

Association ABC & Association XYZ Shared GAD Program Cooperative Agreement

Local Partners: ABC Association of REALTORS®
 XYZ Association of REALTORS®

Position Vision:

Note that both Associations have strong and well established government affairs programs. With that in mind, the following initial goals were developed to identify the benefits of combining the strengths of our two programs in the region beyond core service currently being received:

1. Continued strong, localized representation for each Association
2. Increased visibility as a region before policy makers
3. Stronger regional influence
4. Pooling of resources to achieve better economies of scale
5. Improved relations and cooperation between neighboring Associations
6. Create organized efforts to increase and enhance member involvement, education, and advocacy in local legislative issues.
7. Ultimately, stronger government affairs programs for both Associations

Position Summary:

The Regional Government Affairs Director (GAD) represents both the ABC and XYZ Associations of REALTORS® in a professional, credible manner before federal, state and local legislators and other elected or appointed officials in both regions. In doing so, the Government Affairs Director establishes and maintains good working relations with public officials and staff; helps ensure that Association leadership and members of both Associations are well informed in a timely manner of pending government policy issues; assists in developing appropriate responses to public policy initiatives by working effectively with the Government Affairs Committees, Board of Directors and Political Action Committees of both Associations; works to advance the Association's respective public policy positions; and helps expand membership's interest in the legislative and political arena.

Management Plan:

For the purposes of personnel management, the GAD will be a full-time employee of the ABC Association of REALTORS®, report directly to the ABC Chief Executive Officer, and be based out of the ABC office. Administrative staff needed to support the GAD program will also be employees of and managed by ABC Association. To ensure that the GAD is adequately serving both Associations, the Association Executives from both Associations will meet quarterly, or as needed, to discuss the performance of the Shared GAD. Performance evaluations and salary adjustments will be conducted once per year jointly by both Association Executives.

Job Description:

- Develop and implement an annual plan for the Government Affairs Committees (GAC) and Political Action Committees (RPAC) which ensure that the established goals and objectives are met.
- Design, develop and coordinate programs, briefing and position papers in consultation with Association Executives, GAC, and Board of Directors to inform, educate, involve and mobilize membership on issues of legislative and political importance.

- Monitor and maintain awareness of local, state, and national legislative issues impacting the real estate industry and real estate consumers; coordinated with the State and National Association of REALTORS®.
- Develop and maintain ongoing relationships with federal, state and local elected and appointed officials in the ABC and XYZ regions. Foster an atmosphere of cooperation and reconciliation on legislative and regulatory issues that impact REALTORS®.
- Coordinate alliances with other trade associations, interest groups and community and corporate entities on issues of common concern.
- Attend and monitor public meetings such as city council, planning commission, etc., as needed. Prepare written testimonies and represent the Association before local government bodies on issues relating to the Association or the real estate industry and consumers.
- Provide monthly reports to the Boards of Directors at their regularly scheduled meetings, and to general membership at various Association meetings and functions.
- Serve as staff liaison and prepare agendas and minutes for the Government Affairs Committees and Political Action Committees.
- Provide government affairs educational segment for New REALTOR® Member Orientations.
- Coordinate Government Affairs internet presence (website, social media, etc.) to provide members' access to updated information.
- Serve as media spokesperson for both Associations on legislative and political issues.
- REALTORS® Political Action Committee (RPAC)
 - Develop RPAC fundraising activities to meet yearly goals
 - Schedule, coordinate and conduct political candidate interviews
 - Coordinate membership participation and check delivery with State/NAR
 - Manage and administer local PACs
 - Educate membership on the importance of investing in RPAC
- Develop and manage the Key Contact System that facilitates the involvement of members in the grassroots advocacy network for federal, state and local public officials in the ABC and XYZ regions.
- Develop and operate within Government Affairs budget.
- Attend State Association Meetings, annual NAR GAD Institute, NAR Mid Year Meetings, and budget/time permitting attend the NAR Annual Conference & Expo and other state and national Association conferences as warranted.
- Perform any other duties as may be assigned by the ABC CEO.

Public Policy and Political Determinations:

ABC and XYZ Associations will maintain their separate, independent Government Affairs and Political Action Committees to determine their respective public policy and political decisions. The respective Government Affairs Committees agree to meet jointly on a quarterly basis, or as needed. In the event a local policy or political issues (including candidate endorsements) has multi-jurisdictional implications, a joint Task Force will be established consisting of the Chair and Vice chair of each Association’s Government Affairs and Political Action Committees. The Task Forces will only be formed as needed and serve until the policy or political objective has been met.

Meetings:

The GAD will be expected to attend the following external meetings for both ABC and XYZ Associations:

1. Government Affairs Committee Meetings
2. Board of Director Meetings (as needed)
3. RPAC Committee Meetings and Candidate Interviews
4. General Membership Meetings
5. New Member Orientations
6. State Association Meetings
7. NAR GAD Institute
8. NAR Midyear Meetings
9. NAR Annual Conference & Expo (as budget permits)
10. Any other meeting that the Association Executives jointly deem necessary and appropriate.

Financial Considerations: The following financial models are based on the following conditions:

Number of members in the respective organizations (NRDS on February 4, 2014):

ABC Association of REALTORS®	=	10,000
XYZ Association of REALTORS®	=	5,000
Total Members	=	15,000

Budget considerations for the position are as follows:

Shared Government Affairs Program (GAD plus Administrative Staff)		
Salary/Benefits:	\$	100,000
Payroll Tax:	\$	8,000
Professional Development:	\$	4,000
<u>Dept. Expenses</u>	\$	<u>25,000</u>
Total GAD Program Cost		\$136,000

Cost per member breakdown (based on 15,000 members)

Cost of Program (Year 1):	\$136,000
Cost per member to the Association:	\$ 9.06
 Net Cost to XYZ (5,000 Members):	 \$ 45,350
 Cost to ABC (10,000 Members):	 \$ 90,650
State Assn. GAD Reimbursement to ABC (\$2/member):	\$ (30,000)
Net Cost to ABC	\$ 60,650

This agreement and financial considerations shall be reviewed annually prior to the adoption of each Association's respective budgets and be adjusted as necessary to reflect any changes in membership and in order to effectuate the intent of this agreement.

Term of Agreement:

The term of this agreement and financial commitment is for two years from the date of execution in order to ensure the program has sufficient time to gain momentum and become effective, unless otherwise terminated by mutual agreement of the respective Associations.

Resolution:

The Board of Directors of ABC and XYZ authorized their respective Association Executives to enter into the foregoing agreement at their February 6 and February 20, 2014 meetings, respectively. Having been duly authorized, the Associations have each caused this Agreement to be duly executed:

By: _____
CEO
ABC Association of REALTORS®

By: _____
CEO
XYZ Association of REALTORS®

Date:

Date:

By: _____
2014 President
ABC Association of REALTORS®

By: _____
2014 President
XYZ Association of REALTORS®

Date:

Date: