

Name: _____

E-mail: _____

Company: _____

Are you interested in serving as a committee chairman or vice-chairman?

Yes ____ No ____

Would you be interested in serving on a special issue working group?

Yes ____ No ____

CAAR Committees (please indicate the areas in which you have an interest by numbering your preference for the following committees (1st, 2nd, 3rd, etc.)

____ Commercial Real Estate Network

____ Community Service

____ Education

____ Forms

____ Governmental Affairs

____ Grievance

____ Marketing & Member Services

____ Multiple Information Service

____ Professional Standards

____ REALTOR® Affiliate

____ REALTOR® Developer

____ Social

Return by July 31, 2013

Fax form to 217-698-7009 or mail to CAAR,
3149 Robbins Road, Springfield, IL 62704

This is your opportunity to lead CAAR to a productive year. YOUR Association needs you. In order to accomplish our goals, we need the type of individuals who WILL lead and actively participate.

CAAR is striving to: unite those engaged in all aspects of the real estate transaction; offer members the education and tools needed to better serve their clients and customers; advocate private property ownership rights; abide by the strict Code of Ethics set forth by the National Association of REALTORS® and promote competency, social consciousness, political awareness and professional responsibility among its members.

Our members are governed by an elected Board of Directors and numerous Committees who respond to the day-to-day needs of the organization, in compliance with the Association Bylaws and insuring our compliance with the requirements for continued membership in both the State and NATIONAL ASSOCIATION OF REALTORS®.

Take a moment to review this volunteer interest form and let us know which areas you have a special interest or expertise in. If you are interested in serving on a committee or task force please fax or mail your completed form to CAAR. Committee assignments run from October 1, 2013 through September 30, 2014.



2014 Volunteer Service Request Form

Capital Area 
Association of REALTORS®

Committee/Task Force Name	Committee/Task Force Description	Meeting Schedule	Additional Requirements
Commercial Real Estate Network	Makes recommendations regarding the operation of CREN and supervises the activities of CREN in accordance with the rules and regulations	Meets on call (2-6 times a year)	CREN members (limit of five). 2-year term
Community Service	To give back to the real estate profession and the community by working on projects and activities that will improve life in the community	Meets quarterly (6-8 times a year)	REALTOR® & Affiliate members
Education	Responsible for conducting all educational activities promoted by the Association, including but not limited to, CAAR's Orientation courses, continuing education courses, pre-license school designation courses, etc. Responsible for promoting equal opportunity in housing and diversity within the real estate industry; awareness of the growing cultural diversity within our marketplace; and, seek the development of local fair housing partnerships between the local HUD office, public and private fair housing agencies, and other organizations in the housing community.	Meets quarterly (2-3 times a year)	REALTOR® & Affiliate members
Forms	Review Association forms, sales contracts, addendums, listing contracts, and input sheets to insure that they conform to MIS requirements and will recommend any changes needed to the association attorney. Also, review and make recommendations for changes to the MIS displays.	Meets on call (2-4 times a year)	REALTOR® members
Governmental Affairs	This committee shall establish and maintain a legislative contact network by using existing member relationships and developing new relationships with members of the Illinois General Assembly and both county and city public officials. Through the contact network, the committee will establish an ongoing communication of REALTORS® positions and concerns to public officials. This committee is also charged with the education and fund raising efforts of the membership of CAAR with respect to the annual fundraising goals for RPAC.	Meets on call (4-6 times a year)	REALTOR® and Affiliate members
Grievance	Previews all ethics complaints received by CAAR as provided in the NAR Code of Ethics and Arbitration Manual.	Meets on call (usually as a panel member)	<ul style="list-style-type: none"> • REALTOR® members based on experience • 3-year term • Required to attend a 1-day training seminar
Marketing & Member Services	This committee is responsible for evaluating the appropriateness of existing strategic relationships, identifying other opportunities, soliciting requests for proposals from vendors and promoting existing strategic relationships to the membership. This committee shall also identify and implement new member services and periodically review existing services to ensure they are still relevant. Makes recommendations for enhancements to the consumer and private side of the association's web sites located at SeeHouses.com. Makes recommendations concerning the marketing of the web site and solicits advertisers. Markets CAAR sponsorship program. Responsible for maintaining and updating the agent safety guidebook and monitor agent safety issues.	Meets on call (2-3 times year)	REALTOR® and Affiliate members
Multiple Information Service	Supervise the activities and operation of the Multiple Information Service in accordance with the MIS Rules and Regulations, subject to approval of the Board of Directors. The committee shall consist of 9 members who are participants in the Multiple Information Service, or at the option of the Board of Directors, may be users.	Meets monthly	<ul style="list-style-type: none"> • MIS Participants or Users at the option of the Board of Directors • Limited availability based on experience • 3-year term
Professional Standards	This committee shall conduct all hearings regarding business disputes and/or violations by the grievance committee that do not involve a question of law.	Meets on call (usually as a panel member)	<ul style="list-style-type: none"> • REALTOR® members based on experience • 3-year term • Required to attend a 1-day training seminar
REALTOR® and Affiliate	Consists of REALTORS® and Affiliates who will meet to address issues pertaining to all areas related to real estate (e.g., mortgage, appraisal, home inspection, title insurance, etc.) and to educate the membership.	Meets on call (3-5 times a year)	REALTOR® & Affiliate members
REALTOR® & Developer Task Force	Consists of REALTORS® and Developers who will meet to discuss problems with city planning and zoning, or other problems between developers and government and make recommendations for improvement.	Meets on call	REALTOR® & Affiliate members
Social	Responsible for arranging and conducting social activities on behalf of the membership and/or other committees including the Annual Awards Program, Annual Golf Outing as well as the Annual Holiday Party.	Meets on call (6-8 times a year)	REALTOR® & Affiliate members