

4.2.1.1. EVENTS COMMITTEE JOB DESCRIPTION

Purpose:

- ◆ To encourage participation in, and support of, Association sponsored functions by REALTOR® and affiliate members and to identify opportunities to do so.
- ◆ To instill goodwill among members by promoting professionalism within the framework of friendly cooperation and networking opportunities.
- ◆ To promote continued cooperation between members for the advancement and growth of the Reno/Sparks Association of REALTORS®.

Committee Members: Committee members are selected from volunteer forms submitted on an annual basis to the Association. Committee representation shall be a mix of REALTOR® and Affiliate members.

Term: Committee year is as defined by the Association bylaws (one year total)

Chairperson: Chairperson appointed by the Association President with confirmation of the Board of Directors.

Vice-Chairman: Vice Chairperson appointed by the president-elect.

Duties of Vice Chairperson:

1. fill in for the Chairperson whenever necessary at committee meetings

Sub-Committees: Sub-committees may be formed by the chairperson utilizing volunteer committee members to address specific issues or concerns. All sub-committees will be disbanded upon completion of assignment.

Meetings: Committee meetings shall be at the call of the Chairperson, but shall be held at least quarterly.

Attendance Requirements: Any committee member missing two (2) regular or special meetings without excuse acceptable to the Chairperson or Vice-Chairperson shall be removed from the committee (Ref. 1.1.1.8).

Duties of the Committee:

- To provide input to staff on speakers and topics for the General Membership meetings.
- To coordinate and host fundraising events that will contribute to the community and enhance the public image of the Association and the real estate profession to benefit beneficiary named by the president. Coordination to include scheduling, securing facilities, promotion and program content.
- To enhance the public image of the Association by hosting events such as the annual Fair Housing Luncheon.
- To promote and facilitate networking opportunities between REALTOR® and Affiliate members.
- To keep the committee experience and the events FUN!

Approved by Events Committee: 10/14/08

Approved by Bylaws & Policy: 8/26/08

Approved by Board of Directors: 8/28/08