**Space Coast Association of REALTORS®, Inc.**
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www.SpaceCoastMLS.com

# 2027 Committee Guide

Space Coast Association of REALTORS® committee structure consists of Standing Committees, Real Estate Specialty Forums, and Special Committees.

The Executive Committee reviews the composition of Standing Committees, Real Estate Specialty Forums, and Special Committees, including chairs and members, and recommends appointments to the President. The President appoints chairs and members, subject to confirmation by the Board of Directors.

Guide planning timeline: Chairs are appointed no later than August *(for October Strategic Planning; no later than October for November/December Strategic Planning)* for the ensuing year; volunteer solicitation opens no later than November, with chair names and meeting dates; members are selected no later than December. Appointments follow Executive Committee review, Presidential appointment, and Board confirmation. This timeline is an administrative practice, not a deadline established by the Bylaws.

**Standing Committees:** Budget and Finance, Government Affairs, Grievance, MLS, Professional Standards, RPAC.

**Special Committees:** May be established annually by the President with approval of the Board of Directors. This guide includes Brevard's Children & Families in Need, Professionalism & Education, and Technology.

**Real Estate Specialty Forums:** Commercial Investment Council, Global, Property Management, Young Professionals Network, Investment for REALTORS Forum.

**Designates a standing committee*
***Auto-populates by policy or populates by election; is not open for requests to join*

## MEMBERSHIP PILLAR

Budget & Finance*
MLS*
- MLS Violation Dispute Review Panel

Commercial Investment Council
Property Management
Global
Young Professionals Network
Business Partners
Technology
Investment Forum for REALTORS

## ADVOCACY PILLAR

Government Affairs*
- Local Liaison Program

Realtor Political Action Committee*

## PROFESSIONALISM PILLAR

Professional Standards*
Grievance*
Professionalism & Education

## OUTREACH PILLAR

Brevard Children & Families in Need
- Project Prom

## LEADERSHIP PILLAR

Leadership Academy
Space Coast Association of Realtors Board of Directors **
Space Coast Multiple Listing Service Board of Directors**
Space Coast Association of Realtors Foundation Board of Directors **
Coast 2 Coast Board of Managers **

# Budget and Finance Committee*

*Membership Pillar*

## Purpose:

The Budget and Finance Committee shall develop and track the Association's budgets and finances and make recommendations to the Board of Directors in accordance with the Bylaws.

## Comprisal:

The chairperson shall be the Treasurer of the Association; The vice-chairperson shall be the President.

Appointed Committee Members are the President, President-elect, Immediate Past President, Treasurer.

Members shall be appointed by the President following Executive Committee review and recommendation and confirmed by the Board of Directors. Members must hold REALTOR® membership with the Association.

No more than two committee members from any one Brokerage.

No more than five open appointments.

## Duties and Responsibilities:

The committee will meet quarterly to review the status of the income and expenses compared to the established budget and recommend any adjustments as necessary.

In cooperation with the Chief Executive Officer, this committee shall create and move for approval an annual budget. The budgeting process should begin in late September and is to be completed and presented to the Board of Directors in October for approval for the following year's projections. The President, President-elect, and Treasurer will work closely with the management staff in the early phases of the budgeting process.

## Attendance:

Absence from more than one regular meeting in a calendar year shall be construed as a resignation from the Budget and Finance Committee.

## Chairperson/Treasurer :

Niccole Febres-Cordero

## Staff Liaison:

Tracie Fox, Finance Director; Lindsey Ruschak, CEO

## 2027 Meeting Schedule:

April 27 1:00 pm – 4:00 pm – Q1 Review

July 27 1:00 pm – 4:00 pm – Q2 Review

October 19 1:00 pm – 5:00 pm – 8 Month Review and 2028 Budget Approval

# Multiple Listing Service (MLS) Committee*

*Membership Pillar*

## Purpose:

The MLS Committee shall provide oversight of MLS policies, procedures, rules, publications, and forms as well as oversee all MLS computerized services to the membership.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Members must hold REALTOR® membership with the Association as well as be a Participant and/or Subscriber of Space Coast MLS.

No more than two from any one Brokerage. 18 allocated positions plus the Chair.

## Duties and Responsibilities:

The Committee develops and maintains the Space Coast Multiple Listing Service, Inc MLS Rules and Regulations.

The Committee makes recommendations to the Board of Directors regarding the Rules and Regulations.

The Committee Chair will act as a liaison to the Board of Directors and serves a one-year term on the Coast 2 Coast Board of Managers pursuant to policy.

Changes to the MLS Rules and Regulations shall be published twice yearly effective in January and June, unless mandatory rules and regulations are required by National Association of Realtors with an established effective date. All Rules and Regulations shall be submitted to NAR in accordance with NAR requirements.

Appointed members are reminded that missing three regular meetings will be construed as an automatic resignation.

## Chairperson:

Whitney Hale

## Vice Chairperson:

Kellie Bowling

## Staff Liaison:

Linda Cifuentes, MLS Compliance Specialist; Kelly Boudreaux, MLS Support & Training Specialist.

## 2027 Meeting Calendar:

All meetings will take place at the Association office on Wednesdays from 11:30 am – 12:30 pm unless otherwise noted.

- January NO MEETING
- February 3
- March 10
- April 14
- May 5
- June 2
- July 7 **If needed*
- August 4
- September 8
- October 6
- November 3
- December 1

# MLS Violation Dispute Review Panel

*Membership Pillar*

## Purpose:

The MLS Violation Dispute Review Panel will convene every other month to hear the MLS Violation disputes filed by MLS Participants and/or Subscribers.

## Comprisal:

The chairperson shall be the MLS Chairperson as appointed by the Executive Committee with the approval of the Board of Directors

The Executive Committee along with the MLS Chairperson is responsible for the selection of Committee members, who must be REALTOR® members with the Space Coast Association of REALTORS.

- MLS Chair
- 3 members who have served or currently serve on Professional Standards.
- 3 members who have served or currently serve on the MLS Committee.

## Duties and Responsibilities:

Required to attend the annual professional standards training.

## Chairperson:

Whitney Hale

## Vice Chairperson:

## Staff Liaison:

Linda Cifuentes, MLS Compliance Specialist; Kelly Boudreaux, MLS Support & Training Specialist.

## 2027 Meeting Dates:

TBD

# Commercial Investment Council “CIC”

*Membership Pillar*

## Purpose:

The purpose of the Commercial Investment Council is to promote a comprehensive understanding of terms and procedures to help REALTORS® to better serve their commercial clients. This shall be accomplished through training, marketing, and networking with established Commercial REALTORS® in our area. To inform our members of the latest economic trends and conditions that affect the commercial real estate market. Allow our members to promote and present their commercial properties to the Council. With your Council dues, there is an annual assessment of $20 which will allow you to promote and present your commercial properties on the state-wide Total Commercial website.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Appointments may include REALTOR® members and Business Partner members where deemed appropriate by the Board. Appointments during the year follow the same review and confirmation process.

Open Committee – Can join year-round.

## Responsibilities:

- Maintain the Diamond Level NAR Commercial Services Accreditation
- **January - March**: Co-Host with Government Affairs the Property Appraiser before Homestead filing deadline: March 1
- It is a **requirement** that all committee members review the agenda before each meeting
- Participation in scheduled events is a **standard expectation** of this committee
- Serving on this committee comes with the **commitment** to attend all meetings

## Chairperson:

Dennis Basile

## Vice Chairperson:

Brant Baylock

## Staff Liaison:

Karen Tabet, Membership & Billing Specialist

## 2027 Meeting Dates:

All meetings will take place at the Association office on Mondays from 9:30 am – 11:00 am unless otherwise noted.

- January 11
- February 1
- March 1
- April 5
- May 3
- June 7
- July NO MEETING
- August 2
- September 13
- October 4
- November 1
- December 6

# Property Management Forum

*Membership Pillar*

## Purpose:

Increases professionalism and income opportunities for all interested Space Coast Association of Realtor® members through forums, roundtables, and other educational events. The committee also provides resources and consultation on leasing and management issues to the general membership.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Appointments may include REALTOR® members and Business Partner members where deemed appropriate by the Board. Appointments during the year follow the same review and confirmation process.

Open Committee – Can join year-round.

## Responsibilities:

- Meets monthly and holds a "forum" type meeting with discussion and speakers on industry related topics
- Should schedule and host the landlord tenant act class (work with the Education department)
- It is a **requirement** that all committee members review the agenda before each meeting
- Participation in scheduled events is a **standard expectation** of this committee
- Serving on this committee comes with the **commitment** to attend all meetings

## Chairperson:

Dawn Ostovich

## Vice Chairperson:

## Staff Liaison:

Tari Edwards, Membership Specialist

## 2027 Meeting Dates:

All meetings will take place at the Association office on Thursdays from 11:00 am – 12:00 pm unless otherwise noted.

- February 11
- April 8
- June 10
- August 12
- October 14
- December 9

# Global

*Membership Pillar*

## Purpose:

The Global Committee broadens the REALTOR® family's understanding of both local and international real estate and cross-cultural business practices. The committee equips members with the knowledge, resources, and partnerships needed to serve clients from all backgrounds with professionalism and respect. Through education, networking, and community engagement, we promote cultural awareness, strengthen global and local connections, and expand business opportunities across diverse markets. By integrating worldwide expertise with cultural understanding, we enhance our members' ability to lead, collaborate, and thrive in an increasingly interconnected world.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Appointments may include REALTOR® members and Business Partner members where deemed appropriate by the Board.

Open Committee – Can join year-round.

## Responsibilities:

- Maintain and or achieve a higher level of the NAR Global Award
- **June 5 – 14, 2027:** Participates in a member activity for NAR Realtor Volunteer Days
- It is a **requirement** that all committee members review the agenda before each meeting
- Participation in scheduled events is a **standard expectation** of this committee
- Serving on this committee comes with the **commitment** to attend all meetings

## Chairperson: Vice Chairperson:

Jackie Griffin

## Staff Liaison:

Kymi Franklin, Communications Director

## 2027 Meeting Dates:

All meetings will take place at the Association office on every other Month, Thursdays from 1:00 pm – 3:00 pm unless otherwise noted.

January 14
March 11
May 27
July 1
September 2
November 4
December 9 **If needed*

# Technology

*Membership Pillar*

## Purpose:

This group will research and identify new technology/products that could benefit the Association or our members. The committee is responsible for reviewing the current technology usage and updating the stats during the first and third quarters of the year. Keep our members informed about new apps that might help them in their day-to-day business. This committee, along with the help of the MLS committee will put on Member Benefit Day, an event that showcases all the products and services that are available with your Realtor® Association & MLS membership.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Members must hold REALTOR® membership with the Association.

14 allocated positions plus the chair.

## Responsibilities:

- **October 8, 2027:** Plans the Annual Convention / Member Benefits Day in conjunction with the Annual meeting.
- Review products already under contract and gives user counts in a quarterly review to BOD
- Explore new products to offer our members in the tech stack
- Tech committee shall organize with YPN & Professionalism and Education two detailed trainings on Tech apps to increase interest, knowledge and usage.
- It is a **requirement** that all committee members review the agenda before each meeting
- Participation in scheduled events is a **standard expectation** of this committee
- Serving on this committee comes with the **commitment** to attend all meetings

## Chairperson:

Elise Johnson

## Vice Chairperson:

Lexi Layne

## Staff Liaison:

Kelly Boudreaux, MLS Support & Training Specialist

## 2027 Meeting Dates:

All meetings will take place at the Association office on every other Month, Wednesdays from 10:00 am – 12:00 pm unless otherwise noted.

February 17
April 21
June 16
August 18
October 13 **If needed*
December 15 **If needed*

# Young Professionals Network (YPN)*

*Membership Pillar*

## Purpose:

The Young Professionals Network supports REALTORS® who are newer to the profession or our association, helping them build confidence, competence, and meaningful connections. The committee fosters a welcoming environment where members can learn, ask questions, and grow without judgment. Through education, networking, and community engagement, YPN strengthens members' skills, deepens their understanding of the REALTOR® profession, and inspires them to become active, contributing leaders within the association. By connecting members with other committees and association initiatives, YPN creates pathways for collaboration, contribution, and lasting relationships across the real estate community. YPN isn't about age—it's about energy, curiosity, and a shared commitment to professional growth.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Appointments may include REALTOR® members and Business Partner members where deemed appropriate by the Board.

Open Committee – Can join year-round.

## Duties and Responsibilities:

- **June 5 – 14, 2027:** Participates in a member activity for NAR Realtor Volunteer Days
- **July 9, 2027:** Hosts Florida Realtors Waterway Clean Up
- YPN committee shall organize with Tech & Professionalism and Education two detail training on Tech apps to increase interest, knowledge and usage.
- **September:** Co-Host Realtor Safety with Government Affairs & RPAC
- It is a **requirement** that all committee members review the agenda before each meeting
- Participation in scheduled events is a **standard expectation** of this committee
- Serving on this committee comes with the **commitment** to attend all meetings

## Chairperson: Vice Chairperson:

Ameila Pebley

## Staff Liaison:

Kymi Franklin, Communications Director

## 2027 Meeting Dates:

All meetings will take place at the Association office on every other Month, Tuesdays from 10:30 am – 12:00 pm unless otherwise noted. *First two meetings should be event planning meetings*

February 9
April 13
June 1
July *Host Waterway Clean Up*
August 10
September *Host Safety Training*
October 12
December 14 **If needed*

# Business Partners

*Membership Pillar*

## Purpose:

A Business Partner member is a person or business, who while not a REALTOR®, provides a service to the Real Estate Industry.

Monthly Meetings: Business partners meet on the first Wednesday of every month to network, share ideas, and participate in monthly drawings for sponsorship opportunities.

Sponsorship Opportunities: Through these drawings, members can sponsor:

- Education classes
- Ads in the Friday Newsletter
- Weekly Social Media Spotlight
- Marquee advertising at the corner of Wickham and Pineda Plaza Way

Support Association Initiatives: Business partners actively participate in annual fundraising activities and community outreach programs.

Member Benefits: Business Partner membership provides direct access to business promotion, networking opportunities, and relationship building with over 4,900 licensed real estate professionals.

Must hold Business Partner Membership with Space Coast Association of REALTORS®

## Chairperson:

Kelsey Fajarado

## Vice Chairperson:

## Staff Liaison:

Cindi Hintz, Professional Standards Director

## 2027 Meeting Calendar:

All meetings will take place at the Association office on Wednesdays from 9:00 am – 10:00 pm unless otherwise noted.

January 6
February 3
March 3
April 7
May 5
June 2
July 7
August 4
September 1
October 6
November 3
December 1

# Investment Forum for REALTORS®

*Membership Pillar*

## Purpose:

To empower REALTORS® with knowledge, resources, and professional connections needed to make informed investment decisions and build long-term wealth.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Members must hold REALTOR® membership with the Association.

Open Committee – Can join year-round.

## Duties and Responsibilities:

The Investment Forum for REALTORS® is a member education initiative designed to promote financial literacy and long-term wealth building through informed investing. While real estate investing will be a primary focus, including single-family homes, multifamily properties, condominiums, and short-term rentals among others, the forum will also introduce members to other investment vehicles such as retirement accounts, stocks, mutual funds, precious metals, and cryptocurrencies. The goal is to expose members to practical concepts, investment strategies, and educational resources that encourage informed financial decisions and income diversification.

Over time, the forum will feature experienced investors, financial professionals, economists, and other subject matter experts who will share market insights, discuss investment opportunities, and answer members' questions. Rather than providing investment advice, the forum will create an environment where REALTORS® can learn, explore new ideas, and gain the knowledge needed to make thoughtful financial decisions that support their long-term personal and professional goals.

## Chairperson:

Tammy Crisafulli

## Vice Chairperson:

## Staff Liaison:

Lindsey Ruschak, CEO

## 2027 Meeting Dates:

All meetings will take place at the Association office on Thursdays from 10:00 am – 11:00 am unless otherwise noted.

- January 14
- February 11
- March 11
- April 8
- May 13
- June 10
- July NO MEETING
- August 12
- September 9
- October 14
- November 4
- December 9

# Government Affairs Committee*

*Advocacy Pillar*

## Purpose:

The Government Affairs Committee identifies local issues affecting, or potentially affecting, the real estate industry and/or private property rights, ultimately making recommendations to the Board of Directors. The committee gathers information for the Association to disseminate on their behalf, on local, state, and national issues to the membership. Screens candidates for local political office and educations members through candidate forums, local elected officials' membership meetings, and actively supports raising funds for the REALTOR® Political Action Committee (RPAC).

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Appointments may include REALTOR® members and Business Partner members where deemed appropriate by the Board.

24 allocated positions plus the chair.

Appointed members are reminded that missing three regular meetings will be construed as an automatic resignation.

## Duties and Responsibilities:

- Conduct candidate screenings and investigate real estate-related advocacy issues.
- Host membership meetings with local elected officials.
- Conduct a voter registration drive annually.
- Advise membership on available positions in cities and county committees.
- Attend local city and county meetings and bring back the information to the committee.
- Responsible for gathering information on local, state, and national issues for dissemination to the membership.
- Educate members on the importance of RPAC and encourage contributions and involvement in RPAC.
- The Chairperson should be aware of political issues, state and local, as they relate to real estate.
- The Association President shall respond publicly only with advance approval of the Board of Directors to local issues as they affect the real estate industry. Positions of SCAR will require a majority vote of the Board of Directors for any matter.
- A RPAC Chair or Government Affairs Chair shall be present at all SCAR New Member Orientations to briefly educate new members on the importance of Advocacy.
- **2027**: Co-Host with Government Affairs the Property Appraiser in before Homestead filing deadline: March 1
- Provides local liaison training and is the reporting committee for the local liaison program
- It is a **requirement** that all committee members review the agenda before each meeting
- Participation in scheduled events is a **standard expectation** of this committee
- Serving on this committee comes with the **commitment** to attend all meetings

## Chairperson:

Cheryl McDermott

## Vice Chairperson:

## Staff Liaison:

Peggy Ward, Government Affairs Director

## Government Affairs 2027 Meeting Dates:

All meetings will take place at the Association office on Tuesdays from 1:00 pm – 2:00 pm unless otherwise noted.

- January 26
- February 9
- March 9
- April 13
- May 11
- June 1
- July NO MEETING
- August 10
- September 14
- October 12
- November 2
- December 14 **If needed*

# Local Liaison Sub Committee (Government Affairs)

*Advocacy Pillar*

## Purpose:

A **Local Liaison** serves as a bridge between local municipalities, government entities, and the real estate community.

The Local Liaison's role is to facilitate communication (not speak on behalf of), collaboration, and policy alignment to support responsible development, housing growth, and economic prosperity.

## Comprisal:

- The chairperson shall be the same chairperson as the Government Affairs Committee
- Local Liaisons must be REALTOR members with the Space Coast Association of REALTORS®.
- The Liaisons are selected based on successfully completing the training program and show a willingness to serve and follow all pre-set guidelines.
- Local Liaison participants are chosen by the President, President-elect, Immediate Past President, Government Affairs Committee Chair, and Vice-Chair(s) (if appointed).

## Duties and Responsibilities:

- Local Liaisons will attend governmental meetings and provide the information to the Government Affairs Committee.
- Each Municipality or Government Entity will have a two-person team. A larger entity may have multiple teams.
- Attendance with the teams could alternate between monthly meetings.
- The Local Liaison is not permitted to make public comments or speak on topics that Space Coast Association of Realtors or Florida Realtors are tracking.
- Two-year commitment: Starting in 2026
- Reports to the Government Affairs Committee.

**Annual Training program:** The approved training program will take place annually, time to be coordinated by the Government Affairs Chairperson. The Government Affairs Chairperson and/or Vice Chairperson are the approved instructors of the Local Liaison Training Program

# REALTOR® Political Action Committee (RPAC)*

*Advocacy Pillar*

## Purpose:

The REALTOR® Political Action Committee shall promote the political involvement of Association members, encourage Association members to support the REALTOR® Political Action Committee. RPAC is not the democrat or republican party, it is the REALTOR® Party.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Appointments may include REALTOR® members and Business Partner members where deemed appropriate by the Board.

Open Committee – Can join year-round.

## Duties and Responsibilities:

- **April 16, 2027:** The committee will be responsible for coordinating fundraisers and scheduling informational events to help Space Coast Association of REALTORS® members understand the impact and importance that RPAC has on legislation related to the real estate industry.
- The Committee shall plan and coordinate fundraising events in an effort to meet the Florida Realtors® annual goal set for Space Coast Association of REALTORS®.
- A RPAC Chair or Government Affairs Chair shall be present at all SCAR New Member Orientations to briefly educate new members on the importance of Advocacy.
- Achieve the Triple Crown Award
- **June 5 – 14, 2027:** Participates in a member activity for NAR Realtor Volunteer Days
- It is a **requirement** that all committee members review the agenda before each meeting
- Participation in scheduled events is a **standard expectation** of this committee
- Serving on this committee comes with the **commitment** to attend all meetings

## Chairperson: Vice Chairperson:

Pat Padrick Lori Esty

## Staff Liaison:

Peggy Ward, Government Affairs Director

## 2027 Meeting Dates:

All meetings will take place at the Association office on Tuesdays from 2:00 pm – 3:00 pm unless otherwise noted.

- January 12
- February 9
- March 9
- April 13
- May 11
- June 1
- July NO MEETING
- August 10
- September 14
- October 12
- November 2
- December 14 **If needed*

# Professional Standards Committee*

*Professionalism Pillar*

## Purpose:

The Professional Standards Committee shall serve on hearing panels as required to hear matters of alleged unethical conduct or to provide arbitration as requested.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Local eligibility policy (04/2023): candidates may be selected by Presidential appointment or based on at least three (3) years of Grievance Committee service and/or prior service as an Association Director. All appointments require Executive Committee review and recommendation and Board confirmation under Article XIV, Section 1.

Consideration of Real Estate Specialties should be given when appointing members to serve on this committee.

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Members must hold REALTOR® membership with the Association.

## Duties and Responsibilities:

Committee members will be required to attend the Annual Professional Standards Training Seminar. Date to be announced at a later time.

The Chairperson will recommend hearing panels selected from current Committee members.

No more than one member of any firm may serve on anyone hearing panel.

In arbitration hearings the panel will be comprised of no less than two (2) broker-owners.

The arbitration fee to be charged to both parties of an arbitration hearing shall be $100.00.

The fee of the prevailing party will be returned after the request for procedural review expires. In the event the arbitration panel splits the award, the arbitration fee shall be returned in a like manner.

Ethics decisions and Arbitration awards presented to the Board of Directors for ratification will not include names of the parties.

## Authority:

The Professional Standards Committee shall abide by the rules and regulations as outlined in the most recent Code of Ethics and Arbitration Manual.

## Chairperson:

Christina Griffin

## Staff Liaison:

Cindi Hintz, Professional Standards Director

# Grievance Committee*

*Professionalism Pillar*

## Purpose:

The Grievance Committee receives ethics complaints and arbitration requests to determine if, taken as true on their face, a hearing is to be warranted. The Grievance Committee makes only such preliminary evaluation as is necessary to make these decisions. While the Grievance Committee has meetings it does not hold hearings, and it does not decide whether members have violated the Code of Ethics. The Grievance Committee does not mediate or arbitrate business disputes. Grievance Committees are encouraged to hold regularly scheduled, alternating between Team A and Team B to ensure timely review of ethics complaints and arbitration requests. If there are no complaints filed for that month the Committee does not meet.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

This committee: each team is limited to fifteen (15) participants with no more than one (1) from the same company per team.

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Members must hold REALTOR® membership with the Association.

## Duties and Responsibilities:

Committee members will be required to attend the Annual Professional Standards Training Seminar. Date to be announced at a later time.

## Attendance:

Absence from more than one regular meeting, for each team, in a calendar year shall be construed as a resignation from the Grievance Committee. (03/2023)

## Authority:

The Grievance Committee shall abide by the rules and regulations as outlined in the most recent Code of Ethics and Arbitration Manual.

## Chairperson A:

Diane Calleja

## Chairperson B:

Lena Cirillo

## Staff Liaison:

Cindi Hintz, Professional Standards Director

## 2027 Meeting Schedule:

All meetings will take place at the Association office on Mondays starting at 9:30 am unless otherwise noted.

| **Team A** | **Team B** |
|---|---|
| January 11 | February 8 |
| March 8 | April 12 |
| May 10 | June 14 |
| July 12 | August 9 |
| September 13 | October 11 |
| November 8 | December 13 |

# Professionalism and Education Committee

*Professionalism Pillar*

## Purpose:

The Professionalism and Education Committee will develop, identify, and provide programs designed to educate the Association's members on current business practice issues and on services and programs that will benefit their real estate business as well as enhance professionalism in our Association.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Members must hold REALTOR® membership with the Association.

14 allocated positions plus the chair.

## Duties and Responsibilities:

- The Committee shall develop, identify, promote, and implement educational and professional programs to meet the needs of the membership.
- The Committee shall promote interest in and attendance at continuing education programs at local, state, and national levels.
- **June 5 – 14, 2027:** Participates in a member activity for NAR Realtor Volunteer Days
- Professionalism and Education shall organize with Tech & YPN Committees two detailed trainings on Tech apps to increase interest, knowledge and usage.
- Responsible for administration and reporting on the Rocket Pass activities
- It is a **requirement** that all committee members review the agenda before each meeting
- Participation in scheduled events is a **standard expectation** of this committee
- Serving on this committee comes with the **commitment** to attend all meetings

## Chairperson: Vice Chairperson:

Shari Tabet

## Staff Liaison:

Kathy Pollard, Education Director

## 2027 Meeting Dates:

All meetings will take place at the Association office on every other Month, Tuesdays from 10:30 am – 12:00 pm unless otherwise noted.

January 12
March 9
May 11
July 13 **If needed*
September 7
November 9

# Brevard's Children and Families in Need

*Outreach Pillar*

## Purpose:

BCIN fundraises year-round to benefit the Space Coast Association of Realtors Foundation, providing support to local children and families who are homeless and/or in need. To date, BCIN has raised over $1.5 million, of which every single dollar stays locally in Brevard County. The committee members also bring community awareness to the fact that Brevard County has over 2,000 identified homeless children, and of the work we do as a Realtor Association to give back to our area by providing funds to none profits that directly support the needs of and help provide a hand-up to these children and families.

## Comprisal:

The chairperson shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors (Article XIV, Section 1).

Members shall be appointed by the President following Executive Committee review and recommendation, and confirmed by the Board of Directors. Appointments may include REALTOR® members and Business Partner members where deemed appropriate by the Board.

Open Committee – Can join year-round.

## Responsibilities:

- February 5, 2027: Host first Fundraising Event of the Year
- March 13, 2027: Hosts the Project Prom Event
- September 2027: Hosts the Annual Fundraising Gala in September with our Partners the Hilton Cocoa Beach
    - Ballroom C reserved from (TBD)
- Organize Dine and Give Back Events with the Space Coast Association of Realtors Foundation

## Chairperson:

Michelle Cervi

## Vice Chairperson:

Leonor Kryla

## Staff Liaison:

Cyndi Honkonen, Events Director

## 2027 Meeting Dates:

All meetings will take place at the Association office on Mondays from 1:00 pm – 2:00 pm unless otherwise noted.

- January 11
- February 8
- March 8
- April 12
- May 10
- June 14
- July 12
- August 9
- September 13
- October NO MEETING
- November 8 Wrap Up Brunch Meeting

# Project Prom – (Special Program within BCIN):

*Outreach Pillar*

## Purpose:

This special program is tasked with planning and executing our annual Project Prom event, a meaningful initiative that provides formal wear and accessories to high school students in need. Committee members organize clothing drives, collect donations, and ensure that students have everything they need to feel confident and special on their big night. From securing gowns, suits, and accessories to coordinating event logistics, this team plays a vital role in making the project prom event a memorable experience for all.

## Comprisal:

The BCIN Chair may recommend a Project Prom lead to the President. Project Prom operates as a program within BCIN; any formal committee chair or member appointment follows Article XIV, Section 1, including Executive Committee review, Presidential appointment, and Board confirmation.

Open Committee – Can join year-round.

## Responsibilities:

**March 13, 2027:** Hosts the Annual Project Prom Event

- **February 21, 2027 – February 28, 2027:** Room C is available
- **March 1, 2027 – March 9, 2027**: Room B & C are available
- **March 10, 2027 – March 13, 2027:** Full Ballroom available for set up

## Project Lead:

Michelle Cervi

## Support Lead:

## Staff Liaison:

Kymi Franklin, Communications Director

## 2027 Planning Meeting Dates:

All meetings will take place at the Association office on Mondays from 2:00 pm – 3:00 pm unless otherwise noted.

December 7, 2026

January 11

February 8

March 8

# Leadership Academy

*Leadership Pillar*

## Purpose:

Maximize Your Potential with the Space Coast Association of REALTORS® Leadership Academy. The mission of the Leadership Academy is to identify, educate, and inspire leaders who'll become active stewards of the Space Coast Association of REALTORS® in the future.

To foster the interest and knowledge of active REALTORS of the local, state, and national REALTOR organizations to encourage leadership volunteerism in the various committees necessary for the success of our Association.

Leadership Academy, a rigorous year-long program, is designed to train emerging leaders in how to get involved, make a difference, and expand their leadership skills within the Space Coast Association of REALTORS®.

The Association's investment in this program is significant. A scholarship provided by the Space Coast Association of REALTORS® will reduce the tuition cost to $250 *(payable if accepted into the Leadership Academy and is non-refundable)*.

## Criteria:

- Must be an active REALTOR® for the preceding 24 months from the application date.
- Must be a REALTOR® member in good standing with the Space Coast Association of REALTORS®.
- Will commit to the program as defined in the application

## Comprisal:

The chairperson shall be the previous year's immediate past president.

The number of participants each year is limited to ten (10) with no more than two (2) from the same company. Participants are to be Space Coast Association of REALTOR® members only.

The Candidates are selected based on pre-determined criteria and will go through an interview process.

## LEADERSHIP ACADEMY APPLICATION PROCESS

- **AUGUST**: Applications Open
- **END SEPTEMBER / BEG. OCTOBER**: Interview panel convenes to review the applications and see if the people who applied qualify.
- **MID OCTOBER / MID NOVEMBER**: Interview panel chooses applicants who will be interviewed (not everyone who applied must be interviewed) and interviews are scheduled.
- **END OF NOVEMBER**: Class is announced.

## Chairperson:

Rusty Melle

## Support Position:

Current Year Past President Jackie Griffin

(Always the President of 2 yrs Previous, if unable to serve it will be a past president)

## Staff Liaison:

Lindsey Ruschak, CEO

**Space Coast Association of REALTORS® Leadership Academy Program**

| MONTH | ACTIVITY | AGENDA // FOCUS |
|---|---|---|
| **December** | **Meeting 1:**<br>Introductions & Association Deep Dive<br><br>At the Association<br>10:00 am – 3:00 pm<br><br>*Budget provided for lunch* | Discuss Leadership Academy, Board of Directors, and its makeup<br><br>Tour of Association Offices with Key Staff<br><br>Presentations/talks<br>CEO (20 Mins)<br><br>President (30 Mins)<br><br>Professional Standards Director: PS Grievance Overview<br><br>Education Director: Overview<br><br>Government Affairs Director: RPAC & GA Overview<br><br>*Optional:* Team building activity & lunch<br><br>Past President Assignment: To be completed by the June Meeting.<br><br>Attend 3 different Association Committee Meetings of their choice by July. |
| **January** | **Installation Gala**<br><br>For 2027:<br>*January 15, 2027*<br><br>*Budget provided to Academy members, guest(s) paid for by the member.* | Attend the Installation Gala<br><br>Sit as a group at assigned table(s). |
| **TBD** | **Pre-Meeting:** Great American REALTOR Days | Attend the Pre-Meeting for the Florida Realtors Great American REALTOR Days. |
| **January – March** | **Florida Realtors Great American REALTOR Days** "GARD"<br><br>For 2027:<br>*March 2 - 4* | Day 1: Arrive in Tallahassee by 1:00 pm<br><br>Hill Visits and or Public Policy Meeting if scheduled |

| | | |
|---|---|---|
| | Three Days; Two Nights<br><br>*Budget provided to cover at minimum hotel lodging for two nights.* | Group Dinner at Space Coast Association of REALTORS member dinner<br><br>Day 2: Hill Visits & Block Party<br><br>Dinner on own, encouraged to eat together<br><br>Day 3: Hill visits and travel home. |
| **March – April** | **Board of Directors Meeting**<br>*Lunch provided*<br><br>**District 2 Conference**<br>*May 6, 2027, Tentative* | Attend as a group a Board of Directors Meeting.<br><br>Attend as a group the District 2 education conference. |
| **April** | **Meeting 2:**<br>GARD Recap<br><br>At the Association<br>10:00 am – 12:00 pm | Discuss Great American Realtor DAYS<br><br>Speaking engagement:<br>3-Minutes provided to each student to discuss what they learned at GARD and why it's important to Real Estate. |
| **June or July** | **Meeting 3:**<br><br>At the Association<br>Time; TBA | Robert's Rules Class (conducted by Instructor or Past President. LA Chair to set this up at the beginning of the year)<br><br>Discussion on Past Presidents Interviews. |
| **August** | **Pre-Meeting:** Florida REALTORS® Convention | Attend the Pre-Meeting for the Florida REALTORS® Convention |
| **August** | **Florida REALTORS® Convention**<br><br>For 2027:<br>*August 24 - 29*<br><br>Three Days; Two Nights<br><br>*Budget provided to cover at minimum hotel lodging for two nights.* | Attend the<br>General Session(s)<br>Legal Update & Market Outlook<br>Space Coast Member Reception<br><br>Interviews: Each member is to schedule a 10-minute interview with the President, President elect, and CEO while at Convention.<br><br>Zoom Option: |

| | | |
|---|---|---|
| | | District Caucus<br>Board of Directors |
| **September** | **Meeting 4:**<br>Wrap up & Graduation | Florida Realtors Convention Recap<br><br>Final Thoughts |
| **September *or* December** | **Graduation** | Graduation to take place at either the:<br><br>Space Coast Association of REALTORS® Annual Meeting<br>Or<br>Space Coast Association of REALTORS® Annual Leadership Luncheon |

**Expectations in addition to the following meetings:**

- Personal interview with a Space Coast Association of REALTORS® Past President to be coordinated with the staff liaison and Leadership Academy Chair. This can be conducted via Zoom and is to be completed before the June Leadership Academy Meeting. Focus to be on the Leadership Journey, Lessons Learned, and Advice.
- Attendance at 3 different Association committee meetings of their choice, to be signed off by the Committee Chair or Staff Liaison of the Committee. To be completed by July.
- Attendance at one Board of Directors *this should be in the first few months of the year*.

# 2027 Known Event Dates:

| Month | Dates | Board Business | Location |
|---|---|---|---|
| January | 15th | Space Coast REALTORS® Installation Gala | Association Office |
| February | 5th | BCIN Fundraising Event | Association Office |
| February | 21-28 | Project Prom Storage & Steaming | C |
| March | 1st - 9th | Project Prom Storage & Staging | BC |
| March | 10th - 13th | Project Prom Full Event Set Up | ABC |
| March | 13th | Project Prom Event | Association Office |
| April | 8th - 13th | RPAC Auction Set Up | C |
| April | 13th - 15th | RPAC Fundraising Event Set Up | ABC |
| April | 16th | RPAC Fundraising Event | ABC |
| May | 6th | District 2 Conference Tentative - FLAGER | Palm Coast |
| June | 5th - 14th | NAR Realtor Volunteer Days | Offsite |
| June | 8th | Business Partner Expo Tables Set Up | ABC |
| June | 9th - 10th | Business Partner Expo Room & Event Set Up | ABC |
| June | 11th | Business Partner Expo Event | Association Office |
| July | 9th | Florida Realtors Waterway Clean Up & After Party | Offsite |
| July | 14 - 16th | TENTATIVE: National Ethics Day | TBD |
| September | TBD | Realtor Safety Training | Association Office |
| October | 8th | Space Coast Realtors Convention & Annual Meeting | Association Office |
| October | 21-25th | TENTATIVE DATES Strat Plan | TBD |
| December | 16th | TENTATIVE: REALTOR Advocacy Luncheon ($99+) | Association Office |