

CASCADES EAST
ASSOCIATION OF REALTORS®

COMMITTEE, WORKGROUP & GOVERNANCE PRIMER



WE'RE LOOKING FOR YOUR IDEAS AND ENERGY, AND IN RETURN, WE'LL
PROVIDE YOU WITH THE OPPORTUNITY TO NETWORK WITH YOUR
COLLEAGUES AND MAKE A DIFFERENCE IN YOUR INDUSTRY!

Learn about the different ways to get
involved and then apply online!



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LEADERSHIP STARTS HERE

Leadership starts with involvement in our local committees and workgroups. It provides our members with an understanding of how our organization operates and how decisions are made. It's an excellent way for you to network with your peers and learn how we collaborate to achieve the organization's overarching goals. We're excited to have you involved! Are you ready to start your leadership journey?





WHO WE ARE?

THE ASSOCIATION

The Cascades East Association of REALTORS®, formally known as the Central Oregon Association of REALTORS®, is the voice for real estate for over 2,200 REALTORS® in nine Oregon counties—Baker, Crook, Deschutes, Grant, Jefferson, Harney, Union, Wallowa, and Wheeler counties except Warm Springs Reservation. We serve as the leading advocate for the real estate industry and private property owners in these areas.



We provide essential programs and services for REALTORS®, including:

- Maintaining ethical standards for our members
- Member and consumer advocacy
- Continuing education
- Market data
- Consumer resources

The Cascades East Association of REALTORS® is the local arm of a much larger organization. When you join us, you are also joining Oregon REALTORS®, the state association representing more than 17,000 REALTORS®, and the National Association of REALTORS® (NAR), which represents more than 1 million REALTORS®. NAR is the largest trade association and one of the most powerful groups in the United States.

THE MULTIPLE LISTING SERVICE

In addition to the wide variety of member services we provide through our association, we also offer multiple listing services (MLS) to those who join the Cascades East Multiple Listing Service. Our association is part owner of the Oregon Datashare LLC. (ODS), which is a regionally-owned MLS technology provider. Any member who joins our multiple listing service locally gains access to the products and services provided through ODS and the real estate market and listing data of our data share partners—the Southern Oregon MLS and the Klamath County Association of REALTORS®.

GOVERNANCE STRUCTURE

Executive Committee

President, President-Elect, First Vice President, Finance Chair & Immediate Past President

Responsible for association operation between Board of Directors meetings and other duties as outlined in the association's policies and procedures.



Board of Directors

Comprised of 20+ members from throughout our jurisdiction

Responsible for the strategic direction of the association, governance and policy oversight, financial oversight and budgeting for the association. Provide direction to committees with their priorities and objectives each year.



Key Committees

Commercial Services Committee

Community Outreach Committee

Education Committee

Government Affairs Committee

Professional Networking Committee



Workgroups

Attainable Housing Workgroup

Annual Association Awards Workgroup

Building a Better Oregon Awards Workgroup

Charitable Giving Workgroup

Good Neighbor Awards Workgroup

RPAC Board of Trustees

Comprised of members from throughout our jurisdiction

Responsible for financial political contributions to candidates running for local office



RPAC
Fundraising
Committee



Independent
Expenditure
Committee



COMMITTEE & WORKGROUP DESCRIPTIONS

The Cascades East Association of REALTORS® has many ways our members can get involved! Committees tend to meet more frequently or have programming that is taking place throughout the year. Our workgroups are dedicated to smaller programs or events and do not typically meet more than four times a year. We hope you will consider getting involved in your association and help us plan future programs and services for our membership.



KEY COMMITTEES

Commercial Services Committee: This committee oversees the commercial continuing education (CE) topics offered by the association annually and directs staff on scheduling commercial marketing meetings. This committee also works to ensure that the association meets the criteria of the National Association of REALTORS® (NAR) Commercial Accreditation and is also tasked with applying for NAR's Commercial Services Grant each year for commercial real estate-specific programming. Additionally, this committee is responsible for the Commercial Transaction of the Year Award. This committee is responsible for providing feedback to the association on local commercial government affairs issues that need to be reviewed by the Government Affairs Committee. *(11 members total)*

Community Outreach Committee: This committee is the community outreach arm of the organization tasked with finding and promoting outreach opportunities for our members. They are also tasked with emphasizing volunteering in conjunction with NAR's REALTOR® Volunteer Week. The goal of this committee is to help create a better place to work, live, and play in alignment with the values of the Cascades East Association of REALTORS®. *(11 members total)*

Education Committee: This committee will solicit quality recommendations of topics and speakers for programming for basic, intermediate, and advanced practitioners. The Cascades East Association of REALTORS® staff will determine the timing, frequency, format, and income/cost of courses. This committee is also tasked with aligning education topics with NAR's themes such as fair housing, DEI and safety. The committee is also responsible for ensuring the Cascades East Association of Realtors® is offering adequate courses for the NAR Code of Ethics and Oregon Law & Rule courses. This committee may also demo educational products as a potential member benefit in the future. *(11 members total)*

Government Affairs Committee: The Cascades East Association of REALTORS® has an active government affairs program and meets monthly with our staff lobbyist to work on behalf of our membership in our local jurisdiction at the direction of the Government Affairs Committee. This committee and lobbyist review local city and county issues. The committee also recommends actions to the association's lobbyist, reviews and approves requests for issue funding, and may be asked to volunteer to speak at public meetings. This committee does deal with time-sensitive information that may require meetings and email responses on short notice. Please keep in mind that this committee can be a significant time commitment depending on what is occurring in the local and county governments in our jurisdiction. *(13-15 members total)*

KEY COMMITTEES, CONTINUED



Professional Networking Committee: This committee strives to engage members who are new to our real estate community. This committee works to find opportunities to help our members become engaged in the association, attend networking and educational events, and are focused on providing professional and personal development opportunities. This committee will also be responsible for educating newer members about RPAC and increasing contributions. *(11 members total)*

WORKGROUPS

Attainable Housing Workgroup: This workgroup is responsible for taking a proactive approach to the housing attainability crisis in the association's jurisdiction. This workgroup will evaluate various attainable housing programs in various cities throughout the US compiled by NAR and Oregon REALTORS®. This workgroup will help draft proposals and/or toolkits to assist our local governments and officials. This workgroup will also review ways we, as an association, can affect change in our communities to provide more attainable housing inventory to our marketplace. This workgroup will update the Government Affairs Committee and report recommendations and action items to the Board of Directors. *(11 members total)*

Building a Better Oregon Awards Workgroup: This workgroup's primary purpose is to recognize individuals or organizations who have enhanced their community with outstanding new or renovated residential, commercial, or industrial buildings. Projects are judged on economic impact, neighborhood improvement, unique design and use of materials, and environmental friendliness. The workgroup sets application guidelines. The workgroup views the projects, selects the recipients, and attends the award reception. The workgroup updates the Board of Directors on chosen recipients. While this workgroup has a narrow focus on one award program, it is a significant time commitment to review and tour all the properties submitted. *(11 members total)*

Charitable Giving Workgroup: This workgroup is provided a line item in the association budget for funds to contribute to charitable organizations within our jurisdiction. This workgroup creates application guidelines. The Cascades East Association of REALTORS® staff shall circulate the applications throughout the community through various electronic communication. The workgroup shall select the recipients of the funds and distribute check presentations. Workgroup members are expected to attend the check presentations. The workgroup shall update the Board of Directors on chosen recipients. This workgroup is also responsible for exploring opportunities to hold fundraisers for the Oregon REALTORS® Home Foundation within our jurisdiction. This workgroup also coordinates year-end, giving opportunities during the holiday to support our local communities. *(11 members total)*

Annual Association Awards Workgroup: This workgroup develops the application for the REALTOR® of the Year (ROTY), Affiliate of the Year, and Rising Star of the Year. This workgroup comprises former ROTYs that review the nominees, select the award winners, and report to the Cascades East Association of REALTORS® Board of Directors. Note: This workgroup should only have one person per real estate office and it shall be filled by previous winners only. *(11 members total)*

Good Neighbor Awards Workgroup: This workgroup helps recognize REALTOR® members who have demonstrated exemplary commitment to their community through volunteerism and service. The workgroup is comprised of former Good Neighbor Award winners from prior years. Workgroup members help promote, select, and award up to 12 Good Neighbor winners annually. Selected winners receive a contribution from the Cascades East Association of REALTORS® to the non-profit they serve and recognition through the association. One of these winners will also receive a more significant contribution from the association to their non-profit and recognition at the Cascades East Association of REALTORS® Annual Awards, Installation, and Holiday Party. *(11 members total)*





RPAC BOARD OF TRUSTEES & COMMITTEE DESCRIPTIONS

Since 1969, the REALTORS® Political Action Committee (RPAC) has promoted the election of pro-REALTOR® candidates. The purpose of RPAC is clear: voluntary contributions made by REALTORS® are used to help elect candidates who understand and support their interests. This is money given freely by REALTORS® in recognition of the importance of the political process. RPAC and other political fundraising are the keys to protecting and promoting the real estate industry.

RPAC INVOLVEMENT OPTIONS

RPAC Board of Trustees: The RPAC Board of Trustees is a separate Board of Directors of 5-9 members from throughout our jurisdiction appointed by the association President for three-year terms. The trustees are responsible for determining which candidates receive support from RPAC at the local and county levels. This is accomplished by interviewing candidates during campaign season (primaries and general) and can be a significant time commitment. RPAC is a three-way agreement between the local, state, and national associations. Our local RPAC trustees only determine where funds are spent locally, and our local PAC does not make contributions at the state and national levels. If you want to serve as an RPAC Trustee, please contact our Chief Executive Officer or association President.



RPAC Fundraising Committee: The RPAC Fundraising Committee's purpose is to actively fundraise for RPAC on a local level. The goal is to ensure that the Cascades East Association of REALTORS® meets the fundraising participation and dollar volume goals set by the National Association of REALTORS®. Additionally, this committee is charged with increasing the number of major investors annually, including securing current major investors, encouraging members to step up to higher levels, and consistently securing new members for NARs President's Circle on an annual basis. The RPAC Fundraising Committee is a year-long commitment to fundraising for RPAC and requires a significant time commitment from members serving on this committee. RPAC Fundraising Committee members are expected to attend our RPAC fundraising events and office meetings to discuss the importance of RPAC to our industry and secure RPAC contributions throughout the year.

RPAC Independent Expenditure Committee: The RPAC Independent Expenditure Committee is a 5 member subset of the RPAC Board of Trustees and the association's Executive Committee. This committee determines the priority level of races and recommends which candidates should receive additional support in the form of in-kind contributions through Independent Expenditure Funds. They meet only as needed. If you are interested in serving on this committee, you must become a Trustee first or run for the association's Executive Committee.

Not interested in getting involved with an RPAC committee but still want to support our government affairs efforts to protect private property rights for consumers and our members' ability to do business? You can make an RPAC contribution today! Our goal is to have every member contribute at least \$25 to RPAC annually.

Make your contribution using the QR code on this page!



2025 GOVERNANCE SCHEDULE

The association holds governance weeks 4 times per year for committees and workgroups to meet if needed. Some committees and workgroups, due to their responsibilities, do not need four meetings to accomplish their goals for the year. Alternatively, there are times certain committees or workgroups may need to meet more regularly due to the nature of their work. Below is the 2025 Governance Schedule.



OUR 2025 GOVERNANCE WEEKS ARE:

Q1 (JANUARY 21-23)
Q2 (MARCH 18-20)

Q3 (SEPTEMBER 16-18)
Q4 (NOVEMBER 4-6)

Check out each committees schedule for 2025 below. Some committees meet more or less depending on the business they have each year. We do our best to keep to this schedule but meeting dates and times are subject to change.

ANNUAL ASSOCIATION AWARDS WORKGROUP

3/20 and 9/18 at 10-11:30 am
Awards event December 5 from 6-10 pm (attendance required for workgroup members)

ATTAINABLE HOUSING WORKGROUP

1/21, 3/18, 9/16 and 11/4 at 2-3:30 pm

BUILDING A BETTER OREGON AWARDS WORKGROUP

1/23, 3/20 and 8/4 at 12-1:30 pm
(lunch provided)
Award Reception October 1 at 4-6 pm (attendance required for workgroup members)

CHARITABLE GIVING WORKGROUP

3/19 and 9/17 at 12-1:30 pm
(lunch provided)

COMMERCIAL SERVICES COMMITTEE

1/23, 3/20, 9/18 & 11/6 at 8-9:30 am
(breakfast provided)
Awards event December 5 from 6-10 pm (attendance required for committee members)

COMMUNITY OUTREACH COMMITTEE

1/22, 3/19 and 4/23 at 8-9:30 am
(breakfast provided)
REALTOR® Volunteer Days 05/10-5/18 (required participation my committee members)

EDUCATION COMMITTEE

1/22, 3/19, 9/17 & 11/5 at 10-11:30 am

GOOD NEIGHBOR AWARDS WORKGROUP

1/23, 3/20, 9/18 & 11/6 at 2-3:30 pm
Awards event December 5 from 6-10 pm (attendance required for workgroup members)

GOVERNMENT AFFAIRS COMMITTEE

1/21, 3/18, 9/16 & 11/4 at 12-1:30 pm
(lunch provided)
2/18, 4/15, 5/20, 6/17, 7/15, 8/19, 10/14, 12/9 at 1-2:30pm
Awards event December 5 from 6-10 pm (attendance required for committee members)

PROFESSIONAL NETWORKING COMMITTEE

1/22, 3/19 & 9/17 at 2-3:30 pm
Attendance at networking events required for committee members

RPAC BOARD OF TRUSTEES

1/21, 3/18, 9/16 & 11/4 at 10:00-11:30 am
RPAC Annual Fundraiser April 30, 4-6 pm (attendance required by trustees)

RPAC FUNDRAISING COMMITTEE

1/21, 3/18, 9/16 & 11/4 at 8-9:30 am
(breakfast provided)
RPAC Annual Fundraiser April 30, 4-6 pm (attendance required by committee members)





CASCADES EAST
ASSOCIATION OF REALTORS®

GENERAL INFORMATION RESPONSIBILITIES & EXPECTATIONS

APPOINTMENT PROCESS

- After the committee and workgroup application period has closed, the association's Executive Committee meets and determines the appointments.
- Members are limited to two committees and/or workgroups.
- The Executive Committee will attempt to give every applicant an appointment, but due to several factors, it is not guaranteed.
- Members must reapply for committees each year; only members who submit an application will be considered.



HOLISTIC ORGANIZATIONAL APPROACH

- The association has many committees and workgroups working together to meet the objectives of the strategic plan in different areas with the overall goal of advancing the association forward.
- The Executive Committee will provide parameters for the committees and workgroups each year to ensure we are all working towards the goals outlined in the strategic plan.
- The committees and workgroups shall have the authority and responsibility to implement current and new programs, products, and services to meet the objectives of the strategic plan and the committee's purpose. They must be within the policies and budget of the association as approved by the Board of Directors. They cannot add additional events above what is in the budget without prior approval.
- The organization views our committees and workgroups as potential leaders for the future of our organization. As such, we highly recommend our committees and workgroups set an example by attending and participating in our major association events (even if not run by your committee or workgroup), supporting our various fundraising efforts, including RPAC participation, and supporting the work your committee and workgroup is doing.

MEETINGS

- Committee and workgroup members are given the majority of their meeting dates at the beginning of the year. Members are expected and responsible to attend those meetings.
- Members are expected to RSVP to all meetings so that staff can ensure the meeting will have a quorum.
- Members are expected to review any meeting materials before the meeting and come to the meeting prepared to discuss the items in the meeting materials.
- Members must send any agenda items they would like to discuss at meetings to the Chair and staff liaison before the meeting. The Chair will determine if there is time to include that issue on the agenda.
- Members are reminded that our meetings are a place for robust and professional discussion, and we provide all members involved in the meeting an opportunity to share perspectives.
- Meetings are not to be dominated by a member or group, resulting in a space where members feel they can ask questions and/or share their perspectives.
- Once the issue has been discussed and/or voted on, the committee and workgroup shall have a one-voice policy that supports the group's decision. Additionally, if a member doesn't like the outcome, future meetings are not an opportunity to try to bring up the same issue continually.

EVENTS

- If the committee or workgroup you are serving on is responsible for an event or giving out an award(s), we require the members to attend those events to support the programs and services of the committees and/or workgroups.

MEET OUR TEAM & COMMITTEE LIAISON ROLES

EXECUTIVE STAFF

Casie Conlon, Chief Executive Officer



- Liaison to:
 - Executive Committee
 - Board of Directors
 - Strategic Planning
 - Finance Committee
 - Oregon Data Share Board of Managers
- Oversight of organization
- Oversight of staff

ADMINISTRATIVE STAFF

Shelley Williams, Executive Assistant & Receptionist



- Assistant to the CEO
- Scheduling and travel management for CEO and Executive Committee
- Assists with special events and event planning
- Fields general calls from members
- Assists all departments and staff where needed

SENIOR STAFF



Shannon Lampe Wilcox Communications Director

- Liaison to Building a Better Oregon Awards Workgroup
- Liaison to Charitable Giving Workgroup
- Liaison Community Outreach Committee
- Responsible for Internal and External Communications and Marketing



Tyler Neese Government Affairs Director

- Liaison to Government Affairs Committee and Issues Mobilization Requests
- Liaison to Commercial Services Committee
- Liaison to Attainable Housing Workgroup
- Chief Lobbyist on city and county issues
- Oversees RPAC and Grassroots Advocacy Management



Chad West Director of Operations

- Liaison to Finance Committee
- Oversees association billing and accounts payable
- Oversight of:
 - RPAC accounting
 - Realtor Relief Fund
 - Realtor For Kids Fund
 - Annual dues and MLS monthly billing process

PROGRAM STAFF



Candace Beltz Education & Membership Coordinator

- Liaison to Education Committee
- Planning, scheduling and implementation of all educational programming
- Liaison to Annual Association Awards Workgroup
- Liaison to Good Neighbor Awards Workgroup
- Membership data entry and processing



Heather Martin RPAC & Grassroots Advocacy Manager

- Liaison to RPAC Board of Trustees
- Liaison to RPAC Fundraising Committee
- Liaison to Independent Expenditure Committee
- Lobbyist on city and county issues
- Responsible for achieving RPAC fundraising goals each year



Tyson Nivens MLS & Membership Coordinator

- Liaison Professional Networking Committee
- Assists with Oregon Data Share Committees
- MLS compliance
- MLS customer service, questions, lockboxes, and keys
- Membership processing and signups
- Flexmls education and training
- New Member Orientation