

MOUNTAIN METRO ASSOCIATION OF REALTORS
AFFILIATE COMMITTEE GUIDELINES
2007-2008 - Version 07/24/08

1. Affiliate Committee – Rules & Responsibilities:

- New members can join the committee in October each year at the same time the Realtor Board of Directors (BOD) changes membership, and the new fiscal year begins.
- MMAR staff will keep a list of any Affiliate wishing to join.
- If Committee members drop off during the year, the Affiliate Committee (AC) can replace them immediately, which is consistent with the BOD by-laws.
- Affiliates wishing to join the AC during any other time of the year will be encouraged to attend Committee meetings (without voting privileges), and join a Realtor Board Committee to get started and show their commitment. Then they can join the Committee the following October.
- When new members join the AC, at their first meeting they will be reminded of the commitment to attend meetings and be on a Realtor Board committee. Their first meeting will also give them a sense of what the AC does, and their mission. By the second meeting they are then agreeing to the commitment and are officially a new member of the AC.
- Any Affiliate of MMAR is welcome to attend any AC meeting.
- There should always be an odd number of AC, and the number will be the choice of the AC.
- No more than TWO people from any one company should be on the AC.
- The AC membership MUST be a working role, part of a committee of the MMAR Board of Realtors. The AC “mirrors” the MMAR committees/task forces.
- AC Meetings are held MONTHLY. Time and date will be added to the MMAR online calendar. AC members are encouraged to attend every month they possibly can.

2. Voting – AC Chair & Chair Elect

- Should there be more than ONE Affiliate interested in the chair or “chair elect” of the Affiliate Committee the AC will then vote.
- It is suggested that the chair or “chair elect” provide the AC with a “bio”, so the AC can make their voting decision.
- Should there be only ONE interested party for the chair or “chair elect” those persons are automatically voted in to that position, no vote necessary.
- The AC Chair is also a member of the Realtor BOD. The AC chair and the AC Chair elect should attend the monthly Realtor BOD meetings.

3. Other Affiliate Committee Duties

- Quarterly the AC will update the Affiliate Directory, which means deletion of names and additions.
- MMAR then prints the Directory
- AC is to help distribute the Directory where needed.

4. Benefits of becoming an Affiliate of MMAR

- Being in the Directory, which is distributed at Real Estate offices, Realtor functions, such as the breakfasts and other related marketing meetings in the MMAR area.

- Able to participate in various committee meetings that serve the Real Estate community and the Mountain community.
- Sponsorship opportunities at continuing education classes and special functions including Membership Breakfasts, and Marketing meetings.
- Advertising opportunities in the Pulse.
- Opportunity to serve on committees and community service events.
- Participate in new Realtor Orientation meetings.
- Attendance at Affiliate Committee Meetings
- Annual Affiliate affair (as held)
- New affiliate members will be welcomed/oriented by a Realtor OR the MMAR staff, then the AC will also follow-up with the new member.
- Any affiliate member can serve on a sub-committee of the AC without being an AC member.
- Include in your marketing materials “Proud Affiliate Member of the Mountain Metro Association of Realtors”!

5. The MMAR Realtor Board Meetings are NOT available for sponsorship.

6. Orientation Rules

- Any Affiliate member can participate in new Realtor Orientation.
- A script will be provided. This script can also be used at other Real Estate functions when the Affiliate is asked to speak about the Affiliate Committee and it’s role.
- The AC will be responsible to schedule the affiliates that will do the Orientation. Normally, a Lender, a Title person, and a third (Home Inspector, appraiser, etc) will be asked to participate in Orientation.

7. Dues

- \$175 in 2007-2008.
- The Affiliate Membership will follow the individual, NOT the Company they represent. In other words, as individual members from Real Estate offices are MMAR members, so the rule follows for Affiliates. How the company or employee pays for that membership is an internal company matter, not MMAR’s.

8. Affiliate Awards

- All affiliates have the opportunity for awards throughout the year, including Affiliate of the Year. The selection process for this continues on the next page.
- There is to be ongoing input to the BOD from the past Affiliate of the Year(s) and also from Affiliate chair(s) about Affiliates that are “above and beyond” for the BOD’s consideration.

This version finalized by the Affiliate Committee 2/1/08.

MMAR AFFILIATE OF THE YEAR SELECTION PROCESS

The purpose of the Affiliate of the Year (AOTY) program is to recognize an Affiliate member who has given outstanding support through significant participation and service to the Mountain Metro Association of Realtors.

The following areas will serve as criteria in the selection process.

I. MMAR Activities

Notable contribution and participation in any of the following MMAR functions:

- Task Forces
- Committees
- Events
- Sponsorships
- Training or other class instruction promoting professional development
- Mentoring activities
- Increasing membership
- Fundraising
- Special assignments/volunteering

II. Professionalism

- Must be deemed “active” at the time of nomination
- Must be in “good standing” - no complaints or violations filed against the member
- Exhibits professional business conduct, high principals & ethics
- Can be a member in other professional organizations

III. Community Activities

Participation in any of the following non-MMAR functions:

- Other civic and service organizations or associations
- Chamber of Commerce
- Other charitable or volunteer activities (formal or informally organized)

AOTY Selection Committee and Process

A nomination period will be held by the Association at the same time the Realtor of the Year Selection process begins. Nominations for AOTY can be submitted to the MMAR staff by any member of the Association.

The following selection team will participate in the voting selection:

- Affiliate Chairperson
- Affiliate Chair Elect
- Realtor Chair
- Realtor Chair Elect
- Previous 2 Years - Affiliate of The Year
- MMAR CEO

If necessary, in order to narrow the nominees down to the top 2 candidates for discussion and voting among the selection team, the following process can be used:

The selection team will individually assign a number from 1 – 10 (with 10 being the highest level), for each of the 3 categories above for each submitted candidate. The two individuals with the highest overall totals should be the candidates that can be further discussed among the selection team for a final selection.

Note that if the Affiliate Chairperson or Affiliate Chair Elect are nominated, they may abstain from the voting process or select another member of the Affiliate Committee to replace them for the voting process.