

## **Kentucky REALTORS® Committees**

### **1. Annual Convention**

It shall be the responsibility of the Annual Convention Committee, and specifically the Chairman, to work with staff in developing programs of education, entertainment, a trade show and the conduct of KYR business.

### **2. Audit Committee**

This committee is charged with the responsibilities to oversee the organization's financial reporting process, monitor choice of accounting policies and principles, monitor internal control processes, and oversee hiring and performance of external auditors.

1. At least three members of the committee will meet quarterly to review the expenses of the staff and Officers travel plus a random sample of all other KYR expenses. IF any expenses are considered non-customary then a form letter would be sent to that person asking for a more detailed explanation, within 30 days and this would then be reviewed by the committee members.
2. A final review of expenses to be completed mid-December and an end of the year review written and presented to the BOD at their next meeting.
3. Annually review performance of the audit firm with appropriate KYR staff and report to the BOD at the annual convention meeting. If there were cause to change firms this would give ample time to go through the selection process so that the audit could still be done in a timely manner for the following year
4. The annual audit should be completed in time to be presented and reviewed by the audit/finance committees for presentation to the BOD by the summer meeting. This could be done via WebEx so that the CPA would not have to travel to a meeting.

### **3. Building Task Force**

This is appointed by the President as needed to work on larger projects and deal with long term issues. The KYR Leadership Team makes day to day decisions about the building as needed.

### **4. Bylaws, Policies, & Procedures**

A standing committee with the responsibility of continually updating the KYR Bylaws and KYR Policies and Procedures.

### **5. Diversity, Equity, and Inclusion Committee**

This committee is charged with promoting a passionate and committed organization that celebrates and embraces the uniqueness of each member of the Kentucky REALTORS®. The Committee will work to provide education and programming to KYR members, through a comprehensive and association-wide approach to diversity, inclusion, and equality.

**6. Economic Development Committee**

The Committee shall be organized for the purposes of assisting local associations and Kentucky REALTORS® in efforts to engage with economic development and business recruitment efforts in Kentucky.

**7. Finance Committee**

This standing committee is charged with the responsibility of overseeing the financial health of the Association. The Committee's role generally shall be to meet on a regular basis for the purpose of reviewing every expenditure of the Association and to certify that all procedural safeguards for financial accountability are being followed by all staff, Officers, Directors, and Delegates. The committee shall develop its own operational rules to carry out its function. Such rules shall be approved by the Board of Directors and may be modified from time to time and included in these Policies and Procedures as an Appendix. The Committee shall see that monthly reports be submitted as a supplement to the Financial Statement. The committee, through the KYR Treasurer, shall report on KYR's investments at each KYR Business meeting.

**8. Governmental Affairs Committee**

Governmental Affairs and Lobbying is one area in which KYR is best poised and most qualified to make a meaningful industry impact on behalf of REALTOR® members. KYR shall develop programs in this area to educate its members on key issues, use REALTOR® members to contact lawmakers concerning legislation, assist local boards on regional issues, and keep members informed of lobbying progress. This should be a continual effort every year. Governmental Affairs also oversees industry relations with Appraisers, Home Inspectors and Auctioneers.

**9. Investment Committee**

Made up of members of the Finance Committee and most business should be done by Conference Call with face-to-face meetings with KYR's Investment advisor as needed.

**10. Legislative Quick Response Team**

Before making decisions on questions that arise during a legislative session, any KYR lobbyist is responsible for clearing decisions with the President. The Quick Response Team is advisory to the President, who makes the final decision on behalf of the association.

**11. Kentucky REALTORS® Leadership Academy Committee**

The Committee member's responsibilities include:

1. Assist in coordinating the selection of speakers for each retreat and the networking opportunities within the retreat.
2. Assist with the logistics for each retreat.
3. Ensure that the overall cost of each retreat stays within the budget allocated for that retreat.
4. Introduce all retreat speakers; present them with the appropriate honorarium and/or gifts.

**12. Meetings Task Force**

The Meetings Task Force shall be appointed by the KYR President as needed. Locations for KYR meetings should be selected at least two (2) years in advance by the Meetings Task Force.

**13. Member Services Committee**

A standing committee with the responsibility of the Association's communications, public relations, legal issues, member surveys, social media strategies and community service projects. The Committee regularly reviews the organizational branding and the image of the Association.

**14. Professional Standards Committee**

The Committee is charged with Professional Standards program development, dissemination and enforcement of the National Association of REALTORS® Code of Ethics by carrying out the purposes and plan of the statewide professional standards agreements signed by all local REALTOR® boards. To be eligible for service on this Committee, members must have completed the Professional Standards Training Course presented by KYR, or by any association that has an approved course. Professional Standards Hearings and Grievance Committee meetings shall be in closed session.

**15. Safety Committee**

This Committee is charged with developing tools, ideas for education and advocacy for best practices to improve REALTOR® safety.

**16. Statewide Forms Committee**

The Statewide Forms Committee monitors and reacts to marketplace changes which necessitate updates to the Kentucky REALTORS® Residential Sales Contract first introduced in 2020. In consultation with KYR Legal Counsel, the committee will monitor the needs of REALTORS® to develop additional statewide forms which may enhance risk reduction and provide greater legal protection for agents and consumers.

**17. Young Professionals Network Committee**

The KYR YPN, and the YPN Committee being established will assist KYR with enhancing Kentucky Real Estate Professionals with association involvement, communication, education, community involvement, and REALTOR® professionalism. The YPN Committee will facilitate learning sessions such as lunch-n-learns and mentor panels, networking events, and community involvement, and help promote RPAC fundraising efforts across the state. The Staff Liaison to this Committee shall be the Office Coordinator or be chosen by the CEO.