



Committee Appointment and Approval Policy

1. The FCAR website will be updated with a form for candidates to apply for appointment to a Committee at FCAR. This will be a “capture” form that will ask the following questions along with the members name etc.
 - a. Are you currently a Realtor Member? ___ Affiliate Member? ___
 - b. Do you have a violation of Maryland Real Estate License Law within the last seven (7) years. Yes No
 - c. Do you have any NAR Ethics Disciplinary Actions in the past 12 months? Yes/No
 - d. Do you have any NAR Ethic Disciplinary Actions in the past 3 years? Yes/No
 - e. Will you pledge to spend the time and effort to serve in the position to the best of your ability? Yes No
 - f. Why do you want to serve on this Committee? _____
2. These names will be gathered by staff and put before the President and the Board of Directors for consideration. The Association Executive will check to make sure the applicant meets the pre qualifications/standards as listed below. If the applicant does not meet the standards the AE or the Board President will notify the applicant personally and explain the reason.
3. Requirements for all committee service will include no NAR Disciplinary Actions in the past 12 months.
4. Requirements for Grievance and Professional Standards committee shall be no NAR Disciplinary Actions in the past 3 years. Must be trained in Professional Standards every two years. Must be licensed for at least 3 years. To be on Professional Standards, must have a minimum of 2 year’s experience on the Grievance Committee.
5. Requirements for Forms shall be a minimum of 3 years experience as a licensed Realtor or an attorney with an affiliate membership at FCAR.
6. The President has the right to appoint or not appoint any member provided the decision is approved by the Board of Directors.
7. By December 31st before the start of each President’s term, the Board shall meet to approve the President’s recommendations for Chairs, Vice Chairs and Committee Members using the above criteria.
8. Any Chair, Vice Chairs and 1st Vice Chairs that are approved to serve will sign the FCAR Confidentiality Agreement and Conflict of Interest Declaration.
9. Candidates that apply after the December 31st date shall be presented to the Board and President upon the next Board meeting for review. The same policy and procedure shall apply throughout the Calendar year and repeat again the following year.
10. Annually, all serving on an FCAR Committee shall be invited to attend a luncheon as an honored guest. The luncheon shall be complementary and these individuals shall be given a certificate of recognition for their service to FCAR. The Board should vote to approve this cost before finalizing each year.
11. The Communications Director shall include in the Communications Plan, an ongoing strategy for recognition throughout the year of all Committee leadership and committee appointees.