

MULTIPLE LISTING SERVICE (MLS) COMMITTEE

The MLS Committee Chair is also required to serve as a one-year member of the CRMLS Operational Steering Committee & Rules Committee. Oversee the affairs of the Multiple Listing Service (MLS), with the help of a committee and the AE.

Contact members to serve on the MLS Committee. **There must be at least 6 committee members.** The committee should be a diverse group including brokers and salespersons, from small as well as large companies, and male as well as female representatives.

Monitor issues that arise as they relate to MLS and CCRMLS, and hold MLS Committee meetings on a quarterly basis to discuss any issues and potential resolutions. Do not try to over-regulate the members, and avoid making decisions based on anyone's perceived business model. This Association does not discriminate nor adopt rules based upon differing business models in any manner. This Association makes every effort to abide by all NAR and CAR rules, as well as all state and federal laws, and prohibits antitrust violation activities within the organization.

Periodically review the MLS Rules & Policy, and recommend changes as needed to the Board of Directors. MLS Rules changes require a vote of the Board of Directors, subject to NAR policy department approval, unless the change is mandated by NAR or CAR.

Serve as the MC during weekly MLS meetings. The Chair can delegate MC responsibilities among those on the MLS Committee. Prior to the weekly MLS meetings, review the current Caravan list printout and the "comments" sections to see if any items of note should be brought to the attention of the members. Continually remind members of the rules governing homes placed on the caravan, and the cancellation thereof.

The Association is required to have its Bylaws and MLS Rules approved in full, once every year, by NAR's Member Policy Dept. The Errors and Omissions Directors & Officers insurance coverage provided by NAR is invalid if governing documents are not in line with NAR requirements, or if the Committee is not acting in good faith.

The annual Strategic Plan may include goals/tasks involving your committee, which should be reviewed with the Association Executive.

In general, the appropriate process is as follows: Committees "recommend", Directors "approve", Volunteers and Staff "fulfill".

Only the Association President should speak in representing the Association, unless that task has been delegated to another member within the Association, such as a Committee Chair or Member. Only the Association staff will issue communications using Association letterheads and envelopes, unless specifically delegated to another member within the Association.

Each committee may have some amount of funds budgeted for the upcoming year, the amount of which can be confirmed with the Association office. Committee projects that require funding should be self-supporting, unless funds were specifically included in the budget.

All committee chairs and members must agree to and sign the "PCAOR Volunteer Service Agreement and Conflict of Interest Statement", and return signed copies to the Association within a specified time frame.

MEETING SCHEDULE -

Weekly on Fridays - Attend Friday MLS Meetings

February - Hold qtrly MLS Committee meeting.

April - Hold qtrly MLS Committee meeting.

August - Hold qtrly MLS Committee meeting.

October - Hold qtrly MLS Committee meeting.