

AFFILIATE COMMITTEE HISTORY AND POSITION RESPONSIBILITIES

1994 Mission Statement: *"To unite and support Affiliate and REALTOR® Members of the Sedona Verde Valley Association of REALTORS® in a single real estate community".*

The Affiliate Committee was formed in 1994 with Chris Seymour as Chair and Cole Greenberg as Vice Chair. They also served in those roles in 1995. Following are the Affiliate Chairs and the year they served:

1995 – Chris Seymour	2007 – Aileen Smart
1996 – Ann Shaylor	2008 – Jamie Banks
1997 – Nancy Prestwick	2009 – Shelly Collier
1998 – Steve Adams	2010 – Deb Staats
1999 - Michael Meldrum	2011 – Jeremy Hoelting
2000 – Fred Shaylor	2012 – Gina Miller
2001 – John DiBattista	2013 – Lucy Estrada
2002 – Rowland Prestwick	2014 - Kitty Bush
2003 – Milt Thompson	2015 – Melissa Vandarien
2004 – Shelley Williams	2016 – Tracey Shadley
2005 – Eddie Passov	2017 – Michelle Murie
2006 – Pam Bayles	2018 – Shannon Murphy

The Affiliate Directory and Affiliate Newsletter was produced by Affiliate Member volunteers. For over 10 years, the Affiliate Members produced a "Talent Show" showcasing local Affiliate Members, REALTORS® and select members of the community to bring everyone together and to donate proceeds to a selected charity after expenses were met.

The Affiliate Members worked with the REALTORS® on many projects over the years, including award-winning floats in the Sedona St. Patrick's Day parade, assisting with the annual SVVAR Installation Event, working with the Public Relations Committee on projects including the Knoxbox For Seniors and Backpacks for Kids programs, prepared pancake breakfasts at the MLS meetings, and most recently, working with the Events Committee who plan the networking mixers. There have been many more projects over the years, too many to individually to mention here.

Several years ago, it was determined that the selection process for the Affiliate Chair, Vice Chair and Secretary positions would be filled by nominations at the October Affiliate Committee meeting and those Affiliate Members who agreed to serve and move up to the next position the following year. Notification is sent out via e-mail to all Affiliate members so they can approve the slate of Affiliate Leadership for the year. This allows for continuity of projects and events from year to year and to allow a smooth transition for the Affiliate members who agreed to serve.

Additional information on the Affiliate Members is contained in the Affiliate Member Guidelines and the Affiliate Application for Membership.

Responsibilities:

Affiliate Chair:

1. Insure the Mission Statement is adhered to.
2. Prepare the monthly meeting agenda and send editable copy to Association Staff no later than noon on the Thursday before the meeting.
3. Coordinate distribution with Association Staff of agenda and minutes to Affiliate members via SVVAR's e-mail broadcast system. All SVVAR-related communication from the Affiliate Committee or Affiliate Committee chair to members or others must go through the SVVAR's distribution system first before redistribution. Copies of the SVVAR communication may not be modified prior to redistribution.
4. Chair the monthly Affiliate meetings according to Robert's Rules.

5. Coordinate all committee activities and functions with the Executive Vice President.
6. Serve as a voting member of the SVVAR Board of Directors and attend all scheduled board meetings, attend the annual strategic planning session, and groom the Vice Chair for succession to the Chair.

Affiliate Vice Chair:

1. Coordinate the monthly Affiliate Spotlights for the area MLS tour meetings and share the updated information with staff for distribution in the weekly membership e-mail.
2. Assist the Chair in bringing timely speakers and topics to the Affiliate meeting.
3. Prepare for a smooth transition to the Chair position at the beginning of the next year.

Affiliate Secretary:

1. Record the minutes of the monthly Affiliate meetings and promptly prepare them for distribution to Association Staff and Affiliate Chair and Vice Chair for editing and approval no later than one week after the Affiliate Committee Meeting.
2. Assist the Chair in bringing timely speakers and topics to the Affiliate meeting.
3. Prepare for a smooth transition to the Vice Chair position at the beginning of the next year.