



Committee Member Agreement to Serve: 2024

For committee members annually, the Board policy requires all volunteers who wish to serve the association read and complete the following agreement to serve.

Principles, of Obedience, Loyalty & Care

A committee member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization:

The Duty of Obedience... forbids acts outside the scope of corporate powers. The organization and its volunteers must comply with state and federal law, and conform to the organization's charter, articles of incorporation and bylaws.

The Duty of Loyalty... dictates that volunteers must act in good faith and must not allow their personal interests to prevail over the interests of the organization.

The Duty of Care... requires volunteers to be diligent and prudent in managing the organization's affairs. The individuals charged with governing must handle the organizational duties with such care as an ordinary prudent person would use under similar circumstances.

I, _____, acknowledge that I have been appointed to serve in a volunteer role with the Clarksville Association of REALTORS® in 2023.

I fully understand that this position requires that I serve the members of the Association and that I represent the members in the decisions and activities of the Association.

Committee Members agree:

- To act in the best interests of, and fulfill their obligations to, organization and its constituents-members;
- To act honestly, fairly, ethically and with integrity;
- To conduct themselves in a professional, courteous and respectful manner;
- To comply with all applicable laws, rules and regulations;
- To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
- To act in a manner to enhance and maintain the reputation of the organization;

Initials _____

- To disclose potential conflicts of interest that they may have regarding any matters that may come before the Board or its Committees, and abstain from discussion and voting on any matter, in which the volunteer has or may have a conflict of interest;
- To respect the confidentiality of information relating to the affairs of the organization acquired in the course of service, except when authorized or legally required to disclose such information;
- To not use information acquired in the course of service for personal advantage;
- To not violate any federal, state or local laws governing the organization and to understand and adhere with all governing documents applicable to the organization.
- That I understand, per the Association's Attendance Policy, absence from three (3) meetings will be considered a resignation from service and that my seat may be filled by the President.

As a volunteer of the association, I will:

- Abide by the Bylaws and Policies and Procedures of the Association.
- Listen carefully to my committee colleagues.
- Respect the opinion of fellow volunteers.
- Respect and support the majority decisions of the committee.
- Keep well-informed about developments relevant to issues that may come before the committee.
- Participate in committee meetings and actions.
- Arrive to committee meetings fully prepared having thoroughly reviewed all materials supplied.
- Bring to the attention of the committee any issues I believe will have an adverse effect on the Association.
- Attempt to interpret the needs of those we serve, and interpret the actions of the committee to those we serve.
- Refer complaints to the proper level on the chain of command.
- Represent all those whom the Association serves, not just a particular specialty group.
- Consider myself a "trustee" of the Association and do my best to ensure that it is well-maintained, financially secure, growing and always operating in the best interest of those we serve.
- Always work to learn how to do my job better.
- Declare conflicts of interest between my personal/professional life and my position with the association.
- Understand that e-mail communication is the primary form of communication for this Association with additional support through text messaging and app based project management (Basecamp). I will read my e-mail, text messages, and app notifications regularly and notify the Association of any changes in contact details.
- Will, to the best of my ability serve as an example of the REALTOR® Code of Ethics in all my actions.

Initials _____

As a member of the committee, I will not:

- Criticize fellow committee members or their opinions, in or out of the meeting room.
- Use the Association for my personal advantage or that of my friends, relatives, or associates.
- Discuss the confidential proceeding of the committee outside the meeting room.
- Record, stream, transmit or otherwise share recordings of any meeting whether in person or on livestream platforms.
- Promise before a meeting how I will vote on any issue to any party.
- Interfere with the duties of the administrator or undermine the administrator's authority with staff members.

Assignment of Intellectual Property Rights: Volunteer acknowledges that during the course of the Appointment, Volunteer may be engaged in activities sponsored by the Association, or otherwise, whereby original works of authorship, or other intellectual property may be created, and that Association desires to retain all intellectual property rights in all projects in which Volunteer in engaged. Without the agreement of Volunteer under this Agreement, Association would not make the Appointment. Therefore, in consideration for the Appointment, Volunteer hereby irrevocably assigns and transfers to Association any and all copyright rights, and other intellectual property rights, and all actions and causes of actions related to the foregoing, and all damages, profits, and other recoveries related thereto, which may be created, had, developed, acquired or contributed during the course of the Appointment. Volunteer agrees and acknowledges that Association will own all intellectual property rights associated with all works created during the course of the Appointment, and Volunteer shall not challenge or take any action inconsistent with such rights.

Print Name

Date

Signature

Initials _____