

Manual of Responsibilities – Officers and Committees of the Columbia Society of Real Estate Appraisers Inc.

Revised September 2018

PRESIDENT

General Responsibilities

The job of the President is to function as the principal leader in promoting the objectives of the Columbia Society of Real Estate Appraisers Inc. (the Society). These objectives include, but are not limited to, promoting the educational and professional welfare of its members, promoting the recognition and value of the Society's designations, and enhancing the ability of members to do business. The President will continually evaluate the condition and needs of the Society and its members and will formulate and implement procedures to address these needs.

Tasks

1. Upon taking office the President will become familiar with the duties and responsibilities of the office and promptly proceed to undertake them with diligence.
2. The President will consult with the prior President and the Chief Executive Officer to obtain all records needed for the proper execution of his/her responsibilities.
3. The President will appoint an Executive Committee and serve as the Chairperson of said Committee.
4. The President, at such time as he/she deems necessary, will appoint and/or utilize legal Counsel for the Society.
5. The President at his/her sole discretion may appoint other such Committee Chairpersons as are required to meet the needs of or achieve the goals of the Society.
6. It is the responsibility of the President to oversee all Committees and make sure that they are performing their functions. The President will give such direction to all of the Committee Chairpersons as he/she deems necessary and will communicate with them regularly to ensure that they are carrying out their assigned responsibilities. In the event that the President determines a Committee Chairperson is not fulfilling his/her responsibilities, the President will relieve him/her and appoint a replacement.
7. The President should be ready at all times to assist the Committee Chairpersons with all available Society facilities and resources.
8. The President will preside over all general membership and Board of Governors meetings of the Society and will be an ex-officio member of all Committees except the Nominating Committee. He shall formulate the agenda for each meeting over which he presides. Meetings shall be held in conformity with Robert's Rules of Order.
9. It is the responsibility of the President to keep the other officers and the Board of Governors informed of all matters which may affect the Society.
10. The President should maintain close contact with the Chief Executive Officer.

VICE PRESIDENT/Chairperson of Programs-Seminars Committee

General Responsibilities

In the absence or inability of the President to act, the Vice President will perform the President's duties and will have all the powers and restrictions of the Presidency.

The Vice President will act as Chairperson of the Programs-Seminars Committee, which is one of the most important Committees within the Society.

It is the responsibility of this Committee to develop programs that will meet the standards of the Department of State for continuing education credit. It is also the responsibility of this Committee to choose instructors and locations that the Department of State will approve.

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Tasks

1. Upon taking office the Vice President will become familiar with the duties and responsibilities of the office and promptly proceed to undertake them with diligence.
2. The Vice President will consult with the prior Vice President and the Chief Executive Officer to obtain all records needed for the proper execution of his/her responsibilities.
3. The Vice President/Chairperson will select such persons as he/she deems necessary to serve on the Committee.
4. The Chairperson should familiarize him/herself with New York State Department of State requirements for the process of approving continuing education classes, locations and instructors. He/she should work with the Chief Executive Officer and the Class Coordinator in obtaining the necessary paperwork for these approvals.
5. The Committee should develop a series of continuing education seminars that will qualify for New York State Department of State continuing education credits for appraisers and real estate professionals. All seminars must be developed far enough in advance to insure New York State Department of State approval, and seminars MUST be approved before the seminars are given.
6. The Chairperson should always consult with the President, who is an ex-officio member of the Committee, regarding all proposals that the Committee discusses.
7. The Committee should determine how programs are presented, such as by lecture, round-table workshops, panel participation and the like.
8. The Chairperson should consider speaker courtesy before, during, and after events. Such formalities as introductions, letters of appreciation, gifts, and transportation should all be considered.
9. The Chairperson or a Committee member should insure the smooth operation of arrangements on the day of the seminar by checking the meeting room setup and availability of special equipment, seeing to other last minute needs of lecturers, confirming meal count, etc.
10. The Chairperson or a Committee member should survey the attendees to rate the effectiveness of the speaker, topic, and venue. The results of the survey should be compiled, analyzed, and forwarded to the Chief Executive Officer in a timely manner.
11. The Chairperson should at a minimum report in writing the following to the Society's Board of Governors at each meeting: the attendance and financial results of all events since the last Board of Governors meeting, the results of the surveys taken at each event, and the status of plans for upcoming seminars-programs.

SECRETARY

General Responsibilities

To make every effort to forward the business and advance the interests of the Society by recording and maintaining the minutes of the Society in a timely, accurate, and complete manner

In case of absence or disability of the Secretary, a member of the Executive Committee may be appointed as Secretary pro tem.

Tasks

1. Upon taking office the Secretary will become familiar with the duties and responsibilities of the office and promptly proceed to undertake them with diligence.
2. The Secretary will consult with the prior Secretary and the Chief Executive Officer to obtain all records and forms needed for the proper execution of his/her responsibilities.
3. In all activities the Secretary will coordinate closely with the Chief Executive Officer of the Society.

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4. The Secretary will attend all Board of Governors meetings and will take and prepare minutes of these meetings. Minutes should include action items that various Board members have agreed to act upon. Minutes should be sent to the Chief Executive Officer in a timely manner so that the Chief Executive Officer can distribute them to the Board.
5. The Secretary will conduct any other correspondence requested by the Board of Governors and will forward copies to the Chief Executive Officer in a timely manner.
6. The Secretary will develop and produce such forms, records, and systems (electronic or paper) that are needed to carry out his/her responsibilities.

TREASURER

General Responsibilities

To keep an accurate and meaningful account of all moneys received and expended by the Society

To produce such financial management reports, from time to time, as other Officers and the Board of Governors may request

To manage the investment of Society funds

Tasks

1. Upon taking office the Treasurer will become familiar with the duties and responsibilities of the office and promptly proceed to undertake them with diligence.
2. The Treasurer will consult with the prior Treasurer and the Chief Executive Officer to obtain all records and forms needed for the proper execution of his/her responsibilities
3. The Treasurer will coordinate and maintain a close liaison with the Chief Executive Officer and will review monthly or bi-monthly all income and expense items.
4. The Treasurer, with the consent of the Board of Governors and in coordination with the Chief Executive Officer, may acquire, develop, modify or change whatever accounting systems he/she deems necessary to carry out his/her responsibilities.
5. The Treasurer from time to time, with the consent of the Board of Governors and in coordination with the Chief Executive Officer, may open, change or terminate bank accounts, credit cards, merchant accounts, investments, or similar relationships as he/she deems prudent and in the best interest of the Society in carrying out his/her responsibilities.
6. The Treasurer or President or Chief Executive Officer will make or authorize all disbursements on behalf of the Society.
7. The Treasurer will keep an account of all moneys received and expended by the Society following generally accepted accounting principles, will prepare or authorize preparation of all reports necessary for the filing of required tax returns, and will make an annual financial report and/or interim financial reports as requested by the Board of Governors.
8. The funds, books and vouchers of the Treasurer will at all times be under the supervision of the Executive Committee and subject to its inspection and control.
9. The Treasurer will report to the Board of Governors any material change in the financial condition of the Society at the first meeting following such change.
10. The Treasurer will cooperate with and facilitate the activities and responsibilities of the Audit Committee.
11. In the event of inability of the Treasurer to act, the Treasurer's duties will transfer to the President.
12. At the end of his/her term, the Treasurer will deliver to the new Treasurer all books, moneys, and other property, or in the absence of the Treasurer elect, to the President. He/she will also cooperate in the

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execution of all required financial authorization documents.

CHIEF EXECUTIVE OFFICER

General Responsibilities

To support administratively the Officers and Board of Governors of the Society

To provide a repository for all records, including but not limited to communications, correspondence, minutes, procedures and financial records, so as to provide continuity for the operations of the Society, and to organize such.

To act as an advisor to the President on those matters pertaining to previously established procedures and precedents for the operation of the Society

To assist the President and officers of the Society in carrying out their responsibilities as necessary

Tasks

1. The Chief Executive Officer should maintain an office facility in his/her residence or other suitable location for the exercise of his/her responsibilities, which will include the specific tasks of the receipt of mail and phone messages and for the storage of records, supplies and equipment of the Society.
2. The Chief Executive Officer should attend Board of Governors meetings, general membership meetings, dinner meetings, and committee meetings as requested. He/she should assist the Secretary in preparation of minutes of Board of Governors meetings.
3. He/she should assist the Treasurer by the collection of membership dues, application and advancement fees, seminar fees and dinner meeting fees, as well as assisting in preparation of deposits, expense vouchers and payment of bills. The Chief Executive Officer will provide such reports of these activities, in a time and manner as directed by and acceptable to the Treasurer. He/she will execute all contracts at the direction of the Treasurer. The performance of these duties will act as a dual control over the financial function of the Society.
4. He/she will be responsible for making reservations and related arrangements for general membership meetings, dinner meetings, Board of Governors meetings, and other meetings as requested by the President or Vice President or person in charge of that particular program or event. This task includes preparing all meeting notices and arranging mailing services if needed.
5. The Chief Executive Officer will receive and forward all membership applications and related correspondence to the Admissions Chairperson.
6. He/she will maintain records of all members on an up-to-date basis and prepare revisions of the membership directory
7. He/she will develop and maintain mailing lists for all Society events and publications
8. He/she will work with the webmaster to maintain and update the Society website to reflect the current status of all matters reported on the same
9. He/she will support and assist the Class Coordinator in getting continuing education programs and qualifying programs approved by New York State Department of State

COMMITTEES

ADMISSIONS COMMITTEE AND CHAIRPERSON

General Responsibilities

The Admissions Committee will determine whether those persons applying for membership or advancement in the Society meet the qualifications and standards for the category of membership for which they are applying.

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The Committee will meet periodically in person or via phone to review all applications for membership in the Society.

Tasks

1. The Committee will consist of a Chairperson selected by the President and at least two other designated members of the Society chosen by the Chairperson. The Committee will process all membership applications forwarded by the Chief Executive Officer to the Committee Chairperson.
2. Upon receipt of an application, the Committee chairperson or a Committee member will contact the applicant and make arrangements to receive the documents applicable to the membership category for which he/she is applying. Documents should include at least three (3) representative samples of the applicant's recent appraisal reports in electronic format if applicant is applying for designation or advancement to designated status.
3. Upon receipt and review and approval of the required documents the Chairperson will arrange for Committee members to interview any applicant seeking designation, either in person or via phone. When interviewing an applicant seeking designation, at least one member of the Committee must have the same designation as that sought by the applicant and must hold a New York State appraiser certification in that category.
4. The Chairperson will determine and develop the procedures for conducting interviews, will seek to apply them consistently, and will advise the Committee members of those procedures. These procedures will be in writing and transmitted to the Chief Executive Officer.
5. The Committee will decide by vote if the applicant meets the criteria of the classification being applied for, and the Chairperson will report the findings of the Committee to the Board of Governors in writing. Thereafter the Board of Governors can grant membership to any applicant by a majority vote of the members present at any Board of Governors meeting.
6. When the admissions process is completed, the Chairperson should return all records pertaining to all applicants to the Chief Executive Officer for safe keeping and to assist future Committee Chairpersons if an applicant applies for advancement.
7. The Chairperson will make reasonable attempts to notify persons with incomplete applications and will schedule interviews with applicants in a timely manner. Incomplete applications will be held by the Chairperson for a period of twelve months and thereafter will be closed. Application fees are non-refundable.

EDUCATION COMMITTEE AND CHAIRPERSON

General Responsibilities

To develop and implement all appraiser pre-licensing and other education programs, with the exception of continuing education seminars

To continually review the Society's educational programs and discuss new ideas that can keep the Society current and competitive with other schools.

To act as a liaison with cooperating universities and other education affiliates.

Tasks

1. The Committee will consist of the Director of Education, who will be Chairperson of the Education Committee, the Regional Coordinator(s) and the Class Coordinator. The Committee can also include other members as selected by the Director of Education. Members serve at the discretion of the Chairperson.
2. The Committee should develop and schedule appraiser qualifying educational programs in conjunction with universities and other education affiliates, should arrange for safe and comfortable classroom spaces and should help coordinate selection of promotional materials for courses.
3. The Education Committee should recruit qualified instructors from within the Society. The Chairperson will

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- assign all instructors for all qualifying courses. All instructors serve at the discretion of the Chairperson.
4. The Committee will prepare class outlines and course curricula in conformance with New York State Department of State regulations. The Committee will insure that required instructional materials for the students will be made available in a timely manner.
 5. The Committee is responsible for preparing and grading student test papers. All Society-developed tests must be approved by the Chairperson. The Chairperson should review attendance records for all classes.
 6. The Chairperson should work closely with the Chief Executive Officer to insure that all moneys are collected from students. At the end of a course, the Chairperson should insure that the Chief Executive Officer gets the attendance sheets, test papers and other documents needed to meet the Department of State requirements for storage of records.
 7. The Chairperson should keep the Board of Governors and members abreast of any matters of interest regarding New York State Department of State and the New York State Real Estate Appraisal Board.

Regional Coordinators (i.e. Staten Island)

1. Regional Coordinators work closely with the Director of Education and the Chief Executive Officer.
2. Regional Coordinators should find suitable locations for course offerings in their jurisdictions. They should work with classroom providers to insure that classroom settings are safe and comfortable. They should help develop marketing programs.
3. Regional Coordinators should maintain attendance records for all classes and should send copies of attendance records and test results to the Director of Education and to the Chief Executive Officer at the end of each course. They should also report to the Director of Education and to the Chief Executive Officer as to each course's profitability.

Class Coordinator

1. The Class Coordinator serves as a liaison between the Society and the New York State Department of State. He/she reports to the Chief Executive Officer.
2. The Class Coordinator should prepare and submit applications to the Department of State for Appraiser Continuing Education Course Approval (and Renewal), Appraiser Qualifying Course Approval (and Renewal), and Real Estate Continuing Education Course Approval (and Renewal)
3. He/she should notify the Department of State regarding those students who complete an approved course for Real Estate continuing education credit. This should be done immediately after each course has concluded and should be in the format prescribed by the Department of State. This can be done electronically.
4. If an instructor requests real estate continuing education credit for a course taught, the Class Coordinator should supply the instructor with a memo address to the Department of State with the pertinent information needed. Instructors needing appraiser continuing education credit can fill out Form DOS-1490 - *Real Estate Appraiser Continuing Education Equivalency Education Credit Application*.
5. He/she should issue certificates of completion to all students successfully completing Department of State approved appraisal and real estate courses. Certificate should include pertinent information as prescribed by the Department of State. Certificates can be emailed except in the case of auditing, in which instance the Class Coordinator must supply original signed copies if requested by the Department of State.
6. He/she should maintain files for the Department of State for a period of 3 years for real estate continuing education courses, 2 years for appraiser continuing education courses and 5 years for appraiser qualifying courses. Files should include all pertinent information relating to the course as prescribed by the Department of State.

ETHICS COMMITTEE AND CHAIRPERSON

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General Responsibilities

To advise the Officers and Board of Governors on all matters pertaining to the ethical conduct of the members of the Society

To investigate matters referred to the Committee and to make recommendations to the Board of Governors as to the proper disposition resulting from said investigations

All questions as to professional acts of practice brought to the attention of this Committee must be acted upon in accordance with the Code of Ethics of the Society, Bylaws, and Uniform Standards of Professional Appraisal Practice (USPAP) which has been adopted by the Society.

The Committee should maintain the highest standards regarding the professional status of the Society and should never let personal feelings influence its deliberations.

Tasks

1. The Ethics Committee will consist of a Chairperson and up to four members, which the Chairperson will select.
2. The Chairperson will determine and develop the procedures for dealing with matters brought before the Committee and will advise the Committee members as to the procedures. These procedures will be in writing and transmitted to the Chief Executive Officer.
3. The Committee will investigate promptly and thoroughly all matters referred by the Board of Governors relating to alleged breaches of the Society Code of Ethics or the Uniform Standards of Professional Appraisal Practice.

EXECUTIVE COMMITTEE AND CHAIRPERSON

General Responsibilities

To assist and advise the President in carrying out his/her responsibilities

Tasks

1. The President will be the Chairperson of this Committee.
2. The Committee shall consist of the Vice President and any other members in good standing of the Society which the President chooses. All members other than the Vice President serve at the discretion of the President.
3. The members of the Executive Committee will carry out such assignments as given to them by the President.

GOVERNMENT AFFAIRS COMMITTEE AND CHAIRPERSON

General Responsibilities

To work collaboratively with The Appraisal Foundation Appraisal Sponsors and other nonprofit groups to protect the interests of Society members and other appraisers; to present members' needs to Congress and other government regulatory groups; to keep members informed of critical issues affecting appraisers.

Tasks

1. The Government Affairs Committee will consist of a Chairperson and such members as the Chairperson selects.
2. The Committee will formulate, develop and implement those programs which fulfill the responsibilities of their Committee.
3. The Committee will coordinate when required with the Board of Governors and with the Chief Executive Officer.

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MEMBERSHIP COMMITTEE AND CHAIRPERSON

General Responsibilities

To continually recruit qualified new members into the Society

Tasks

1. The Chairperson and Committee should educate themselves as to the following: benefits of Society membership, history of the Society, how the organization functions.
2. The Committee should identify potential target groups/markets whose members would be interested in and/or benefit from Society membership.
3. The Committee should develop and produce marketing material in coordination with the Chief Executive Officer to support all aspect of membership development.
4. The Chairperson or a committee member should attend all society seminars and events for the purpose of making personal contact with each non-member attending these events. The Committee should offer applications to non-members and should review applications taken in at seminars for accuracy and completeness. They should then insure that the completed applications are forwarded to the Chief Executive Officer.

NOMINATING COMMITTEE AND CHAIRPERSON

General Responsibilities

To nominate candidates (other than those presently serving on the Nominating Committee) for Governors to be elected at the next Annual election; to recommend a slate of officers for the Board of Governors review if so requested

This Committee consists of the Immediate Past President as Chairperson (if he is available), and four additional members, two from the elected members of the Board of Governors and two from the general membership. All members of the Committee should be designated members of the Society. The President is responsible for appointing the Chairperson and members of this committee and should do so at least 60 days before the election of Governors so that there is adequate time to screen applicants. If the Immediate Past President is not available to serve as Chairperson, the President may choose another qualified Chairperson.

Tasks

1. The Committee should select candidates for Governor who are qualified to assume leadership roles within the Society. The Committee should follow the Bylaws in choosing candidates and in notifying the Board of Governors and the Chief Executive Officer of their choices. The Nominating Committee can also recommend prospective Officers, but this is not the duty of the Nominating Committee.

PROGRAMS-SEMINARS COMMITTEE AND CHAIRPERSON (see VICE PRESIDENT)

PUBLIC RELATIONS-MARKETING

PUBLICATIONS