



## COMMITTEES

### EDUCATION COMMITTEE

The primary function is to provide education programs to serve the needs of the members of the Des Moines Area Association of REALTORS®, Inc. The committee will provide educational programs, research and supporting resources to enhance knowledge, proficiency and professionalism in the real estate industry. The Education Committee will consist of members who are assigned by the President and will stay within the guidelines of the annual budget. Proposals shall be submitted to the Executive Committee, upon approval will go to the Board of Directors.

### EQUAL OPPORTUNITY/FAIR HOUSING COMMITTEE

During April, Fair Housing Month, the National Association of REALTORS® joins HUD and other national fair housing groups in celebrating the anniversary of the Federal Fair Housing Act. The committee is also responsible for encouraging the cooperation with governmental agencies that have the responsibilities of promulgation and enforcement of fair housing laws to ensure equal opportunity for all people. This committee is responsible for promoting community projects and to make the community aware of the REALTOR® Association. The President shall appointment members to the committee.

### EVENTS COMMITTEE

The Events Committee has three primary functions: 1. The Annual DMAAR Banquet. 2. The DMAAR Golf Outing. And 3. The DMAAR Breakfasts. The Chair and Co-Chairs of this committee will divide the committee members into the 3 functions. Their responsibilities are as follows:

### CIRCLE OF EXCELLENCE COMMITTEE

The Circle of Excellence Committee has two primary functions. 1. To host the Annual Banquet. 2. To host the DMAAR Breakfast this will be held 2 to 6 times a year depending on the budget. For the Annual Banquet members of the committee will actively solicit sponsorships for the event, plan the entertainment, meal etc. The committee is responsible for staying within the budget allowance. The DMAAR Breakfast committee is made up of members from this committee. Their responsibilities include researching topics of discussion, finding panel members to present, finding a location and staying with in the budget allotted to them. The function of this committee may change from year to year under the guidance of the President.

### DMAAR GOLF COMMITTEE

The DMAAR Golf Committee is made up of a group of members that the President of DMAAR chooses. The Golf Committee is responsible for soliciting sponsors for said event, finding a

location, and marketing this event. The committee is assisted by a staff member. The function of this committee may change from year to year under the guidance of the President

### DMAAR BREAKFAST

This Committee is responsible for running, promoting and organizing DMAAR member breakfasts in accordance with the yearly budget. These members meet on an as needed basis and with the aid of the Chief Executive Staff when needed.

### GRIEVANCE COMMITTEE

The Grievance Committee of the Association is appointed by the President with the intent to have members facilitate investigations and evaluation functions of the committee.

The Chief Executive Staff along with the Iowa Association of REALTORS® Staff Legal Counsel is assistants to the Committee and shall handle the administrative work of the Committee and shall be directly responsible to the Board of Directors.

The Committee shall meet at the call of the Chairperson as the need arises. Any request for funds shall be directed to the Executive Committee.

The function of the Grievance Committee is to review complaints brought in either ethics or arbitration cases to determine whether or not an actual case exists.

#### The Grievance Committee:

To hear evidence of alleged violation of one or more of the Articles of the Code of Ethics, specifically stated or of a dispute between two or more members arising from a common transaction involving the rendering of a real estate service to determine if sufficient cause exists for a hearing by the Professional Standards Committee.

The function of the Grievance Committee is to make only such preliminary investigation and evaluation of the complaint as required determining whether validity and substance of the complaint warrants further consideration by a Hearing Panel of the Professional Standards Committee. The Grievance Committee does not conduct "hearings".

### LEGISLATIVE GRASSROOTS COMMITTEE

The Legislative Grassroots Committee, a committee of the DES MOINES AREA Association of REALTORS®, is charged with the responsibility of the overall legislation activities of the Association. To maintain a highly dedicated group of Association members who will support and promote our state legislative goals and policies as set out in the Iowa Association of REALTORS® Statement of Policy, and will maintain constant overview and research of all proposed and existing legislation which will affect out industry and/or property owners along with local issues within the communities.

The Committee meets to discuss what is going on locally in all the communities with the DMAAR association. Members are encouraged to attend local city council, planning and zoning meetings and report back on what local issues that might affect property owners.

### PROFESSIONAL STANDARDS COMMITTEE

The Professional Standards Committee of the Des Moines Area Association of REALTORS® is responsible for encouraging a high level of professional business conduct and upholding and enforcing the REALTOR® Code of Ethics.

The President shall appoint the Chairperson for a one year term. Staff assistant to the Committee shall handle the administrative work of the Committee and shall be directly responsible to the Chief Executive Staff.

When it is appropriate, members of this Committee shall serve as hearing panel in arbitration or ethics proceedings. The Chairperson shall appoint such panels. Allegations of ethic violations and controversies between REALTORS® may be submitted to an ethics or arbitration panel of the Iowa Association of REALTORS® under the following circumstances: Controversies between REALTORS® who are not members of the same Board where the matter has been referred to grievance committee of the state association by the local Board;

Controversies between REALTOR® members of the same Board where the Board with good and sufficient reason is unable to arbitrate the controversy. (Explanation: This provision is not designed to relieve the local Board of its primary responsibility to resolve differences arising between members of the same Board. The section recognizes that in the some Boards with a limited membership usual arbitration procedures may be impossible.)

The Professional Standards Committee oversees the enforcement of the Code of Ethics and procedural training on local and/or regional level, enforces the Code of Ethics upon request when appropriate, implements, maintains, and promotes the use of Regional Professional Standards Committees, and provides Professional Standards service in the areas of Code enforcement and arbitration to membership as needed.

### YPN Group

Join DMAAR's newest professional network full of bright and dedicated real estate professionals in the Des Moines area-- YPN. This is Your Professional Network that brings valuable, educational and fun events for real estate professionals in the metro

### MISCELLANEOUS COMMITTEE(S)

Other Committees are established by the President of the Association as deemed necessary from time to time to study member's needs.

**APPLICATION FOR CONSIDERATION – DES MOINES AREA ASSOCIATION OF REALTORS®**

**DMAAR COMMITTEE:**

NAME \_\_\_\_\_

FIRM NAME \_\_\_\_\_ BUSINESS ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS TELEPHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

POSITION HELD IN FIRM \_\_\_\_\_

What committee (s) are you interested in and why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you aware of the responsibilities and time requirements? \_\_\_\_\_

**HISTORY OF COMMITTEE SERVICE, OFFICES HELD**

Previous or Current Licenses in Iowa or other states \_\_\_\_\_

Previous or Current Committees you have served on: \_\_\_\_\_

\_\_\_\_\_

Indicate after each committee or forum, the level served  
(L-LOCAL) (S-STATE) (N-NATIONAL) (C-CHAIRPERSON) (VC-VICE CHAIRPERSON)

EXECUTIVE COMMITTEE \_\_\_\_\_ APPRAISAL \_\_\_\_\_ BYLAWS \_\_\_\_\_ PUBLIC RELATIONS \_\_\_\_\_  
EDUCATION \_\_\_\_\_ EQUAL OPPORTUNITY \_\_\_\_\_ FINANCE \_\_\_\_\_ LEGISLATIVE \_\_\_\_\_  
LEGAL REFERENCE \_\_\_\_\_ MULTIPLE LISTING \_\_\_\_\_ MARKETING COMM \_\_\_\_\_  
BREAKFAST COMM \_\_\_\_\_ PROFESSIONAL STANDARDS \_\_\_\_\_ STRATEGIC PLANNING \_\_\_\_\_  
OTHER(S) \_\_\_\_\_

Other items applicant feels are relevant to this application \_\_\_\_\_

\_\_\_\_\_

What State Meetings have you attended in the last three years? National Meetings?

LEGISLATIVE- BUS/ IN FEBRUARY	20__	20__	20__	NATIONAL MEETINGS?
SUMMER	JUNE	20__	20__	_____
CONVENTION	SEPTEMBER	20__	20__	_____

WINTER

DECEMBER

20\_\_ 20\_\_ 20\_\_ \_\_\_\_\_

**EDUCATION**

LIST REAL ESTATE DESIGNATIONS YOU HAVE EARNED \_\_\_\_\_  
MEMBERSHIP AS REALTOR® # OF YEARS \_\_\_\_\_  
NUMBER OF YEARS LICENSED \_\_\_\_\_  
LIST OTHER REALTOR® INSTITUTES, SOCIETIES, AND COUNCILS IN WHICH YOU HOLD  
MEMBERSHIP \_\_\_\_\_

Optional:  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_ No. of Dependents \_\_\_\_\_  
Residence Address \_\_\_\_\_

I, THE UNDERSIGNED, ACKNOWLEDGE THAT I SEEK THE POSITION FOR THE OFFICE OF  
\_\_\_\_\_ OF THE DES MOINES AREA ASSOCIATION OF REALTORS® AND  
AM WILLING TO SERVE, IF ELECTED.

I UNDERSTAND THAT THIS OFFICER REQUIRES THAT I KEEP MYSELF INFORMED OF THE  
ISSUES FACING THE DES MOINES AREA ASSOCIATION OF REALTORS®.

I PLEDGE TO REPRESENT THE CONSENSUS OF THESE OPINIONS TO THE BEST OF MY ABILITY.  
I WILL ALSO UPHOLD AND SUPPORT DECISIONS MADE BY THE DES MOINES AREA  
ASSOCIATION OF REALTORS® THROUGH THE EXPRESSED WILL OF THE MAJORITY.

ACTIVITIES IN OTHER PROFESSIONAL ORGANIZATIONS, CHURCH, COMMUNITY AFFAIRS,  
CIVIC AND COMMUNITY.

\_\_\_\_\_  
Print/Type name of Applicant

\_\_\_\_\_  
Signature of Applicant

This application will be considered by the nominating committee.  
Please return this form by **Friday, August 17th at 5:00pm:**  
Des Moines Area Association of REALTORS®, 1370 N.W. 114<sup>th</sup> Street, Suite 100, Clive, IA 50325 or email  
to [Cindy@iowarealtors.com](mailto:Cindy@iowarealtors.com)