



**Port Angeles Association of REALTORS®**  
PO BOX 748  
Port Angeles, WA 98362  
(360) 452-7441  
NATIONAL ASSOCIATION OF REALTORS®

## **PAAR 2017 COMMITTEE CHAIR JOB DESCRIPTIONS**

**Accessible Housing:** Responsible for bringing the board current on events that are surrounding affordable housing issues. Provide information about lending, and County and State programs that will help assist people to obtain homeownership.

**Awards:** Responsible for compiling nominee list, preparation and distribution of ballots and awards, maintaining files, scheduling meetings, and coordinating awards banquet with program chair.

**Computer Tech:** Build and maintain PAAR website including members & affiliates list and updating calendar online. Approximately 2 hours per month once site is updated.

**Communication:** Prepare and send out press releases to various media and keep copies of published press releases for file.

Develop materials and contact lists: Prepare fact sheets: organization background, number of members and employees, statistical or economic data, community service; goals. Prepare a calendar with upcoming potentially newsworthy events.

Compile a list of the relevant media in the area, radio, TV, internet websites.

Develop positive statements or message points about something the Board/Association is doing and follow up any events to possible press releases.

Possible news might include NAR releases, federal government releases, WAR releases and events.

**Community Service:** Chair in charge of coordinating various PAAR events such as “What My Home Means to Me”, OKTOBERFEST, Relay for Life, Joe Melton Kitchen, Affiliate Appreciate Day and others that may occur.

As coordinator, you may need to locate facilities for some of the events, and you will need to have chairs for committees of each event.

Information on the events needs to be provided to the Communication Chair after for news releases. If pictures are available, provide them to Communication also

**Education:** Responsible for scheduling and organizing local continuing education per year on the peninsula.

Review course offerings from WAR and complete course request forms to submit to WAR. The WAR Education calendar comes out in January and request the classes to be held in Port Angeles be included on this calendar.

Book a facility, arrange for food for classes which are longer than half day.

Send letter to possible class sponsors, outlining the sponsorship opportunities with a schedule of classes and what they can provide. Send confirmation to sponsor once they have confirmed participation.

Prepare and circulate a schedule of the classes for the year.

Contact Instructor. Determine if there are any audio, visual or other special needs for the class. Confirm the instructor knows when and where the class is to be held. If needed, provide lodging information.

Select a clean up group and make sure the facility is in appropriate condition before leaving.

**Membership:** Responsible for providing service and information to all members and to reach out and grow the size of our affiliate association. Duties include reviewing, applications, issuing PAAR materials such as rules & regulations and bylaws, and scheduling new Realtor orientations.

**RPAC:** To educate members about RPAC. This can be done with RPAC presentations at Board meetings, having RPAC materials at all Association meetings, and publish article about what RPAC does in the local association.

Duties of the RPAC chair include development of a fundraising plan, coordinating fundraising activities of the local association for RPAC, promote fundraising activities that will assist in the meeting the local association's fair share and state goal, to speak on behalf of RPAC on all available occasions, work with State RPAC Trustees and keep them informed about the association RPAC Program.

**Scholarship:** Responsible for corresponding with Realtors, Affiliates and local schools regarding the scholarship details, reviewing applicants' notebooks, scoring applicants, and notifying schools of scholarship recipients.

**Last Updated: 9/24/17**