

## **SPEAKER PRESENTATION COMMITTEE**

Meet for pre-scheduled committee meetings every-other-month, beginning in February.

Arrange and confirm speakers for the weekly Friday morning Association membership meetings. The Association membership meeting begins at 8:30 a.m., the President (or their appointee) welcomes attendees, flag salute is conducted, the main speaker makes their presentation until 9:10 a.m., announcements and other items of business are conducted, then the Association meeting adjourns.

The following policies will govern the Friday morning meeting presentations...

- Speaker is allotted a total of 25 minutes for presentation, questions and answers
- Membership meeting begins at 8:30 a.m. in the Association office
- We have the ability to project a presentation onto 60" mounted TV's
- The moderator (which in most cases will be the Association President) will introduce the speaker and their company
- Presentation should be comprised of educational information
- Members would benefit from speaker leaving them with information (written and/or verbal) relating their topic to how members can use it in specific real estate transactions
- Verbal promotion of company, products and/or services should be minimal during presentation, making education information the primary objective
- Marketing materials can be handed out on tables prior to the meeting
- It is the responsibility of the Speaker Presentation Committee member to communicate this policy to speakers they arrange

Organize all programs with the goal in mind to enhance the REALTOR® image in the public eye, whether public-service oriented or not.

In general the appropriate process is as follows – Committees “recommend”, Directors “approve”, Volunteers and Staff “fulfill”. Only the Association President should speak in representing the Association, unless that task has been delegated to another member within the Association, such as a Committee Chair or Member. Only the Association staff will issue communications using Association letterheads and envelopes, unless specifically delegated to another member within the Association.

Each committee may have some amount of funds budgeted for the upcoming year, the amount of which can be confirmed with the Association office. Committee projects that require funding should be self-supporting, unless funds were specifically included in the budget.

All committee chairs and members must agree to and sign the “PCAOR Volunteer Service Agreement and Conflict of Interest Statement”, and return signed copies to the Association within a specified time frame.

### **SCHEDULE –**

February – Attend committee meeting  
April - Attend committee meeting  
June - Attend committee meeting  
August - Attend committee meeting  
Oct - Attend committee meeting  
Dec - Attend committee meeting