

# Leadership Development Committee

## Proposed CAAR Committee Structure

### Purpose of Restructuring

Currently CAAR has 17 standing committees or work groups that are service by 6 staff liaisons. Some of these committees overlap and some have little to do when compared to others. The new Strategic Plan has set some bold new directions for the association to focus on, but staff resources are stretched thin covering multiple committees. The purpose of this restructuring is to re-align the staff and volunteer resources to create an efficient system for achieving the objectives of the Strategic Plan while preserving the active volunteer culture that currently exists at CAAR.

### Proposed New Structure

The proposed new structure is a radical change from the status quo. The new structure should be viewed as a replacement for the current system and not as a remodeling. The proposed structure features 5 master groups that are empowered by the policies set by the CAAR Board to carry on the work of the association.

The 5 master groups and their descriptions are as follows:

### Public Affairs Group

The Public Affairs Committee deals with many aspects of the association that involve Public Policy or real estate market conditions. Areas of responsibility include political policy/action, RPAC, market stats, and media relations.

Areas of responsibility include:

- RPAC
- Political Affairs
- Free Enterprise Forum
- Real Estate Market Information
- Media Relations (press inquiries)

### Leadership Group

The Leadership Committee is the main administrative arm of the association. Responsibilities include maintaining governing documents, developing budgets, handling professional standards complaints, and recruiting/developing future leaders. Areas of responsibility include:

- Budgeting
- Volunteer Leadership Recruitment/Recommendations
- Maintaining CAAR Governing Documents (Bylaws, Policy Manual, etc)
- Oversight of Professional Standards, mediation and arbitration procedures

### Technology Group

The Technology Committee is responsible for all electronic member services including MLS, Lockboxes, Web Sites, and IDX. In addition, this group is charged with staying abreast of other technology based services that could be offered to members. Areas of responsibility include:

- MLS policies and enforcement
- MLS data collection, data sharing and data distribution
- MLS development and services
- CAAR web site oversight
- Lockbox systems and procedures

### Communications Group

The Communications Committee is responsible pushing CAAR's message to both the members and to the public. This would include organizing and promoting community service events, publicly recognizing member accomplishments, managing the REALTOR® Image Media Campaign, and communication CAAR policies and information to the membership. Areas of responsibility include:

- Fundraising/sponsorships
- Community involvement
- Member recognition and awards
- Member communications (blogs, newsletters, etc.)
- REALTOR® Image Campaign

### **Professional Development Group**

The professional Development Committee is responsible for helping CAAR members become more professional, ethical and profitable by providing CAAR's members with convenient access to the most current and important professional training possible. This includes providing required and optional education, risk management training and research, and professional networking opportunities such as the Annual Tradeshow and Rookie Club. Areas of responsibility include:

- Monitoring risk issues
- Providing CAAR members with CE and PL
- Designation courses
- Professional networking within the membership
- Affiliate services and the Trade Show

### **CAAR Board of Directors**

In addition to the Master Groups, the CAAR Board of Directors will handle the fiduciary and strategic aspects of the association. The Board will set policies and allocate funds to guide and empower the Groups to accomplish their work. Areas of responsibility include:

- Strategic Planning
- Policy development and approval
- Financial management
- Staff oversight (CEO)
- Business planning
- Strategic partnerships
- Legal issues

### **Group Liaisons from the Board**

To facilitate communications across the governance structure, each Group will include a Board Liaison that is appointed by the President. The Liaison will be a voting member of the Group and will carry Group motions to the Board when necessary. Board members can not serve as the chair or vice chair of a group while serving on the Board.

### **Group Size and Term**

Each of the five Groups will be comprised of up to 15 members (affiliate or REALTOR®) that are appointed by the Board. Group members will follow three-year staggered terms to ensure continuity and there will be a two-term limit. The CAAR President will select a chair and vice chair for each group. No member may serve on more than one group. In addition to regular members, one Board Liaison will be appointed to each group.

### **Project Teams**

Groups may set-up Project Teams comprised of Group members, non-group members or both to accomplish specific projects. These Project Teams should be given a specific task to complete and will be disbanded when the project is finished. No on-going Project Teams should be established without the Board's approval.

### **Implementation Time-line**

This proposal will be vetted to current committees through mid-October 2007 and then go back to the Leadership Development Committee for revision. The final plan will be presented to the Board for approval at the October 25<sup>th</sup> Board meeting. The suggested implementation date is January 2008.