

SPEAKER PRESENTATION COMMITTEE

Meet with the Speaker Presentation Committee Chair, pre-scheduled for every quarter, beginning in January.

Arrange and confirm speakers for the weekly Friday morning Association membership meetings. "The Association membership meeting begins at 9:00 a.m., the President welcomes attendees, the flag salute is conducted. Staff announcements. Then the MLS portion of our meeting. The main speaker makes their presentation at 9:25 a.m., then the Association meeting adjourns. At the conclusion of the Association meeting, the Affiliates will have time to do their introductions. The following policies **will govern** the Friday morning meeting presentations..."

- The moderator (which in most cases **will** be the Association President) will introduce the speaker and their company
- The speaker is allotted a total of 25 minutes for presentation, questions, and answers.
- Membership meeting begins at 9:00 a.m. in the Pismo Coast Association of REALTORS® Office at, 1126 E. Grand Ave, Arroyo Grande, CA 93420 in the large meeting room
- If the speaker has slides or a presentation, they will have to bring their own laptop and zoom in to share their screen on the media screens.
- The presentation should be comprised of educational information, not sales/marketing material.
- Keep in mind members would benefit from the speaker leaving them with information (written and/or verbal) relating their topic to how members can use it in specific real estate transactions
- Verbal promotion of their company, products, and/or services should be minimal during the presentation, making educational information the primary objective.
- Marketing materials can be handed out on tables prior to the meeting
- It is the responsibility of the Speaker Committee member to communicate this policy to speakers they arrange.

Organize all programs **with** the goal in mind to enhance the REALTOR® image in the public eye, whether public service-oriented or not.

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.

SCHEDULE-

- January-Attend Yearly Leadership Meeting
- January-March: Attend 1st Quarter Committee meeting
- April-June: Attend 2nd Quarter Committee Meeting
- July-Sept: Attend 3rd Quarter Committee Meeting
- October-Dec: Attend 4th Quarter Committee Meeting
- As Needed Meeting may be called by the Chair.

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