

Outer Banks Association of REALTORS®
Statements of Policy – Section C

Section C of the Association’s Policies provides general information pertaining to Committee and their Meetings, with detailed information for each Committee’s Purpose, Structure, Duties and Responsibilities.

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Outer Banks Association of REALTORS®

Policy Manual Section C: Committees

Last Revision Date: July 26, 2011

1. General

1.1. Appointment and Length of Term

The Chairs of Finance & Budget Committee and Property Management Council shall be appointed as provided in the By-Laws. The President, subject to confirmation by the Board of Directors, shall appoint all other Committee Chairs. Terms shall begin January 1.

No member may serve more than two consecutive years as Chair of the same committee, unless approved by the Board of Directors.

1.2. Committee Budgets

1.2.1. Committees make recommendations to the Board of Directors on specific action and policy.

1.2.2. It is the responsibility of the committee Chair to stay within the approved budget.

1.2.3. No budgeted committee funds shall be used as a donation.

1.2.4. All purchases by a committee shall be approved in advance using the correct form. Any person or committee authorizing a purchase without said approved purchase order shall pay for the order with their personal funds.

1.2.5. Committee Budget requests for the following year shall be submitted by the current Chair and vice-Chair to the Finance Committee no later than July 1.

1.3. Notice Of Meetings

All committee meetings shall be held at the Association Office unless said meeting elsewhere has been approved by the President, or the Board of Directors. Committee meetings shall be coordinated with the staff, allowing adequate time for the proper notice and preparation of materials to be sent to committee members.

1.4. Chair Preparation

Committee meetings should start on time. Chair should prepare an agenda and be prepared to conduct the meeting.

1.5. Roberts' Rules Of Order will be followed at committee meetings. Attendance should be taken at each meeting.

1.6. Attendance Requirements

3 unexcused absences by a committee or board member shall be taken as resignation of the member. Being more than 30 minutes late to a committee or board meeting will be considered an absence.

1.7. Creation Of New Committees

1.7.1. Prior to creating any new committee, the President/Board of Directors shall insure that a policy governing the function of such committee is created for inclusion in the Policy Manual.

1.7.2. The format for the statement of policy shall be consistent with the policy manual format for similar committees and shall contain at least the following elements:

- Statement of the purpose of the committee.
- Specific duties and responsibilities.
- Statement of authority for the committee to carry out duties.
- Statement of relationship to the Board of Directors, staff, other related committees.
- References to pertinent documents governing the committees' function.

1.8. Committee Files

A permanent file shall be maintained at the Board office for all committees, the file shall include meeting minutes.

1.9. Sub-Committees

When creating Sub-Committees, a Committee Chair may appoint one (1) non-committee member for every two (2) committee members appointed.

2. Bylaws & Policy Committee

2.1. Purpose: The Bylaws and Policy Committee shall oversee the Bylaws and the Policy and Procedures Manual of the Board. The Bylaws and Policy Committee will annually review the policy manual prior to the annual Directors Orientation. The Committee will report to the Board of Directors during the first quarter of the following year with suggested additions, deletions or changes to the Bylaws and the Policy Manual.

2.2. Composition:

- 2.2.1. Number on Committee: Seven (7), majority being at large members.
- 2.2.2. Term: One (1) year; may be reappointed by the President.
- 2.2.3. Chair: Appointed by the President.
- 2.2.4. Vice Chair: Appointed by the President-Elect.
- 2.2.5. Makeup: Seven (7) REALTOR® members.
- 2.2.6. Reporting: Executive Officer and the Board of Directors.

2.3. Duties and Responsibilities:

- 2.3.1. Draft, in proper form, revisions or amendments to the Bylaws and/or the Policy and Procedures manual of the Board as directed by the President, the Executive Committee or the Board of Directors.
- 2.3.2. Keep the Policy and Procedures Manual current.
- 2.3.3. Ensure that proposed changes to the Bylaws and the Policy and Procedures Manual are presented to the Directors and the Membership in accordance with the Bylaws.
- 2.3.4. Review current standing committees and make recommendations for any necessary changes.
- 2.3.5. Perform such other duties as directed by the Board of Directors or the President.

3. Community Service Event Committees

3.1. Purpose: To plan, implement and oversee the charitable events and activities of the Association to benefit Designated Charitable Funds of the Outer Banks Association of REALTORS®. Event Committees include the Golf Tournament Event Committee, Bowling Event Committee, and Surf Fishing Event Committee.

Other Event Committees may be formed by the President as needed and as outlined in the Bylaws. All Event Committees will follow these same guidelines.

3.2. Composition:

- 3.2.1. Number on Committee: no maximum
- 3.2.2. Term: One (1) year; may be reappointed
- 3.2.3. Chair: Appointed by the President
- 3.2.4. Vice Chair: Appointed by the President Elect
- 3.2.5. Reporting: Executive Officer and Board of Directors

3.3. Duties and Responsibilities:

- 3.3.1. Plan, organize and host annual charitable events and activities of the association.
- 3.3.2. Raise funds for the Association's Designated Funds, including the Disaster Relief Fund and the Scholarship Fund.
- 3.3.3. Review and work within event budgets provided by staff, on both projected income and expenses. Proposed expenses over budgeted expense amounts must be approved in advance by the Finance & Budget Committee.
- 3.3.4. Volunteers and staff are responsible for safekeeping of funds raised onsite through close adherence to money handling protocols, to be reviewed in advance.
- 3.3.5. Upon completion of the event, the committee will meet a final time for a 'wrap-up session', at which time 'lessons learned', feedback and tips will be recorded for use by the following year's committee.

4. Disaster Assessment Committee

4.1. Purpose: To act as a liaison and facilitate distribution of critical information with Dare and Currituck Counties in the event of a hurricane or other natural disaster.

4.2. Composition:

- 4.2.1. Number on Committee: minimum of Three (3), maximum of Five (5).
- 4.2.2. Term: One (1) year; may be reappointed
- 4.2.3. Chair: The President shall serve as Chair.
- 4.2.4. Committee Members: The President and Executive Officer will select 3-5 committee members with the goal of ensuring representation and communication from each critical area.
- 4.2.5. Reporting: Executive Officer, Board of Directors

4.3. Duties and Responsibilities:

- 4.3.1. Liaisons must familiarize themselves with the OBAR Disaster Management Procedure Manual in advance of the hurricane season, and will be ready to follow the protocol laid out in said Manual in the event of a hurricane or other natural disasters.
- 4.3.2. Liaisons/chairs must be willing to attend all training and meetings regarding emergency operations of the respective counties.
- 4.3.3. To provide ongoing communication with Executive Officer and OBAR staff during evacuation or other emergency. OBAR staff will disseminate information to all members
- 4.3.4. To join assessment teams as directed by county and/or town authority.
- 4.3.5. To cooperate with all law enforcement, governments and relief efforts by providing information as requested and disseminating information as needed.

5. Education Committee

5.1. Purpose: The Education Committee shall provide ongoing, quality educational programs for the membership within the budget, including the annual educational REALTOR® Fest event held during the first quarter of each year.

5.2. Composition:

- 5.2.1. Number on Committee: Minimum Five (5)
- 5.2.2. Term: One (1) year; may be reappointed
- 5.2.3. Chair: Appointed by the President
- 5.2.4. Vice Chair: Appointed by the President-Elect
- 5.2.5. Makeup: Five (5) at-Large members.
- 5.2.6. Restrictions: The Chair or Vice-Chair may not be an instructor under contract by the Outer Banks Association of REALTORS®.
- 5.2.7. Reporting: Executive Officer and Board of Directors.

5.3. Duties and Responsibilities:

- 5.3.1. Continue to explore and identify co-operative educational opportunities.
- 5.3.2. Provide a variety of continuing education (CE) course content offerings and quality instructors to meet and maintain the member's educational needs, consistency, and prominence of the educational opportunities.
- 5.3.3. Provide non-CE seminars when possible, including but not limited to short training seminars, panel education events, and other special events focused on education. For special education events, this committee will perform any needed selection and coordination of speakers, topics, events, location, catering, pricing, and all other facets of the event. Staff will be provided to work with committee members to accomplish these tasks.
- 5.3.4. Educational opportunities that are primarily technical in nature will be referred to the Technology committee. The education and technology committees may work together as needed to accomplish common educational goals.
- 5.3.5. Survey course participants for overall evaluation of course and content.
- 5.3.6. Consider industry trends with regard to educational curriculum.
- 5.3.7. Assess the effectiveness and realign if needed the framework of the educational curriculum.
- 5.3.8. Review and work within event budgets provided by staff, on both projected income and expenses. Proposed expenses over budgeted expense amounts must be approved in advance by the Finance & Budget Committee.
- 5.3.9. Perform such other duties as directed by the Board of Directors or the President.

6. Election Committee

6.1. Purpose: The Election Committee shall oversee the annual election of the Directors and Officers of the Association.

6.2. Composition:

- 6.2.1. Number on Committee: Three (3)
- 6.2.2. Term: One (1) year; may be reappointed
- 6.2.3. Makeup: Immediate Past President, and Two (2) Active Past Presidents.

- 6.2.4. Restrictions: Committee members may not be candidates in the annual election in the same year as they serve on this committee.
- 6.2.5. Reporting: This committee is responsible to report the results of the election to the Secretary, who shall report these results to the Membership.

6.3. Duties and Responsibilities:

- 6.3.1. Oversee the annual election of the Association to ensure accordance with the Bylaws, Policies, and utilizing Robert's Rules of Order in all instances not otherwise specified in the Association's governing documents.
- 6.3.2. Ensure members are provided with the opportunity to vote at the Association office anytime during business hours over a period of five business days, to conclude at the annual meeting.
- 6.3.3. Ensure there is no electioneering inside the association building during the voting period, or within 100 feet of the poll.
- 6.3.4. Approve the ballot format prior to its use in the election.
- 6.3.5. Ensure the security of the ballots at all times during the election.
- 6.3.6. Perform the tallying of the ballots immediately after the poll closes with the Executive Officer, create and sign off on a Teller's Report to be given to the Secretary. The Teller's Report shall be created in the format specified in Robert's Rules of Order, and will become part of the official records of the organization. The ballots will be held at the Association Office in a sealed envelope for the period of one year, at which time they will be shredded.
- 6.3.7. Approve the format for the form used in an election petition process.

7. Finance & Budget Committee

- 7.1. Purpose: The Finance & Budget Committee shall monitor along with the Executive Officer and the Bookkeeper yearly income and expenditures, prepare budgets and recommend adjustments as needed.

7.2. Composition:

- 7.2.1. Number on Committee: Nine (9).
- 7.2.2. Term: One (1) year.
- 7.2.3. Chair: Treasurer
- 7.2.4. Makeup: President-Elect, Treasurer and Seven (7) at-Large members to be appointed by the Chair.
- 7.2.5. Restrictions: All committee meetings to be restricted to committee members and appropriate staff unless otherwise permitted by the committee.
- 7.2.6. Reporting: Executive Officer, Executive Committee, and the Board of Directors.

7.3. Duties and Responsibilities:

- 7.3.1. Prepare a budget of estimated incomes and expenses to be submitted to the Executive Committee and Board of Directors in accordance with the budget process outlined in Section A of the Policy and Procedures Manual.
- 7.3.2. Ensure compliance with the annual approved budget. Review and disseminate financial reports to Board of Directors.
- 7.3.3. Perform such other duties as directed by the Board of Directors or the President.

8. Grievance Committee - See Policy Statements Section B.

9. Legislative Committee

9.1. Purpose: The Legislative Committee shall review state and local public policy issues affecting the real estate industry and members of Outer Banks Association of REALTORS®, making recommendations to the Board of Directors on key issues.

9.2. Composition:

- 9.2.1. Number on Committee: Minimum of six.
- 9.2.2. Term: One (1) year; may be reappointed
- 9.2.3. Chair: Appointed by the President
- 9.2.4. Vice Chair: Appointed by the President-Elect
- 9.2.5. Makeup: Minimum of six at-large members.
- 9.2.6. Reporting: Executive Officer and Board of Directors

9.3. Duties and Responsibilities: Fostering a proactive relationship with local and state legislative leaders and to be the leading advocate of the real estate industry, private property rights and the issues that most affect the members' ability to serve the public with competency, integrity and professionalism as outlined in the OBAR Legislative Statement of Policy. This committee works with the Government Affairs Consultant and Executive Officer to achieve the following:

- 9.3.1. Strong involvement in local political issues with monitoring & lobbying
- 9.3.2. Lobby appropriately as needed on local issues having a negative effect on real estate and property management industry.
- 9.3.3. Monitor Planning & Zoning agendas along with meetings of all local governments and the school board.
- 9.3.4. Educate the general public on preservation of private property rights and/or OBAR's and NCAR's dedication to protect them.
- 9.3.5. Encourage REALTOR® members and others to understand the nature and actions of their government as they relate to important political issues and to become informed concerning the records of office holders and candidates for elective office
- 9.3.6. Identify candidates for election to local and state offices.
- 9.3.7. Perform such other duties as directed by the Board of Directors or the President.

10. Membership, Member Services Committee

10.1. Purpose: The Membership Committee shall serve in the capacity of ambassadors for the Outer Banks Association of REALTOR® encouraging new REALTOR® members and new Affiliate Members. The Membership Committee works to encourage member participation in events and activities of the Association.

10.2. Composition:

- 10.2.1. Term: One (1) year
- 10.2.2. Chair: Appointed by the President.
- 10.2.3. Chair: Appointed by the President.
- 10.2.4. Vice Chair: Appointed by the President-Elect
- 10.2.5. Makeup: Minimum Five (5).
- 10.2.6. Reporting: Executive Officer and the Board of Directors.

10.3. Duties and Responsibilities:

- 10.3.1. Provide recommendations for General Membership Meeting content and speakers as needed for all General Membership Meetings. Induct and introduce new members at General Membership meetings.
- 10.3.2. Develop and maintain REALTOR® Partner and VIP programs.
- 10.3.3. Review the annual membership survey results from the previous year.
- 10.3.4. Recommend, and if approved, develop and create new member programs and services as needed.
- 10.3.5. Encourage new memberships, both REALTOR® and Affiliate
- 10.3.6. Review new member forms and brochures for accuracy and provide feedback on an annual basis.
- 10.3.7. Produce and oversee an annual Membership Survey, compile and report on the results to the Board of Directors.
- 10.3.8. Perform such other duties as directed by the Board of Directors, the Executive Committee or the President.

11. Multiple Listing Service Committee

11.1. Purpose: To oversee the operation of the MLS and implement the MLS Rules & Regulations under the guidance and direction of the Board of Directors and according to the provisions of the NAR Multiple Listing Rules and Regulations.

11.2. Composition:

- 11.2.1. Number on Committee: Minimum Nine (9) or number equal to 1% of membership
- 11.2.2. Term: 2 years, staggered.
- 11.2.3. Chair & Vice Chair: All committee members are appointed by the President.
- 11.2.4. Reporting: Executive Officer and Board of Directors

11.3. Duties and Responsibilities:

- 11.3.1. Periodically review the Multiple Listing Rules and Regulations for accuracy and compliance with any laws, rules or guidelines from agencies having authority over the Outer Banks Association of REALTORS®.
- 11.3.2. Recommend changes to the Multiple Listing Rules and Regulations for approval by the Board of Directors or membership as appropriate.
- 11.3.3. Monitor the participation of members and make recommendations to the Board of Directors regarding enforcement of Rules and Regulations.
- 11.3.4. Periodically review the adequacy of the MLS Computer system and recommend program revisions to the Board of Directors.
- 11.3.5. Work with the computer system vendor to insure vendor performance according to the contract.
- 11.3.6. Establish a computer vendor review and selection process to accomplish any necessary contract review or vendor changes at the end of a current contract in an efficient and timely manner.
- 11.3.7. The Board of Directors must approve all changes or additions to the MLS Forms or data fields.

12. Nominating Committee

12.1. Purpose: The Nominating Committee shall be responsible for annually nominating a slate of Officers of the Board to serve as prescribed in the Board's Bylaws with at least one candidate for each place to be filled on the Board of Directors.

12.2. Composition:

- 12.2.1. Number on Committee: Seven (7)
- 12.2.2. Term: One (1) year
- 12.2.3. Chair: President Elect
- 12.2.4. Makeup: Immediate Past President, President, President Elect, one (1) active Past President, one (1) current Director, two (2) members At-Large all appointed by the President with approval of Board of Directors.
- 12.2.5. Restrictions: Must be a REALTOR[®] member. All committee meetings will be restricted to committee members and appropriate staff unless otherwise permitted by the Chair.
- 12.2.6. Reporting: Executive Officer and the Board of Directors.

12.3. Duties and Responsibilities:

- 12.3.1. Meet no later than the month of August.
- 12.3.2. Review candidate application forms and direct staff to edit as needed, ensure applications are made available to all eligible members in accordance with Bylaws. Review and ensure requirements for each position are published to all interested eligible members.
- 12.3.3. Review potential candidates for positions as Officers or Directors
- 12.3.4. Select at least one candidate for each office, and at least one candidate for each place to be filled on the Board of Directors, with the exception of the Tourism Bureau Director position, for which 3 candidates shall be selected.
- 12.3.5. Make a report of the Nominating Committee at least 60 days preceding the election.
- 12.3.6. Perform such other duties as directed by the Board of Directors, the Executive Committee or the President.

13. Professional Standards Committee - See Policy Statements Section B.

14. Property Management Committee

- 14.1. Purpose: To provide a forum for educating property managers on all community and local issues which affect vacation rental and long term property management.

14.2. Composition:

- 14.2.1. Number on Committee: Minimum of 3
- 14.2.2. Term: One (1) year; may be reappointed
- 14.2.3. Chair: Property Management Director
- 14.2.4. Vice Chair: Appointed by the President Elect
- 14.2.5. Reporting: Executive Officer and Board of Directors

14.3. Duties and Responsibilities:

- 14.3.1. To provide meetings to discuss trends and issues
- 14.3.2. To provide educational and professional development instruction to the members.
- 14.3.3. To perform such other duties as directed by the Board of Directors, the Executive Committee or the President

15. Public Relations Committee

- 15.1. Purpose: The Public Relations Committee (PR Committee) shall seek opportunities to publicize Association projects, events, milestones, donations, scholarships, awards, education, community service, and any other positive newsworthy happenings on a regular basis, keeping the goodwill and professionalism of the Association and REALTOR® Members in the public eye. The goal of this committee is to perform positive advertising of events, awards and community service performed by this association and its members to the public.
- 15.2. Composition:
- 15.2.1. Number on Committee: Minimum of Four (4)
 - 15.2.2. Term: One (1) year, may be reappointed
 - 15.2.3. Chair: Appointed by the President
 - 15.2.4. Vice-Chair: Appointed by the President Elect
 - 15.2.5. Makeup: Minimum of (3) At Large Members
 - 15.2.6. Restrictions: None
 - 15.2.7. Reporting: Executive Officer and Board of Directors
- 15.3. Duties and Responsibilities:
- 15.3.1. Work closely with Chairs and Staff Liaisons of the Community Services Event Committees, Education Committee, and Scholarship Committees to ensure familiarity with the calendar of events.
 - 15.3.2. Ensure all appropriate functions are attended, photos taken, and a short write-up of events provided. Ensure interviews of attendees, award recipients, parents, and teachers are created as needed and properly authorized/notated.
 - 15.3.3. Work closely with the President and staff to obtain approval of press releases prior to publication, and to ensure distribution to selected media outlets is completed.

16. REALTOR® of the Year Committee

- 16.1. Purpose: The ROTY committee will be responsible for annually selecting the REALTOR® of the Year.
- 16.2. Composition:
- 16.2.1. Number on Committee: Seven (7)
 - 16.2.2. Term: One (1) year
 - 16.2.3. Chair: President
 - 16.2.4. Makeup: Immediate Past 4 ROTY members and 2 at-large members appointed by the President.
 - 16.2.5. Restrictions: Must be a REALTOR® member. All committee meetings will be restricted to committee members and appropriate staff.
 - 16.2.6. Quorum: Five (5)
 - 16.2.7. Reporting: Executive Officer.
- 16.3. Duties and Responsibilities:
- 16.3.1. Meet no later than the month of October.
 - 16.3.2. Solicit candidate recommendations from the general membership for consideration.
 - 16.3.3. Select candidate no later than November 1st and inform executive officer of decision.

16.3.4. Perform such other duties as directed by the Board of Directors, the Executive Committee or the President.

17. RPAC Committee

17.1. Purpose: To collect and promote for REALTOR® Political Action Committee (RPAC) funding and fund raising throughout the year. To plan and host, with staff's assistance, one major member event celebrating RPAC and focusing on raising, at minimum, the amount listed as OBAR's "fair share goal" with NCAR.

17.2. Composition:

17.2.1. Number on Committee: No Minimum.

17.2.2. Term: One (1) year; may be reappointed

17.2.3. Chair: Appointed by the President

17.2.4. Vice Chair: Appointed by the President-Elect

17.2.5. Reporting: Executive Officer and Board of Directors

17.3. Duties and Responsibilities:

17.3.1. Ensure the collection of RPAC contributions and all RPAC fundraising is conducted in accordance with state and federal laws regarding PAC funds collection and fundraising.

17.3.2. To promote fundraising through direct collections and through coordination of any RPAC functions.

17.3.3. To educate membership on the importance of RPAC and what it does for REALTORS® at all possible opportunities.

17.3.4. To recommend new methods and assist with publications and/or presentations of RPAC educational and promotional materials to communicate what RPAC is and what it does, also to keep membership informed of RPAC successes.

18. Scholarship Committee

18.1. Purpose: To recommend to the Outer Banks Community Foundation (OBCF), candidates to be awarded scholarship from the OBAR Scholarship Fund held by OBCF.

18.2. Composition:

18.2.1. Number on Committee: Minimum 6, Maximum 12

18.2.2. Term: One (1) year. Committee meets only as needed.

18.2.3. Chair: Appointed by the President. Will also serve on OBCF's scholarship workgroup as part of their duties.

18.2.4. Vice Chair: Appointed by the President Elect

18.2.5. Reporting: Executive Officer and Board of Directors

18.3. Duties and Responsibilities:

18.3.1. Responsible to determine how many scholarships, and in what amounts, will be provided from the OBAR Scholarship Fund. The maximum total annual scholarship funding is \$10,000 or the available distribution fund total announced by OBCF, whichever is lesser.

- 18.3.2. Responsible for reviewing scholarship applications (renewals and new applications), interviewing candidates, with the goals of providing final recommendations to OBAR staff for submission to OBCF. Only one-time scholarships funding (NOT renewable) may be recommended.
- 18.3.3. Must abide by given Scholarship Applicant consideration guidelines (not in order of importance):a. Financial Need; b. Academics; c. Extracurricular and Community Involvement
- 18.3.4. Should assist at fundraisers for the OBAR Scholarship Fund whenever possible, providing education and assistance as needed to promote this fund and its charitable activities.
- 18.3.5. Committee members are expected to act as representative(s) upon request, to present our Scholarship awards to recipients at high school award ceremonies.
- 18.3.6. Higher Attendance Requirements: This committee meets only when needed to determine funding levels, review applications, perform applicant interviews, and make final recommendations. This typically takes only 2 or 3 meetings, all in April of each year. Committee members MUST attend all meetings, and should not apply if known timing issues will prevent proper attendance.

19. Strategic Planning Committee

19.1. Purpose: The Strategic Planning Committee shall be charged with creating a dynamic strategic plan for the Board.

19.2. Composition:

19.2.1. Number on Committee: Minimum nine (9)

19.2.2. Chair: President-Elect

19.2.3. Makeup: President, President-Elect, and a minimum of seven (7) members At-Large appointed by the President and approved by the Board of Directors.

19.2.4. Restrictions: All committee meetings will be restricted to committee members and appropriate staff unless otherwise permitted by the committee)

19.2.5. Limits: If a member misses any two (2) meetings in a calendar year to include the annual retreat, it will be considered an automatic resignation. If a member is removed or resigns for any reason, the President will make an appointment to fill the vacancy.

19.2.6. Reporting: Executive Officer and the Board of Directors.

19.3. Duties and Responsibilities:

19.3.1. Develop a current strategic (long range) plan for the Board to follow.

19.3.2. Access the Board's total environment from the perspectives of its members and other organizations and groups impacted by the Board.

19.3.3. Create a formal process for implementation and maintenance of the Strategic Plan.

19.3.4. Define the most critical issues in the Strategic Plan and the tactical responses to those issues.

19.3.5. Promote the Strategic Plan's initiatives to the membership.

19.3.6. Perform such other duties as directed by the Board of Directors, the Executive Committee or the President.

20. Technology Committee

20.1. Purpose: The Technology Committee shall evaluate and maintain the current technological capabilities of the Board in order to provide the board office with cost-effective state-of-the-art programs, products and services. The Technology Committee is also responsible for planning and organization of the annual OBAR Technology Fair.

20.2. Composition:

- 20.2.1. Term: One (1) year; may be reappointed
- 20.2.2. Chair: Appointed by President
- 20.2.3. Vice Chair: Appointed by the President-Elect
- 20.2.4. Makeup: Minimum seven (7).
- 20.2.5. Restrictions: Technologically Advanced Members
- 20.2.6. Reporting: Executive Officer, and the Board of Directors.

20.3. Duties and Responsibilities:

- 20.3.1. Analyze the Board's web site and links.
- 20.3.2. Implement and maintain an e-commerce option for on-line billing, collections and registrations.
- 20.3.3. Assess potential technological methods of delivering educational benefits to the membership.
- 20.3.4. Identify and evaluate technological and equipment needs for day-to-day operations of the Board office
- 20.3.5. Report needs assessments to the Board of Directors.
- 20.3.6. For the OBAR Technology Fair: This committee will perform selection and coordination of speakers, topics, door prizes, location, catering, pricing, and all other facets of the event, ensuring income and expenses stay within allotted budgeted amounts. This committee is also responsible for obtaining table vendors, and sponsors to ensure the success of the event. Staff will be provided to work with committee members to accomplish these tasks.
- 20.3.7. Perform such other duties as directed by the Board of Directors, the Executive Committee or the President