Outer Banks Association of REALTORS®
Policy Manual, Section C: Committees

Last Updated: October 15, 2026

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1 General

1.1 Appointments and Terms

The incoming president shall appoint, subject to confirmation by the Board of Directors, chairs including: Education; Membership/Member Services; RPAC Fundraising; Bowling; Golf; Surf Fishing; Government Affairs; Scholarship; Surf Fishing; Bylaws & Policy; Grievance; MLS; YPN; and Professional Standards. (10/2022) (4/2026)

The incoming president-elect shall appoint, subject to confirmation by the Board of Directors, vice chairs including Education; Membership/Member Services; RPAC Fundraising; Bowling; Golf; Surf Fishing; Government Affairs; Scholarship; Bylaws & Policy; Grievance; MLS; YPN; and Professional Standards. Vice chairs should be prepared to accept the role of chair if the current chair is absent or resigns. Vice-chairs should also be prepared to serve as the chair the following year, if asked by the incoming President. (4/2026)

Education, Membership, YPN, and Property Management committee chairs shall meet at least bi-annually to discuss and review professional development, networking, and outreach collaboration opportunities. (4/2026)Committee members are confirmed by the president through an application process unless otherwise noted. (4/2026)

Appointments to multi-year terms should provide for staggered terms. Members may be reappointed unless otherwise noted. All leadership (chair, vice chair) terms begin January 1 and are for one year.

1.2 Budgets

Each committee shall be notified of their committee's budgeted income and expenses prior to the committee's first meeting. (10/2022)

It is the chair's responsibility to stay within the approved budget, if any. All purchases shall be approved in advance with proper documentation. Any person or committee authorizing a purchase without documented approval may be required to pay for the order with their personal funds. (5/2020)

Requests for unbudgeted funds may be submitted to the Board of Directors. (5/2020)

No committee funds shall be used as a donation.

1.3 Meetings and Attendance

All meetings shall be held at the Association Office unless approved by the Executive Officer. A staff liaison is assigned to each committee to facilitate communication and maintain records, including agendas and minutes.

The chair approves an agenda and coordinates with staff to allow adequate notice and distribution of materials.

The committee chair is responsible for advising the committee of the attendance requirements, as defined by the chair, for the specific committee and has the authority to dismiss a member based on attendance requirements. (2/2020)

The chair shall present the committee budget and review committee responsibilities at the first committee meeting each year. (10/2022)

1.4 New Committees/Task Forces

Prior to including a new committee in this policy manual, the Board of Directors shall ensure that a governing policy is created to include statement of purpose; composition and leadership; specific duties and responsibilities. (5/2016)

The president may appoint a task force or Presidential Advisory Group (PAG) as needed to accomplish a defined goal or objective. Committee chairs may appoint subcommittees as needed to accomplish committee goals and objectives. (5/2016)

1.5 Reporting

All committees report to the Executive Officer and Board of Directors unless otherwise noted. When a committee, task force or council brings action before the Board, the chair or their designee is requested to be present at the Board meeting. Written reports (on non-action items) may also be submitted to the president and executive officer. (5/2016)

Councils

2 Past Presidents Council

Serves as a presidential advisory group and a resource to officers and administrators.

Members are past presidents of the association only with the immediate past president as chair. There is no vice chair. Meets as needed.

- Assumes any special duties as assigned by the president or Board of Directors.
- Past Presidents are encouraged to attend all BIC Breakfasts, General Membership Meetings and Socials.

3 Property Management Council

Provide a forum for educating members on community and local issues affecting vacation/short-term rental and long-term property management. Foster collaboration and relationship-building between sales agents and property managers, promoting a clearer understanding of each party's roles, responsibilities, and needs in the marketing, management, and sale of rental properties.

A core planning group, appointed by the Property Management Director, will provide input and guidance on property management programming and events to ensure they reflect current industry needs and member interests.

The Council is open to all members and is led by the Property Management Director and a Vice Chair selected by the Property Management Director with the approval of the president elect. The Property Management Director, or their designee, serves as a representative on other OBAR committees as required.

The Council meets at least quarterly.

(05/2026)

Internal Affairs

4 Career Achievement Award Committee

Five members appointed by the president and approved by the board to include up to two past Career Achievement Award recipients; the immediate past president; and up to three active lifetime members (25+ years) with at least one of these being a past president. The president selects a chair from among the committee members. There is no vice chair.

Restrictions: All committee meetings will be restricted to committee members and appropriate staff. A quorum of four is required. Reporting: Executive officer only.

• Solicit candidate recommendations from the general membership for consideration. A current list of Lifetime Members and Members with 25+ years of membership denoting past recipients will be provided with the nomination form. An updated nomination form is not required to renew consideration of previous nominees.

• Select no more than one candidate no later than mid-September, when available (if it is determined that there are no qualified candidates in any given year, no award would be presented). Additional candidates may be nominated and considered at the meeting by the committee.

• Immediately inform the executive officer of this decision, whose responsibility it is to ensure the successful candidate's local dues will be waived in perpetuity.

• Base selection of the winning candidate on the following criteria:
  - Qualified candidates must have achieved the status of REALTOR® Lifetime Membership (25+ years)
  - Application selection will be based primarily on levels of REALTOR® association activities, and then also community and professional activities and/or accomplishments (see nomination form for detailed criteria).
  - This award may be presented posthumously.

• Assist as needed in the planning and presentation of the award, which will occur at the Annual Meeting held in October. (3/2012)

5 Education Committee

Provides ongoing, quality educational programs for the membership within the budget. (5/2016)

Open to all, led by the education chair and vice chair. Must include representatives from Property Management and the MLS Committee. A quorum of fifty percent is required. Meets quarterly or as needed. Restrictions: The chair or vice chair may not be an instructor under contract by OBAR. (4/2026, 10/2026)

• Provide a variety of continuing education (CE) course content offerings and quality instructors to meet and maintain the member's educational needs, consistency, and prominence of the educational opportunities.

• Review and provide training opportunities for REALTOR® Certifications and Designations.

• Review and work within the CE budgets provided by staff, on both projected income and expenses. Proposed expenses over budgeted expense amounts must be approved in advance by the Finance & Budget Committee.

• Explore and identify non-CE opportunities in cooperation with YPN, Membership, and the Property Management Council such as short training seminars, panel education events, and other hot topic presentations. This committee will select and coordinate speakers, topics, events, location, catering, pricing, and all other facets of the event. Staff will be provided to work with committee members to accomplish these tasks. (4/2026)

• Identify and recommend speakers and topics for General Membership Meetings and BIC Breaks.

• Survey participants for overall evaluation of course and content.

• Compile a memo of lessons learned, feedback and tips for the following year.

5.1 Education Subcommittees

Led by the Education Chair or designee.

• Coordinate and produce optional events, such as a "Designation Destination," REALTOR® Summit or Tech Fair.

• Coordinate all aspects, including venue, speakers, schedule, sponsors, exhibitors, promotions, and door prizes.

• Plan and follow a comprehensive budget including revenue and expense projections. These optional events should be budget neutral or generate revenue.

6 Membership / Member Services Committee

Recruits REALTOR® and community partners by promoting the value of membership in OBAR; Reviews and promotes additional member services.

Open to all, led by the membership/member services chair and vice chair. Must include a community partner and representative from the Property Management Council, and YPN. A quorum of fifty percent is required. Meets monthly or as needed. (4/2026, 10/2026)

• Work with staff to target and evaluate potential new member opportunities.

• Encourage and actively recruit new sponsors, and memberships- both REALTOR® and community partner.

• Coordinate outreach to recent inductees to assess needs and encourage participation in OBAR.

• Recommend, and if approved, develop, and create new member programs and services as needed.

• Compile a memo of lessons learned, feedback and tips for the following year.

• Produce and oversee a comprehensive annual membership survey with input from all OBAR committees. Analyze and report the results to the Board of Directors. (4/2026)

• Assess the needs of our members on Hatteras Island and the Northern Beaches and coordinate outreach, events, and communications to each constituency.

- Identify and recognize the good work which REALTORS® have done in the community, makes recommendations for the Kim Endre Good Neighbor Award, reviews applicants, and selects a recipient to be honored at the next General Membership Meeting. (4/2026, 10/2026)
- Plan and organize an annual Volunteer Appreciation Day to recognize and honor OBAR partners and volunteers. (4/2026)

7 NC REALTORS® Awards Task Force

Appointed and led by the President or designee.

• Per NC REALTORS® nomination timeframe, meets to solicit and assess nominees for NC REALTORS® Awards, make recommendations to the Board of Directors for approval, and assist in submitting the online nominations. (4/2026)

8 REALTOR® of the Year Committee

Seven (7) including the president as chair, the first four available immediate past ROTY recipients and two at-large members appointed by the president and confirmed by the Board of Directors. There is no vice chair. (5/2016)

Restrictions: Award winner must be a REALTOR® member. All committee meetings will be restricted to committee members and appropriate staff. A quorum of five is required.

Reporting: Executive Officer only.

• Meet no later than the month of October.

• Receive candidate recommendations from the general membership for consideration.

• Select candidate no later than November 1st and inform executive officer of decision. The president shall not be considered eligible during his/her year of Presidency. (1/2013)

9 REALTOR®PAC Fundraising Committee

Raise funds for the REALTORS® Political Action Committee

Open to all, led by the chair and vice chair. Must include a representative from the Government Affairs Committee. A quorum of three is required. Meets as needed.

• Educate membership on the importance of the REALTOR® Political Action Committee (REALTOR®PAC or RPAC), its successes, and what it does for REALTORS® and property owners. Recommend new methods to assist with these efforts.

• Educate membership on the levels of RPAC investment. (10/2022)

• Fundraise through direct collections, phone banks, and through coordination of any RPAC functions.

• Ensure adherence to state and federal laws regarding PAC funds collection and fundraising.

• Highlight the opportunity for members to receive RPAC recognition by making corporate contributions to the Political Action Fund (PAF).

• Compile a memo of lessons learned, feedback and tips for the following year.

External Affairs

10 Community Involvement Committees

Event-specific committees appointed to raise funds and provide engaging activities for our membership. Proceeds from each event will be split between the Scholarship and Disaster Relief Funds. (7/2017)

Open to all, chairs(s) appointed by the President, vice chair(s) appointed by the president elect. A quorum of three is required. Meets 4-5 times as needed to plan the event.

• Review and work within event budgets provided by staff, on both projected income and expenses. Proposed expenses over budgeted expense amounts must be approved in advance by the Finance & Budget Committee.

• Volunteers and staff are responsible for safekeeping of funds raised onsite through close adherence to money handling protocols, to be reviewed in advance.

• Seek ways to promote the event in ways which enhance the image of the REALTOR® brand.

• Ensure the event is documented with photos/video and a press release is distributed to media outlets following the event. (4/2026)

• All public communications must be approved by the President before distribution.

• Compile a memo of lessons learned, feedback and tips for the following year.

10.1 Bowling Tournament Committee

Plan, organize and host a bowling tournament in the winter months including venue, menu, sponsors, team recruitment, volunteers, donations, prizes, and promotion plans.

10.2 Golf Tournament Committee

Plan, organize and host the annual golf tournament including venue, menu, sponsors, team recruitment, volunteers, donations, prizes, and promotion plans.

10.3 Surf Fishing Tournament Committee

Plan, organize and host the annual Surf Fishing event including location, schedule, judges, donations, prizes, teams, sponsors, volunteers, and promotion plans.

10.4 Community Event Task Force(s)

Formed as needed to coordinate and promote REALTOR® involvement in a project, event or activity which benefits the community and thereby enhances the image of the REALTOR® brand.

11 Government Affairs Committee

Reviews national, state, and local public policy issues affecting the real estate industry and members of Outer Banks Association of REALTORS® and makes recommendations, in coordination with the Government Affairs Director, to the Board of Directors on key issues. (10/2022)

Chair, vice chair, and eleven members in staggered two-year terms. In addition, may include a non-voting representative from the insurance and mortgage lending industries. Meets at least bi-monthly and as needed. (8/2017) (1/2024) (4/2026)

• Foster a proactive relationship with local, state, and national legislative leaders to be the leading advocate of the real estate industry, private property rights and the issues that most affect the members' ability to serve the public with competency, integrity and professionalism as outlined in the OBAR Public Policy Position Statements.

• Monitor and lobby local political issues to ensure strong REALTOR® involvement.

• Lobby appropriately as needed on local issues having a negative effect on real estate and property management industry. (7/2011)

• Monitor Planning and Zoning agendas along with meetings of all local governments and the school board. (7/2011)

• Educate the public on preservation of private property rights and/or OBAR's and NCAR's dedication to protect them.

• Encourage REALTOR® members and others to understand the nature and actions of their government as they relate to important political issues and to become informed concerning the records of office holders and candidates for elective office

• Recognize candidates for election to local and state offices.

12 REALTOR®PAC Disbursements Committee

Review candidates for offices and make recommendations for REALTOR®PAC Disbursements.

Seven members including Government Affairs Committee Chair as Chair, the Immediate Past Government

Affairs Committee Chair, Government Affairs Committee Vice Chair (if named), President, Immediate Past President, President-Elect, and REALTOR® PAC Fundraising Committee Chair. If there are fewer than seven named via this makeup, the Government Affairs Committee Chair shall provide additional names of active Government Affairs Committee members to bring the total to seven committee members. There is no vice-chair. (5/2016) (6/2018)

• This committee shall meet at least one week prior to the candidate filing deadline each year to review and modify, as needed, a questionnaire/survey that may be sent to all confirmed elective candidates for that year's general election. The government affairs director may send out the questionnaire/survey to all named candidates. Candidates should be given at least two weeks to complete and return the questionnaires. Completed questionnaires should be returned within 3 weeks of the candidate filing deadline. Candidate interviews may also be conducted in place of the questionnaire. (6/2013) (10/2022) (4/2026)

• The RPAC Disbursements Committee will meet again immediately after all questionnaires are returned or interviews are completed. At this meeting, they will make recommendations for RPAC disbursements. Recommendations will be presented to the Board of Directors for consideration at their next scheduled meeting, but no later than the September Board of Directors meeting. This committee will also determine who will present the RPAC disbursement checks to the individual candidates. (6/2013)

• This committee may meet prior to the primary elections, if RPAC disbursements are requested or desired for any primary election candidates. This meeting would need to take place in a timely manner to ensure the Board can vote on the request at least one month prior to the primary election. (4/2026)

• The Board of Directors will finalize recommendations for all RPAC disbursement requests. Within three days, staff will submit all approved RPAC disbursement requests to NC REALTORS®.

13 Scholarship Committee

Recommends to the Outer Banks Community Foundation (OBCF) candidates to be awarded scholarship from the OBAR Scholarship Fund held by OBCF. (7/2011)

Chair and 4 to 12 members appointed by the president with the vice chair appointed by the president elect. The chair will also serve on the Outer Banks Community Foundation's scholarship workgroup. Higher Attendance Requirements: This committee meets only when needed to determine funding levels, review applications, perform applicant interviews, and make final recommendations. This typically takes only 2 or 3 meetings, all in April of each year. Committee members MUST attend all meetings and should not apply if known timing issues will prevent proper attendance. (1/2024)

• Determine how many scholarships will be provided from the OBAR Scholarship Fund. (9/2013) (03/2020) (4/2026)

• Review scholarship applications and interview candidates with the goal of providing final recommendations to OBAR staff for submission to OBCF. Only one-time scholarship funding (NOT renewable) may be recommended for applicants from Dare County, Ocracoke Island, and Currituck County, subject to OBX Community Foundation service area limits. (02/2020)

• Abide by given scholarship applicant consideration guidelines (in no order of importance): Financial Need, Academics, Extracurricular and Community Involvement.

• Equal consideration should be given to vocational education applicants to promote these fields within our community.

• Committee members are expected to act as representatives upon request, to present our scholarship awards to recipients at high school award ceremonies.

14 YPN Committee

Helps real estate professionals excel in their careers by providing professional development, leadership, community outreach, and networking opportunities along with encouragement to become involved in four core areas: REALTORS® Association, real estate industry, peers, and community. (9/19) (4/2026)

YPN meetings and functions are open to all REALTORS® and Community Partners of all ages. The president appoints the chair, and the president elect appoints the vice chair.

Governance

15 Bylaws & Policy Committee

Oversee the Bylaws and the OBAR Policy Manuals. (4/2014)

Chair, vice chair, and four REALTORS® in staggered two-year terms. Meets as needed.

• Draft, in proper form, revisions or amendments to the Bylaws and/or the Policy Manuals of the Board as directed by the President, the Executive Committee or the Board of Directors.

• Ensure that proposed changes to the Bylaws and the Policy Manuals are presented to the Directors and the Membership in accordance with the Bylaws.

• Review any suggested additions, deletions or changes to the Bylaws or policies, and immediately after any modification of the NAR Model Bylaws. (4/2026)

• Review current committees, make recommendations for any necessary changes, and keep the manual current.

16 Election Committee

Oversee the annual election of the Directors and Officers of the Association. (7/2011)

Three including immediate past president, and two active past presidents chosen by the president and confirmed by the Board of Directors. (7/2011) Restrictions: Committee members may not be candidates in the annual election.

Reporting: This committee is responsible for reporting the results of the election to the secretary, who shall report these results to the membership.

• Approve the format for the form used in an election petition process.

• Oversee the annual election of the Association to ensure accordance with the Bylaws, Policies, and utilize Robert's Rules of Order in all instances not otherwise specified in the Association's governing documents.

• Ensure members are provided with the opportunity to vote at the Association office anytime during business hours over a period of five business days, to conclude at the Annual Meeting.

• Ensure there is no electioneering inside the building during the voting period, or within one hundred feet of the poll.

• Approve the ballot format prior to its use in the election and always ensure the security of the ballots.

• The Teller's Report shall be created in the format specified in Robert's Rules of Order and will be approved by the Election Committee prior to being shared with the membership. The Teller's Report will become part of the

official records of the organization and will be held at the Association Office for the period of one year. (10/2022)

• Members will be notified of election results by the close of business on the day of the Annual Meeting. (10/2022)

17 Finance & Budget Committee

Treasurer as chair, the president elect, and six members in staggered two-year terms. The vice chair is chosen by the Treasurer from among the committee members. Meets monthly or as needed. (5/2016)

Restrictions: All committee meetings to be restricted to committee members and appropriate staff unless otherwise permitted by the committee.

- Monitor along with the executive officer and the financial manager yearly income and expenditures.
- Prepare an annual budget in accordance with the process outlined in Section A of the OBAR Policy Manual.
- Ensure compliance with the annual approved budget. Review and disseminate financial reports to the Board.
- Identify and explore opportunities for non-dues revenue. Model a comprehensive business plan for proposed revenue streams for consideration by the Board of Directors.
- The Executive Committee, with the CEO and Finance Director, shall oversee OBAR's investment accounts. The Treasurer shall update the committee and Board of Directors at least quarterly on those accounts. (02/2025)

18 Grievance Committee - See OBAR Policy B

19 Multiple Listing Service (MLS) Committee

Oversees the operation of the MLS and implements the MLS Rules & Regulations under the guidance and direction of the Board of Directors and according to the provisions of the NAR Multiple Listing Rules and Regulations. (7/2011)

Minimum of nine members (or 1% of membership) to a maximum of thirteen (including chair and vice chair) in 3-year terms. Members are appointed by the president in accordance with the bylaws. The chair is appointed by the president, and the vice chair is appointed by the president elect from current or past MLS committee members for a one-year term which may be served concurrent to a 3-year committee term. Meets monthly. (1/2015) (1/20

Term Limits: There is a maximum of two consecutive three-year terms per committee member, with a one-year minimum break prior to being eligible to serve again. (1/2015)

• Assist staff in positioning OBAR as the "Voice for Real Estate" on the Outer Banks by releasing market statistics and highlighting real estate trends and issues through press releases and interviews.

• Periodically review the Multiple Listing Rules and Regulations for accuracy and compliance with any laws, rules or guidelines from agencies having authority over the Outer Banks Association of REALTORS®.

• Recommend changes to the Multiple Listing Rules and Regulations for approval by the Board of Directors or membership as appropriate.

• Monitor the participation of members and make recommendations to the Board of Directors regarding enforcement of Rules and Regulations.

• Periodically review the adequacy of the MLS and recommend revisions to the Board of Directors.

• Work with MLS service vendors to ensure vendor performance according to the contract.

• Establish a service vendor review and selection process to accomplish any necessary contract review or vendor changes at the end of a current contract in an efficient and timely manner.

• The Board of Directors must approve all changes or additions to the MLS Forms or data fields.

20 Certifying and Recruiting Committee

Recruits eligible members to submit a candidate application for open Director and Officer positions on the Board of Directors. Certify all applicants are eligible to be placed on the election ballot. (9/19) Seven including president elect as chair, immediate past president, one active past president and four members at-large. All members are appointed by the president with approval of Board of Directors at their July meeting. There is no vice chair. (11/20)

Restrictions: Must be a REALTOR® member. All committee meetings will be restricted to committee members and appropriate staff unless otherwise permitted by the chair. No member of the Certifying and Recruiting and Committee may run for an officer or director position. (9/19)

• Prior to their first meeting, committee members shall perform a review of current candidate application forms, directing staff to edit as needed. They will also review a list of active members eligible for director positions for the purpose of encouraging these members to apply. Committee members will also review the current timelines and scheduled communications to members regarding the application and election process, ensuring timelines are in accordance with Bylaws and membership is well informed of the opportunities to apply if eligible, and how to exercise their right to vote.

• Select at least one candidate for each office, and at least one candidate for each seat to be filled on the Board of Directors, except for the Tourism Bureau Director position, for which at least the number of candidates required by the Dare County Commissioners shall be selected. (7/2011)

• Approximate timeline of the certifying, recruiting, and election process are as follows: (1/2013)

- July: Certifying and Recruiting Committee appointed and confirmed by Board of Directors.

- August, Week One: Certifying and Recruiting Committee completes their electronic review of documentation.

- August, Week Two: Candidate application forms and position descriptions are sent out to the full membership, and individually to eligible members.

- September, Week One: Candidate application forms will be due no later than the first week of September.

- September, Week Two: The Certifying and Recruiting Committee meets in person to select candidates.

- September, Week Three: The Report of the Certifying and Recruiting Committee is sent out to the General Membership, along with detailed information on the general election and the ballot petition process.

- October, Week One: Deadline for Petitions for ballot placement. If any Petitions are received and determined valid, a revised ballot will be sent out to all members eligible to vote at this time.

- October, Week Three: Election opens at the OBAR office five business days prior to the Annual Meeting to provide an early-voting opportunity for members. (11/20)

• All timelines provided above are approximate and will be confirmed by the Certifying and Recruiting Committee each year utilizing that year's actual calendar dates. All timelines shall coincide with the timelines required by Bylaws in Article XI, Section 4: Election of Officers and Directors.

21 Professional Standards Committee - See OBAR Policy B

22 Strategic Planning Committee

Creates a dynamic strategic plan for the association.

Minimum of fifteen including the president elect as chair, the president, treasurer and two past presidents. Committee chairs and vice chairs are encouraged to participate. All members will be appointed by the president and approved by the Board of Directors. Meets as needed. (4/2026)

Restrictions: All committee meetings will be restricted to committee members and appropriate staff unless otherwise permitted by the committee.

• Develop a current strategic (long range) plan for the Board to follow.

• Access the Board's total environment from the perspectives of its members and other organizations and groups impacted by the Board.

• Create a formal process for implementation and maintenance of the Strategic Plan.

• Define the most critical issues in the Strategic Plan and the tactical responses to those issues.

• Promote the Strategic Plan's initiatives to the membership.