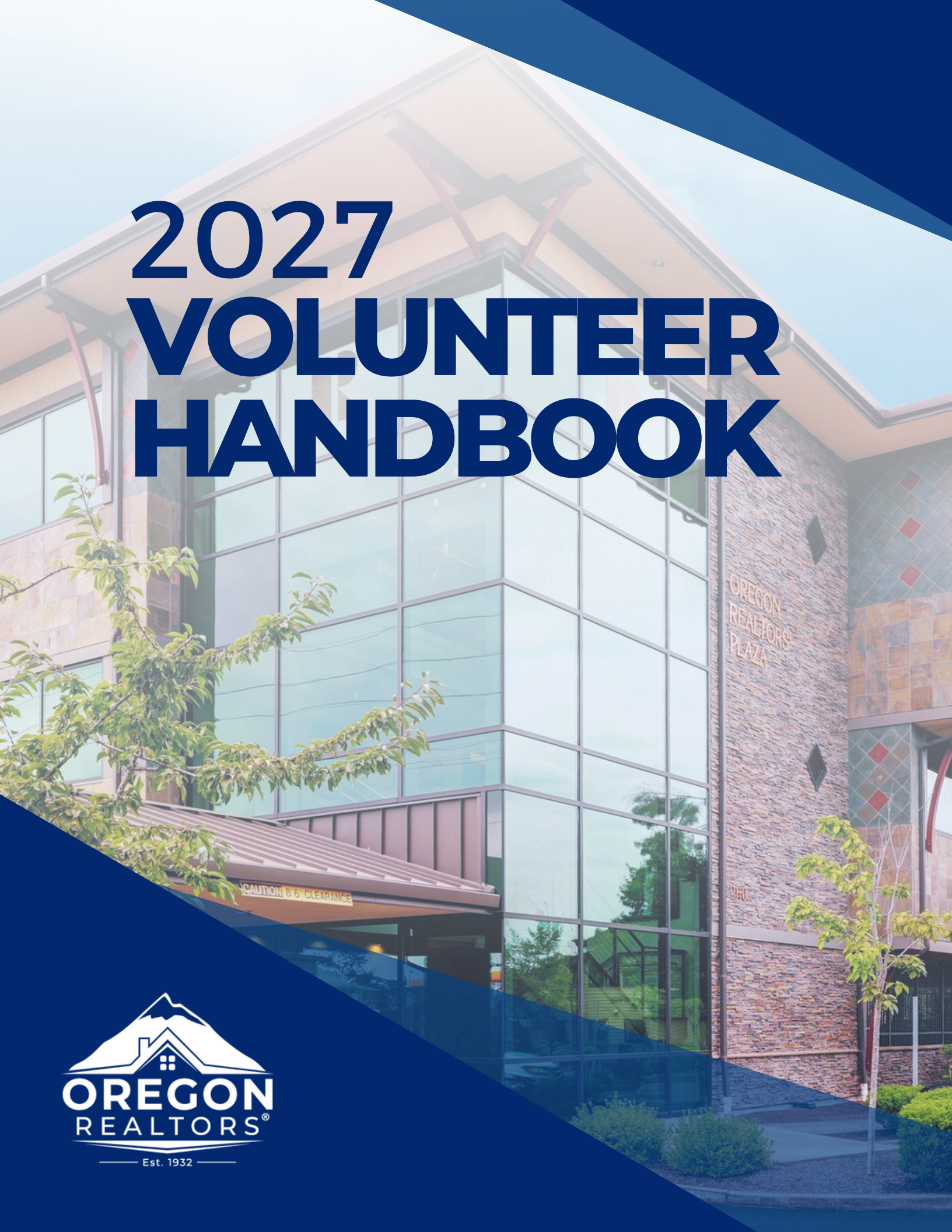
2027 VOLUNTEER HANDBOOK



OREGON REALTORS®

Est. 1932



A MESSAGE FROM THE CEO

Every year, Oregon REALTORS® accomplishes work that no staff alone could do. That work happens because members choose to give their time, expertise, and judgment to something larger than their own business. It shows in the strength of our advocacy, the soundness of our professional standards, and the opportunities we create for the current and next generation of REALTORS®.

- Committees are where that impact starts.
- Our advocacy committees (Government Affairs, Political Affairs, Issues Mobilization, and ORPAC Trustees) carry the REALTOR® voice into rooms where policy is written, at every level of government in Oregon.
- Business Issues, Legal Action, and Professional Standards keep members protected and aligned with the NAR Code of Ethics, legal mandates, compliance regulations, and ensure that Oregon REALTORS® Forms are current and compliant.
- The Diversity Key Committee builds a stronger understanding of how REALTORS® can serve diverse communities.
- The Professional Development Key Committee ensures every member has access to education that sharpens their business acumen.
- And of course, the elected positions shape the Association's direction for years to come.

Whatever draws you in, whether it's policy, protection, people, or leadership, there's a committee or role where your voice will matter.

If you have questions about getting involved, our staff is glad to help.

Thank you for giving your time to an industry and a community worth building.

Jimmy Pakula

Chief Executive Officer,
Oregon REALTORS®

OREGON REALTORS®



ABOUT THE OREGON REALTORS® HANDBOOK

This handbook is designed to introduce you to Oregon REALTORS® and to provide a basic overview of the volunteer opportunities, policies, and procedures that provide guidance and direction for volunteers and staff. As a member volunteer, you will receive guidance along the way, and a variety of opportunities.

In return we expect you to honor your commitment as a volunteer, respect other members and Oregon REALTORS® staff, and perform your duties to the best of your abilities.

As our organization grows and changes, there will be a need to modify policies, practices, and other information in this handbook. When such changes occur, you will be notified by an announcement or update. It is your responsibility to keep your handbook current and to be informed about policies and changes that affect you.

If you have any questions regarding the information contained in this handbook, or suggestions to improve the volunteer experience, please don't hesitate to let us know.

Email the office at info@oregonrealtors.org, or call 503-362-3645.

OREGON REALTORS®



HISTORY

In 1932, Oregon REALTORS® was established to organize the real estate profession in Oregon. Today, Oregon REALTORS® is your business advocate, a force for education, and a legislative champion for free enterprise and private property rights in Oregon. Oregon REALTORS'® core purpose is to advance the ability of Oregon REALTORS® to practice the real estate profession in an ethical, profitable, and successful manner.

GOVERNANCE

The work of Oregon REALTORS® is overseen by the Executive Committee, led by the President of the Association, and a 100+ member Board of Directors, representative of members from 20 local associations across the state. The state is divided into six districts.

OUR MISSION

Our core purpose is to advance the ability of Oregon REALTORS® to practice the real estate profession in an ethical, profitable, and successful manner.

OUR VISION

Oregon REALTORS® is the trusted source for all things real estate.

OREGON REALTORS®

2026–2028 STRATEGIC PLAN

OREGON REALTORS®
Est. 1932

MISSION

Our core purpose is to advance the ability of Oregon REALTORS® to practice the real estate profession in an ethical, profitable, and successful manner.

VISION

Oregon REALTORS® is the trusted source for all things real estate.

ADVOCATE

Expand our political strength and influence throughout Oregon to protect private property rights, fair housing, and to promote real estate ownership.

- Protect each member's right to conduct business.
- Support legislative policy and candidates for public office.
- Encourage grassroots efforts through key constituent program and candidate training.
- Collaborate with the government to ensure a balanced approach that aligns industry needs, business practices, and consumer protection.
- Expand investment in the REALTORS® Political Action Committee.
- Promote REALTOR® Party benefits to expand the use of programs at the local, state, and national levels.
- Promote land use ease and empower property owners.

EDUCATE

Empower members and local associations to increase professionalism, involvement, and inclusivity.

- Provide comprehensive business education and practical tools for all members to ensure compliance with rules, regulations, and statutes.
- Develop and implement effective communication strategies to convey the association's value proposition, enhancing member understanding and resource utilization.
- Enhance data collection and analysis to provide deeper insights and better decision-making for members.

LEAD

Advance a culture of leadership to expand REALTOR® influence.

- Be the "Voice for Real Estate" to disseminate information through innovative methods.
- Elevate the REALTOR® image through involvement in other organizations and the community.
- Cultivate leaders who represent the expertise and diversity of our state and membership.
- Evaluate and strengthen alliances with both traditional and nontraditional coalition partners to promote strong communities, job growth, and economic development.



ELECTED VOLUNTEER POSITIONS

The strategic work of Oregon REALTORS® is done by volunteer member leaders, assisted and implemented by staff. The following are the elected positions within the organization.

The term for elective offices of the Association is from the first day after the end of the annual NAR Convention (usually around Veteran's Day in November) to the last day of the NAR Convention the following year. For more information on the following positions, see Section 1 of the Oregon REALTORS® Policy Governance Guide.

PRESIDENT
The President serves as Chief Elected Officer of the Association. The President position is not elected as it is an ascension from the previous year's President-Elect, which is an ascension from the previous year's First Vice President. The President serves as a state Board Director, as chair of the Executive Committee and as chair of the Leadership Team during their term. Additionally, the President serves as an NAR Director during their term.

Past Presidents serve as state Board Directors for the remainder of their service as an active REALTOR®. The first year after a Past President's presidency ends, they will be considered the "Immediate Past President" and will be a voting member of the Leadership Team.

PRESIDENT-ELECT
The President-Elect serves one year as President-Elect and the consecutive year as President. The President-Elect also serves as a state Board Director and as a voting member of the Executive Committee and Leadership Team.

VICE PRESIDENT OF ASSOCIATION AND MEMBER ENGAGEMENT
The Vice President of Association and Member Engagement serves as the conduit between the Executive Committee and Oregon's 6 largest local real estate associations. The Vice President of Association and Member Engagement position is not elected as it is an ascension from the previous year's Vice President-Elect of Association and Member Engagement role. The Vice President of Association and Member Engagement serves as a state Board Director, and as a voting member of the Executive Committee.

VICE PRESIDENT-ELECT OF ASSOCIATION AND MEMBER ENGAGEMENT
The Vice President-Elect of Association and Member Engagement serves as the conduit between the Executive Committee and Oregon's 16 medium and small local real estate associations. The Vice President-Elect of Association and Member Engagement position is elected each year and automatically succeeds to the position of Vice President of Association and Member Engagement. The Vice President-Elect of Association and Member Engagement serves as a state Board Director, and as a voting member of the Executive Committee.



ELECTED VOLUNTEER POSITIONS

VICE PRESIDENT OF ADVOCACY
The Vice President of Advocacy oversees the implementation of Strategic Plan activities related to government affairs, legal action committee and ORPAC trustee disbursements. The Vice President of Advocacy position is not elected as it is an ascension from the previous year's Vice President-Elect of Advocacy role. The Vice President of Advocacy serves as a state Board Director, and as a voting member of the Executive Committee. The Vice President of Advocacy also serves as a non-voting member of the Government Affairs Key Committee, Legal Action Committee and the ORPAC Trustees.

VICE PRESIDENT-ELECT OF ADVOCACY
The Vice President-Elect of Advocacy oversees the implementation of the Strategic Plan activities related to political affairs, ORPAC fundraising, Issues mobilization committee, and REALTOR® Day at the Capitol. The Vice President-Elect of Advocacy position is elected each year and automatically succeeds to the position of Vice President of Advocacy. The Vice President-Elect of Advocacy serves as a state Board Director, and as a voting member of the Executive Committee. The Vice President-Elect of Advocacy also serves as a non-voting member of the Political Affairs Key Committee, Issues Mobilization Committee and ORPAC Trustees.

VICE PRESIDENT OF BUSINESS AND MEMBER SERVICES
The Vice President of Business and Member Services oversees the implementation of Strategic Plan activities related to the Business Issues Key Committee, Safety Committee, Professional Standards Committee, and Oregon REALTOR® Forms Task Force. The Vice President of Business and Member Services position is not elected as it is an ascension from the previous year's Vice President-Elect of Business and Member Services role. The Vice President of Business and Member Services serves as a state Board Director, and as a voting member of the Executive Committee, and participates as a member of the Oregon REALTOR® Forms Task Force. The Vice President of Business and Member Services also serves as a non-voting member of the Business Issues Key Committee, Safety Committee and Professional Standards Committee.

VICE PRESIDENT-ELECT OF BUSINESS AND MEMBER SERVICES
The Vice President-Elect of Business and Member Services oversees the implementation of the Strategic Plan activities related to the Professional Development Key Committee, Diversity Key Committee, and Elections Committee, and coordinates certain ceremonies. The Vice President-Elect of Business and Member Services position is elected each year and automatically succeeds to the position of Vice President of Business and Member Services. The Vice President-Elect of Business and Member Services serves as a state Board Director, and as a voting member of the Executive Committee. The Vice President-Elect of Advocacy also serves as a non-voting member of the Professional Development Key Committee, Diversity Key Committee and Elections Committee and coordinates Realtor® of the Year, the Distinguished Service Award and the Good Neighbor Award ceremonies.



ELECTED VOLUNTEER POSITIONS

VICE PRESIDENT OF BROKERAGE ENGAGEMENT AND RISK MANAGEMENT
The Vice President of Brokerage Engagement and Risk Management serves as the conduit between the Executive Committee and a pool of Oregon's large residential and commercial brokerages. The Vice President of Broker Engagement and Risk Management position is not elected as it is an ascension from the previous year's Vice President-Elect of Brokerage Engagement and Risk Management role. The Vice President of Brokerage Engagement and Risk Management serves as a state Board Director, and as a voting member of the Executive Committee.

VICE PRESIDENT-ELECT OF BROKERAGE ENGAGEMENT AND RISK MANAGEMENT
The Vice President-Elect of Brokerage Engagement and Risk Management serves as the conduit between the Executive Committee and a pool of Oregon's medium and small brokerages and residential property management companies. The Vice President-Elect of Brokerage Engagement and Risk Management position is elected each year and automatically succeeds to the position of Vice President of Brokerage Engagement and Risk Management. The Vice President-Elect of Brokerage Engagement and Risk Management serves as a state Board Director, and as a voting member of the Executive Committee.

FIRST VICE PRESIDENT
The First Vice President begins their term immediately following the election at Spring Governance meetings (typically in April) until the end of the year. The First Vice President ascends to the position of President-Elect for one year and then President for one year. The First Vice President also serves as a state Board Director and as a non-voting member on the Executive Committee and Leadership Team.

NAR DIRECTOR
The governance of the National Association of REALTORS® (NAR) is vested in the NAR Board of Directors. Oregon is represented by members on the NAR Board of Directors. The role of an NAR Director mirrors that of a State Director but on a national level. NAR Directors are required to attend the NAR Board of Directors meetings held during two national meetings (Mid-Year Legislative Meeting and Annual Conference). Attendance at the Region 12 annual conference is also recommended, but not required. Their responsibilities include reporting back to the Executive Committee on the activities and actions occurring at the national meetings.



ELECTED VOLUNTEER POSITIONS

Oregon's NAR Directors include:

- Current Oregon REALTORS® President (Appointment) (One-year term)
- At-Large Directors - Elected by Oregon REALTORS® Board of Directors. The number of state allocated directors is determined by annual membership count by NAR in July. (Three-year term)
- Small Board members — defined as a local board with a membership of 0-499 — based on membership count assessed annually, in July, by NAR, Small Board Directors are elected by the Oregon REALTORS® Board of Directors. (Three-year term)
- Medium Board members — defined as a local board with a membership of 500-1,999 — based on membership count assessed annually, in July, by NAR, Medium Board Directors are elected by the Oregon REALTORS® Board of Directors. (Three-year term)
- Large Board members — defined as a local board with a membership of 2,000 or more — based on membership count assessed annually, in July, by NAR, Large Board Directors are elected by the qualifying large board.
- Oregon REALTORS® who have served as an NAR officer, including former NAR Presidents and former NAR Treasurers who continue to be affiliated with their respective local boards and active in the National Association.

TREASURER

The Treasurer serves as Chief Financial Officer of the Association. The Treasurer position is elected for 2-year terms and may not serve consecutive terms. The Treasurer serves as chair of the Finance and Budget Committee during their term. Additionally, the Treasurer serves as a state Board Director and as a voting member of the Executive Committee and Leadership Team.

STATE DIRECTOR

The following persons shall be directors of the Association:

- Directors at large elected or appointed by each Local Association on a quota basis of one director for the first 200 Association Members or fraction thereof, plus an additional director for each 200 additional Association Members or major fraction thereof
- The President
- President-Elect of the Association
- Treasurer
- Vice Presidents (4)
- Vice Presidents-Elect (4)
- National Association of REALTORS® Directors



OREGON REALTORS® COMMITTEE OPPORTUNITIES

BUSINESS ISSUES KEY COMMITTEE (BIKC)
The role of the BIKC is to assist members to successfully conduct their business in an increasingly complex and changing marketplace, specifically dealing with issues involving the Real Estate Agency, Multiple Listing Service, brokerage management, and general risk management practices. Committee members work directly with leaders from other industry-related business partners by participating in forums and collaboration on development of business tools to assist members with their real estate practice.

Membership: Chair (1 yr.), Vice-Chair (1 yr.), Immediate Past Chair (1 yr.), up to 18 members (2 yrs.) Chair serves on the Executive Committee and the Board of Directors during their term.

Oregon REALTORS® will strive to identify representatives from allied industries, including but not limited to appraisers, title and escrow companies, mortgage companies, property management, and home builders to serve on the Committee.

Subcommittees: Appraiser Issues, Commercial Issues

Term: 2 years

All committee members, excluding the Chair, Vice-Chair, and Immediate Past Chair shall serve for two-year, staggered terms.

Staff Liaison: Director of Legal Affairs or designee

OREGON REALTORS®



OREGON REALTORS® COMMITTEE OPPORTUNITIES

DIVERSITY KEY COMMITTEE

The role of the Diversity Committee is to focus on meeting the needs of the members by providing education, information, and advocacy while seeking to increase fair treatment, equitable opportunities to information and resources, and by helping to build an industry culture of belonging, contribution, and participation.

Membership: Chair (1 yr.), Vice-Chair (1 yr.), Immediate Past Chair (1 yr.), up to 18 members (2 yrs.) Chair serves on the Executive Committee and the Board of Directors during their term.

Oregon REALTORS® will strive to identify representatives from Multicultural and/or Minority Real Estate Organizations (AAREA, NAREB, NAGLREP, NAHREP, WCR, etc.) to serve on the committee.

Term: 2 years

All committee members, excluding the Chair, Vice-Chair, and Immediate Past Chair shall serve for two-year, staggered terms.

Staff Liaison: Director of Legal Affairs or designee

OREGON REALTORS®



OREGON REALTORS® COMMITTEE OPPORTUNITIES

GOVERNMENT AFFAIRS KEY COMMITTEE (GAKC)
The role of the GAKC is to help form and recommend policies concerning legislative issues affecting the industry and private property rights. Review and analyze legislative proposals for their effect on the real estate industry. Communicate with Association leadership and members concerning legislative and regulatory issues. Develop new, and refine existing, programs and activities that bring members into direct contact with the legislative/regulatory process.

Membership: Chair (1 yr.), Vice-Chair (1 yr.), Immediate Past Chair (1 yr.), up to 18 members (2 yrs.)

Subcommittee: Land Use and Water Policy

Term: 2 years

All committee members, excluding the Chair, Vice-Chair, and Immediate Past Chair shall serve for two-year, staggered terms.

Staff Liaison: Government Affairs Director or designee

POLITICAL AFFAIRS KEY COMMITTEE (PAKC)
The role of the PAKC is to manage existing programs and identify new opportunities to assist members to become involved in the political process at the local, state, and federal level. Encourage and assist local association in the development of comprehensive political affairs programs at the local level. Mobilize and bring members into direct contact with elected officials and the legislative/regulatory process.

Membership: Chair (1 yr.), Vice-Chair (1 yr.), Immediate Past Chair (1 yr.), up to 18 members (2 yrs.)

Term: 2 years

All committee members, excluding the Chair, Vice-Chair, and Immediate Past Chair shall serve for two-year, staggered terms.

Staff Liaison: Government Affairs Director or designee



OREGON REALTORS® COMMITTEE OPPORTUNITIES

PROFESSIONAL DEVELOPMENT KEY COMMITTEE (PDKC)
The role of the PDKC is to provide opportunities to members to increase their knowledge, skills, and professionalism in order to better serve their clients and customers. The committee also recommends and review education topics, courses, and instructors for live instruction, online education, webinars, and designations.

Membership: Chair (1 yr.), Vice-Chair (1 yr.), Immediate Past Chair (1 yr.), up to 18 members (2 yrs.)

Oregon REALTORS® will also strive to identify representatives from Institute Affiliates, WCR, CRS, CRB, YPN, and other diverse allied groups to serve on the committee.

Term: 2 years

All committee members, excluding the Chair, Vice-Chair, and Immediate Past Chair shall serve for two-year, staggered terms.

Staff Liaison: Professional Development Manager or designee

FINANCE AND BUDGET COMMITTEE (FBC)

The role of the FBC is to work for the protection and investment of the Association's assets by ensuring that accurate financial records are maintained, and appropriate financial reports are developed (including the annual budget presentation to the Board of Directors). The committee also reviews quarterly financials to ensure the Association is operating within the parameters of the approved budget, maintaining a financially sound organization. Another responsibility of the committee is to review annual independent audit and make recommendations for any appropriate controls as needed.

Membership: Treasurer, 3 members

Term: 2 years *(staggered)*

Staff Liaison: Chief Executive Officer or designee

OREGON REALTORS®



OREGON REALTORS® COMMITTEE OPPORTUNITIES

LEGAL ACTION-SPECIAL COMMITTEE
The role of the Legal Action Committee is to receive and evaluate requests for financial assistance for Amicus participation regarding litigation representing issues of substantial importance to the real estate profession. Another responsibility of the Committee is to monitor present and future legal liabilities and issues affecting real estate and licensees.

Membership: Chair (1 yr.), Vice-Chair (1 yr.), Immediate Past Chair (1 yr.), 6 members (2 yrs.)

Term: 2 years

All committee members, excluding the Chair, Vice-Chair, and Immediate Past Chair, shall serve for two-year, staggered terms.

Staff Liaison: Legal Affairs Director or designee

ISSUES MOBILIZATION-SPECIAL COMMITTEE
The role of the Issues Mobilization Committee is to promote and strive for the improvement of government by encouraging and stimulating REALTORS® and the general public to take a more active and effective part in issues campaigns promoting REALTOR® public policy. Another responsibility of the committee is to provide resources for independent and in-kind expenditures in support of REALTOR® Party candidates for elected office at the local level.

Membership: Chair (1 yr.), Vice-Chair (1 yr.), Immediate Past Chair (1 yr.), 5 members (2 yrs.)

Term: 2 years

All committee members, excluding the Chair, Vice-Chair, and Immediate Past Chair, shall serve for two-year, staggered terms.

Staff Liaison: Government Affairs Director or designee



OREGON REALTORS® COMMITTEE OPPORTUNITIES

OREGON REALTORS® POLITICAL ACTION COMMITTEE (ORPAC) BOARD OF TRUSTEES
The role of ORPAC is to raise funds for use at both state and federal political levels. ORPAC also considers campaign endorsements and contributions to candidates and parties at the state government level, and coordinates member/local association political activity at the local government level.

Membership: Chair (1 yr.), Vice-Chair (1 yr.), Immediate Past Chair (1yr.), up to 18 members (2 yrs.), including Chair of the Political Affairs Committee (ex-officio) (2 yrs.), and Chair of Government Affairs Key Committee (ex-officio) (2 yrs.)

Term: 2 years

All committee members, excluding the Chair, Vice-Chair, and Immediate Past Chair shall serve for two-year, staggered terms.

Staff Liaison: Government Affairs Director or designee

ELECTIONS COMMITTEE
The role of the Elections Committee is to certify candidates and supervise elections of all elected positions within the Association.

Membership: Chair (1 yr.), Vice-Chair (1 yr.), Immediate Past Chair (1 yr.), 6 members from different local associations (2 yrs.)

Term: 2 years

All committee members, excluding the Chair, Vice-Chair, and Immediate Past Chair shall serve for two-year, staggered terms.

Staff Liaison: Executive Governance Manager or designee



OREGON REALTORS® COMMITTEE OPPORTUNITIES

REALTOR® OF THE YEAR (ROTY)/DISTINGUISHED SERVICE AWARD (DSA)-SPECIAL COMMITTEE
The role of the ROTY Committee is to develop and recommend selection criteria for and select REALTOR® of the Year candidate (Spring) and nominee for Distinguished Service Award (Fall).

Membership: Chair (1 yr.), Past REALTOR® of the Year, once removed; Vice-Chair (1 yr.), Immediate past REALTOR® of the Year; Immediate Past Chair (1 yr.), Past REALTOR® of the Year, twice removed; 5 members (2yrs.) including: Other past REALTORS® of the Year (2), Non-REALTORS® of the YEAR (3)

Term: 2 Years

All committee members, excluding the Chair, Vice-Chair, and Immediate Past Chair shall serve for two-year, staggered terms.

Staff Liaison: Executive Governance Manager or designee

PROFESSIONAL STANDARDS COMMITTEE
The role of the Professional Standards Committee is to assure that Oregon REALTORS® meets its obligation as a State Association concerning the Code of Ethics of the National Association of REALTORS®, including arranging for such hearings as fall within its jurisdiction, assisting local associations with their professional standards enforcement, and providing training and education programs, products, and services to support these efforts.

Membership: Chair (1 yr.), Vice-Chair (1 yr.), Immediate Past Chair (1 yr.), up to 45 members (minimum of 20) (2 yrs.).

Subcommittee: Grievance Review

Term: 2 years

All committee members, excluding the Chair, Vice-Chair, and Immediate Past Chair shall serve for two-year, staggered terms.

Staff Liaison: Legal Affairs Director or designee



ORGANIZATION STRUCTURE

State Directors

District 1: 46
District 2: 18
District 3: 16
District 4: 15
District 5: 20
District 6: 3
NAR Directors: 13
Past Presidents: 20
Executive Committee: 12

The number of directors per district can change annually based on membership totals.

OREGON REALTORS® Est. 1932

Membership
16.649

Member Boards & Associations
20 Locals

Board of Directors
117 Directors

Executive Committee
12 Members

President

Committees

CEO

Staff

HOME Foundation

Executive Committee

President: Jill Russel
President-Elect: Drew Johnson
First Vice President: Elected Spring 2027
Immediate Past President: Dr. Tony Kelly
Vice President of Advocacy: Cynthia Thackery
Vice President-Elect of Advocacy: Todd Adams
Vice President of Association and Member Engagement: Michael Warren II
Vice President-Elect of Association and Member Engagement: Carrie Dahle
Vice President of Brokerage Engagement and Risk Management: Corinne Bettesworth
Vice President-Elect of Brokerage Engagement and Risk Management: Stacy Ellingson
Vice President of Business and Member Services: Julie Gilbert
Vice President-Elect of Business and Member Services: Molly Mullane
Treasurer: Jeff Wiren

Advocacy

Government Affairs (Key)

Political Affairs (Key)

Issues Mobilization

ORPAC Trustees

Legal & Risk Management

Business Issues (Key)

Legal Action

Professional Standards

REALTOR® Safety

Association Management

Elections

ROTY/DSA

Finance & Budget

Education

Professional Development (Key)

Diversity (Key)

OREGON REALTORS®



MY TERM IS STARTING- NOW WHAT?

POLICY AND PROCEDURE
Please read the Oregon REALTORS® Bylaws, Policy Manual and Governance Guide for specific information regarding policy and procedures for volunteer positions.

MEETINGS: WHEN AND WHERE
Oregon REALTORS® staff will provide you with calendars and meeting dates.

Regularly scheduled meetings include:

- State Board of Directors — Spring Governance (April; Salem) and Fall Convention (late September or early October; locations vary)
- NAR Directors — REALTOR® Legislative Meetings (May, Washington, D.C.); Annual Conference (November, locations vary); all Oregon REALTORS® Board of Directors meetings
- Key Committees — Spring Governance (April; Salem) and Fall Convention (late September or early October; locations vary). Meetings may be virtual or hybrid, as deemed appropriate.
- Special Committees meet only as needed and use virtual options

ATTENDANCE AND ABSENTEEISM
You are a volunteer member, and we depend on you to perform the requested duties of your volunteer position. We do understand that, from time to time, certain situations may arise that prevent you from doing so. Please alert your committee chair and staff liaison of any scheduled absences—such as vacation—as far in advance as possible so that an appropriate substitute may be found, if necessary. In the event of an unscheduled absence—illness or emergency—please alert your committee chair and staff liaison as soon as possible.

Punctual and regular attendance is a critical responsibility of each volunteer. Any tardiness or absence causes problems for fellow volunteers and staff. When a volunteer is absent, others must perform additional duties. No matter how skilled a volunteer, if they do not have a good attendance record, their contributions to the smooth functioning of Oregon REALTORS® boards & committees are diminished. The purpose of this policy is to promote the efficient operation and needed support of these vital positions and minimize unscheduled absences.

Any volunteer who fails to report to a scheduled meeting or event without notification to the Chair or Oregon REALTORS® staff liaison two or more times will be considered to have voluntarily terminated their position.



MY TERM IS STARTING- NOW WHAT?

Volunteers must sign in at the beginning of any in-person meetings or announce their participation on virtual meetings. We ask you to remain physically in the meeting room or on the virtual meeting throughout its duration. Of course, if you need a break, please don't hesitate to take one.

TRAVEL REIMBURSEMENT
Key committee members who travel to live meetings will be reimbursed for round-trip mileage at the rate determined by the IRS. If a member travels more than 75 miles, one way, for a live meeting, lodging for one night may be reimbursed. (No travel reimbursement available to State Directors.)

To be reimbursed for travel, committee members must submit a "Member Travel Reimbursement Form" (Appendix C) within 30 days of the meeting, or within seven days of the meeting if the member wishes to have the reimbursement applied to RPAC. Note: Executive Committee travel reimbursement may differ.

Please reference Section 3.6 of the Oregon REALTORS® Governance Policy Manual for the comprehensive travel reimbursement procedure.

VOLUNTEER FILES
Your volunteer file, consisting of your application, committee appointment acknowledgement, statement of understanding, and committee member acceptance form, is confidential and consists of written documents retained by Oregon REALTORS®. The volunteer's file can only be viewed by Oregon REALTORS® staff. This file also contains basic contact information and records about your volunteer service with Oregon REALTORS®.

ENDING YOUR VOLUNTEER SERVICE
You may resign from your volunteer service with the organization at any time. We request that you notify the Oregon REALTORS® staff, ideally two weeks prior to your departure, and request that you complete an exit interview. We value your time, service, and feedback.

PROBLEM-SOLVING PROCEDURE
When a group of people work and volunteer together, problems may arise. It is important to all of us that such problems are solved as quickly as possible. Occasionally, however, it may be necessary to investigate certain problems in greater detail. Our problem-solving procedure provides you with the opportunity to have a review of any problem, dispute, or misunderstanding that arises during the course of your volunteering.



MY TERM IS STARTING- NOW WHAT?

In situations where differences arise between volunteers or volunteers and staff, it is advised to first try to resolve these differences amongst the parties involved.

If the grievance is regarding the Oregon REALTORS® or staff issues that can't be resolved, the CEO should be contacted.

DISCIPLINARY PRACTICES
The following guidelines may be used in some instances at the sole discretion of Oregon REALTORS®:

Step 1: Oral warning with documentation in the file
Step 2: Written warning to individual and copy to file
Step 3: Dismissal from committee

These guidelines are based on cumulative infractions, regardless of whether the infraction is of the same general nature as a previous warning. The use of these disciplinary practices in no way alters the fact that your volunteering with the Oregon REALTORS® is "at-will."

REMOVAL FOR CAUSE
If the Association learns of a elected or appointed volunteer failing to abide by the bylaws or policies, failing to fulfill responsibilities, or acting in a manner that is detrimental to the association, volunteers can be removed from their position. Such removal will only occur after a subcommittee investigation into the claims and only if a 2/3 secret ballot vote at the next meeting of the Board of Directors finds the volunteer should be removed from their position.

CONFIDENTIALITY
Volunteer Member and Oregon REALTORS® information is confidential. No Oregon REALTORS® committee proprietary information should be shared outside of Oregon REALTORS®. (i.e., contractual fees with industry partners, member disciplinary information, member contact information).



MY TERM IS STARTING- NOW WHAT?

CONFLICTS OF INTEREST
No member of Oregon REALTORS® Board of Directors, Executive Committee, or any Key Committees shall engage in discussion of any matter involving a conflict of interest transaction without first disclosing the conflict and obtaining the approval of the majority of the body present. In no event shall the member cast a vote for or against any matter involving a conflict of interest transaction. A conflict of interest transaction is any proposed business transaction with the Association in which the member has a direct or indirect interest.

CONFIDENTIALITY
Directors, officers, and volunteers have a duty to maintain the confidentiality of any information that has been identified as "confidential." Information discussed in meetings of the Executive Committee, Leadership Team, Finance and Budget Committee, Political Actions Committee, Legal Affairs Key Committee, Strategic Planning Committee, and Issues Mobilization Committee will inherently be considered confidential, as will statements by Association legal counsel at meetings. Confidential information should not be reproduced, copied, duplicated, disclosed, divulged or revealed to anyone outside the meeting unless authorized by the Board, Committee Chair, or CEO. When a Director, officer, or volunteer must keep confidential materials in their possession safe and secure, and must return any possessed confidential materials after their term of service expires.

COMMUNICATIONS AND SOCIAL MEDIA POLICY
Directors, officers, and volunteers are expected to follow the Oregon REALTORS® Communications and Social Media Policy, which states that these individuals will not present communications as "communications of the Association" unless authorized by the Association. If a reasonable person would be confused about whether a statement is made on the Association's behalf, the speaker is expected to explain as soon as possible that they are not communicating on the Association's behalf and that the opinions in the statement are the speaker's views, not the official views of the Association.

POLICY AGAINST HARASSMENT
Oregon REALTORS® is committed to maintaining an environment free of unlawful harassment. Oregon REALTORS® prohibits harassment based on sex (including sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical conditions) and harassment based on race, religion, creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other status protected under federal or state law or local ordinance or regulation.



MY TERM IS STARTING- NOW WHAT?

All such harassment is unlawful. The Oregon REALTORS® policy applies to all persons involved in the operation and prohibits unlawful harassment by any volunteer or employee of Oregon REALTORS®. As part of this commitment, volunteers and employees are required to attend the Oregon REALTORS® anti-harassment training and commit to uphold the Oregon REALTORS® policy.

ANTI-HARASSMENT AND NONDISCRIMINATION POLICY

Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Threatening, directly or indirectly, to retaliate against a volunteer if the volunteer refuses to comply with a sexually oriented request;
- Engaging in sexually suggestive physical contact or touching another volunteer in a way that is unwelcome;
- Displaying, storing, or transmitting pornographic or sexually oriented materials using Oregon REALTORS® equipment, facilities, or virtual meeting platforms;
- Engaging in indecent exposure; or
- Making sexual or romantic advances toward a volunteer and persisting despite the volunteer's rejection of the advances.

Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Volunteers are prohibited from harassing other volunteers or Oregon REALTORS® staff, whether or not the incidents of harassment occur on Oregon REALTORS® premises, and whether or not the incidents occur during working, meeting, or event hours.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment typically involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.



MY TERM IS STARTING- NOW WHAT?

Volunteer Responsibility:
If a volunteer believes he/she has been subject to sexual harassment or any unwanted sexual attention, he or she should:

- Make their unease and/or disapproval directly and immediately known to the harasser;
- Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses;
- Report the incident to the Oregon REALTORS® CEO;
- All incidents of sexual harassment or inappropriate sexual conduct must be reported, regardless of their seriousness.

SUBSTANCE ABUSE
The possession, use, or sale of illegal drugs is never acceptable in our business environment. Also, the abuse of prescription and over-the-counter drugs and alcohol can compromise your volunteer performance and conduct.

We recognize that substance abuse can be successfully treated. Seeking help or assistance is not considered grounds for discipline, but refusal to get help in certain circumstances may be. It is your responsibility to get professional help to improve your performance or conduct. Our success depends on your success, so please reach out if we can help.

VOLUNTEERS' CODE OF CONDUCT
We are committed to a diverse and inclusive volunteer community. Oregon REALTORS® know that different ideas, perspectives, and backgrounds create a stronger and more creative volunteer community that delivers better results. To support an inclusive environment where volunteers feel empowered to share their experiences and ideas, we provide annual diversity training for our committee leadership and have formed the Diversity Committee, which serves to support diversity, equity, and inclusivity initiatives within our volunteer committees. We honor our diverse community of volunteers from varied backgrounds and identities, including, but not limited to: people of color, immigrant communities, people of all faiths and spirituality, people living with disabilities, all gender and sexual identities, and people of diverse ages.

We are committed to working together towards creating a safe, supportive, and caring volunteer experience where we can learn from each other and grow in service to our membership & communities. If you feel you've experienced harassment due to identity, report the incident to the Oregon REALTORS® CEO.



MY TERM IS STARTING- NOW WHAT?

VOLUNTEER EXPECTATIONS

- Provide initial and updated contact information to your staff liaison.
- Read and respond timely to all communication sent by Oregon REALTORS® staff, committee chair, or vice-chair.
- Read any agendas and pertinent information received prior to the meeting and be ready to engage in collaborative discussion.
- If asked to present a report, be present and prepared.
- If in an elected or appointed position, volunteer shall agree to the Oregon REALTORS® Code of Conduct for Leadership Team, Officers, and Executive Committee" on an annual basis and will agree to abide by the standards of conduct while acting as a Leader of the Association.

APPENDIX A

VOLUNTEER HANDBOOK ACKNOWLEDGEMENT

I, _____ have received and read the Oregon REALTORS® Volunteer Handbook. I understand what is expected of me and I will take the opportunity to ask any questions that arise during my term.

Signature _____

Date _____

Click to electronically sign Appendices A, B, and C.

OREGON REALTORS®

APPENDIX B

VOLUNTEER CONFIDENTIALITY

I agree to hold in confidence all information I become privy to regarding partner contracts, members, clients or staff of Oregon REALTORS®. I will not remove from the office of Oregon REALTORS® any electronic or written records, or copies thereof, without express permission of Oregon REALTORS®. I accept full responsibility for maintaining the confidential nature of all records, member contacts and information marked confidential.

I understand that I am personally responsible and liable for any violation of this agreement.

Signature _____

Print Name _____ Date_____

Click to electronically sign Appendices A, B, and C.

OREGON REALTORS®

APPENDIX C

CONFLICT OF INTEREST STATEMENT

I affirm the following:

I have received a copy of the Oregon REALTORS® Conflict of Interest Policy.

I agree to comply with the policy.

If a conflict of interest arises, I am aware that there is a Disclosure Form to complete and give to the Chairperson of the Key Committee, or the Oregon REALTORS® President or CEO.

Print Name _____

Date Waived _____

Representative of the official body that heard the conflict _____

Signature _____ Date _____

Click to electronically sign Appendices A, B, and C.

OREGON REALTORS®

APPENDIX D

CONFLICT OF INTEREST DISCLOSURE FORM (Complete to disclose conflict)

No member of Oregon REALTORS® Board of Directors, Executive Committee, or any Key Committees shall engage in discussion of any matter involving a conflict of interest transaction without first disclosing the conflict and obtaining the approval of the majority of the body present. In no event shall the member cast a vote for or against any matter involving a conflict of interest transaction. A conflict of interest transaction is any proposed business transaction with the Association in which the member has a direct or indirect interest, including:

- As a result of the transaction with the Association, a member will or could gain or lose personal financial benefit.
- The member or the member's immediate family has an ownership interest or voting rights in a business organization directly or indirectly affected by the transaction. An ownership interest is defined as holding an ownership interest of more than 1 percent of the business organization.
- A person who is related to the member or a business associate of the member is a party to the transaction.
- Another entity of which the member is a director, officer or trustee is a party to the transaction

A conflict of interest shall not exist as a result of the normal operations of the member's Local Association.

I have the following conflict of interests, or potential conflicts of interests, to report:

1. _____

2. _____

3. _____

Signature _____ Date _____

Print Name _____

OREGON REALTORS®

APPENDIX E

Please note that the 2027 mileage reimbursement rate will be provided after January 1, 2027, once the IRS publishes its updated rate.

For Internal Use Only

Acct: _____

Program: _____

Sub-Program: _____

Member Travel Reimbursement Form 2026

Must be received by Oregon REALTORS® no later than 30 days after date of event to be eligible for reimbursement.

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

Meeting/Event: _____

Location: _____ Date(s): _____

Expenses *Original Receipts Required	Date	Date	Date	Date	Date	Total
Meals						
Lodging						
Transportation						
Mileage @ $.70/mi						
Other						
					Total Expense	
					Balance Owed to Member	

Any additional details of travel **MUST** be described below:

_____

_____

Signature: _____ Approved By: _____

☐ **INSTEAD OF BEING REIMBURSED, I expressly authorize Oregon REALTORS® to use all/part of this reimbursement to invest in RPAC or the HOME Foundation.** **Please note: If an RPAC investment is selected, this form MUST be received at the OAR office within seven (7) days of the Meeting/Event.**

RPAC: $_____ HOME Foundation: $_____

Contributions to RPAC are voluntary and are used for political purposes. You may refuse to contribute without reprisal and the National, Oregon, or local associations of REALTORS® will not favor or disfavor any member because of the amount contributed. For non- Major Investors, 35% of each contribution you make goes to your local association to support local political candidates and issues, and the remaining 65% stays at the state level. If you are a Major Investor (those who invest $1,000 or more in a given year), 30% of your investment is sent to the National Association of REALTORS® Political Action Committee to support federal candidates and is charged against your limits under 52 U.S.C. 30116; the remaining 70% is split to support state (35%) and local (35%) political candidates and issues. Contributions are not deductible for income tax purposes. ORS 316.102 provides for a credit against state taxes of up to $50 per individual or $100 per joint return for contributions to political committees, subject to income limitations.


Group Discussion




OREGON





