with the program chairperson to achieve that its members are well updated on the newest technology in posting all educational events and meetings into the social media field for the real estate industry and is the liaison web person at all the weekly networking meetings at the association. Chair in conjunction with the designated TIGAR staff person will be responsible for posting association news, industry topics and events onto the association Facebook page. This committee will monitor and coordinate the live streaming of the weekly meetings.

Staff Liaison: *Tony Capitelli, CEO*
Service Term: *1 year*
Service Commitment: *Regular Scheduled Monthly*
Chairperson: *Presidential Appointment*
Total Voting Members: *3*

STRATEGIC PLANNING

Comprised of both standing and appointed positions, this committee proposes the annual strategic plan and coordinates the Strategic Planning Retreat. They are charged with implementation and accountability of goals and objectives outlined in the strategic plan. They work closely with the Finance Committee to determine best use of investments and possible capital expenditures, making appropriate recommendations to the Board of Directors for approval. Committee members should have an interest to serve in the capacity of working with surveys, data and organizational implementation processes.

Staff Liaison: *Executive Vice President and/or Executive Assistant*
Service Term: *BOD Members 1 year; Members at Large staggered 2 year terms.*
Service Commitment: *Regular Scheduled Annually July or August*
Chairperson: *TIGAR Treasurer*
Total Voting Members: *20*

YOUNG PROFESSIONALS NETWORK

YPN was created for young, rising real estate professionals preferably under 40 years of age to network and stay up-to-date on the latest business tools and strategies that would enhance and educate members on the newest trends in the real estate industry. YPN is a NAR Chartered Committee which may include travel to CAR and NAR YPN events.

Staff Liaison: *Jenessa Mercer – Committee Liaison*
Service Term: *1 year*
Service Commitment: *Regular Scheduled Monthly*
Chairperson: *Presidential Appointment*
Total Voting Members: *9*

Task Force Descriptions

AWARDS

This taskforce is comprised of the immediate past recipients in all three categories, the current Recreation Chairperson, and the active President. Their mission is to gather submissions, review with integrity, and to present a maximum of three nominees in each category to the Board of Directors for ratification prior to the annual Installation banquet.

Staff Liaison: Executive Vice President
Service Commitment: 3 times per year as needed

Service Term: 1 year
Chairperson: President Appointment

GOVERNING DOCUMENTS & COMPLIANCE

Reviews and recommends governing documents for the Association in conjunction with EVP and Legal Counsel to ensure compliance with CAR, NAR and TIGAR Bylaws. These documents include Bylaws, MLS Rules, TIGAR Citation Policy, Contracts and additional policies which bind our members by and through any MLS provider and all amendments for recommendation to the BOD. The Bylaws are the primary governing document providing authority to the Board of Directors for action. Additional responsibilities include reviewing TIGAR leadership policies.

Staff Liaison: Executive
Service Commitment: 3 times per year as needed

Service Term: 1 year
Chairperson: TIGAR Secretary

CHARITY DISTRIBUTION

Make recommendations to the Board of Directors on how to distribute charity funds.

Staff Liaison: Accounts Manager
Service Commitment: December meeting Only

Service Term: 1 year
Chairperson: President Appointment

GREETERS

Responsible for setting up weekly greeters for the Association breakfast meetings. Calls and reminds breakfast providers and arranges for pledge and prayer at weekly meetings.

Staff Liaison: Jenessa Mercer
Service Commitment: As needed

Service Term: 1 year
Chairperson: President Appointment

ETHICS ADVOCATE

Assist members and/or public in filing an ethics complaint and be an advocate for a party in a disciplinary hearing. The Chair of the Professional Standards Committee will appoint members of the Committee to form an EA Subcommittee. Each EA is appointed for a one-year term during which time they cannot serve as a hearing panelist for any professional standards matter. **The EA is a specially trained member of the Professional Standards Committee, not an attorney.**

Staff Liaison: Ligia Martinez – Committee Liaison

Service Term: 1 year

Service Commitment: As needed/Preferably more than one advocate

PROGRAMS

Responsible for setting up weekly speakers for the Associations breakfast meetings.

Staff Liaison: Jenessa Mercer
Service Commitment: As needed

Service Term: 1 year
Chairperson: President Appointment

PUBLIC RELATIONS

Promotes the internal and external benefits and achievements of the organization. Works as a liaison between the Association and the local media to enhance the REALTOR® image. This task force works closely with any Public Relations Consultant or firm to ensure great media exposure for the Association and REALTORS®.

Staff Liaison: Jenessa Mercer
Service Commitment: As needed

Service Term: 1 year
Chairperson: President Appointment