

ARELLO[®] Workgroup Charges and Descriptions

Administrator Forum

The Administrator Forum shall serve as an opportunity for administrators to discuss issues and concerns involved in the administration of a regulatory agency and to share ideas and solutions to regulatory challenges. The forum shall work to encourage greater uniformity of legislation, regulation and practice as well as increased recognition of others' licenses among jurisdictions around the world through the forum's activities. The forum shall be scheduled at both the Mid-Year meeting and the Annual Conference and the program may involve opportunities for education and/or training. The President shall appoint two individuals to facilitate the forum and ensure there is a structured agenda or program.

Affiliate Forum

The Affiliate Forum shall serve as an opportunity for Affiliate members to discuss issues of mutual interest and concern. The forum may provide information to the Board of Directors on issues and trends in real estate and related industries. The forum may also serve as a venue for discussion of how individuals and organizations in real estate related industries may become involved in ARELLO[®] for mutual benefit and to enhance public protection. The President shall appoint an individual to facilitate the forum and ensure there is a structured agenda or program.

Appraisal Advisory Group

The Appraisal Advisory Group shall plan and conduct, in conjunction with the Chief Executive Officer, a "regulatory roundtable" educational program on real estate appraisal issues to be held in conjunction with a MidYear Meeting or Annual Conference each year. The advisory group should ensure adequate communication between the Association and other entities involved in appraisal activities and regulation. The advisory group should respond to and consider policy recommendations concerning appraisal issues and make appropriate, corresponding recommendations to the Executive Committee.

ARELLO[®] Foundation

The governing body of ARELLO[®] Foundation shall be the Board of Trustees. The Board of Trustees shall have supervision, control, and direction of the affairs of ARELLO[®] Foundation; shall actively prosecute ARELLO[®] Foundation's objectives; and shall supervise the disbursement of ARELLO[®] Foundation's funds. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, delegate certain of its authority and responsibility to one or more committees.

Auction/Home Inspection/Mortgage Advisory Group

The Auction Advisory Group shall plan and conduct, in conjunction with the Chief Executive Officer, a "regulatory roundtable" educational program on real estate auction issues to be held in conjunction with a MidYear Meeting or Annual Conference each year. The advisory group should ensure adequate communication between the Association and other entities involved in auction activities and regulation. The advisory group should respond to and consider policy recommendations concerning auction issues and make appropriate, corresponding recommendations to the Executive Committee. The Home Inspection Advisory Group shall plan and conduct, in conjunction with the Chief Executive Officer, a "regulatory roundtable" educational program on home inspection issues to be held in conjunction with a

MidYear Meeting or Annual Conference each year. The advisory group should ensure adequate communication between the Association and other entities involved in home inspection activities and regulation. The advisory group should respond to and consider policy recommendations concerning home inspection issues and make appropriate, corresponding recommendations to the Executive Committee. The Mortgage Advisory Group may plan and conduct, in conjunction with the Chief Executive Officer, a "regulatory roundtable" educational program on mortgage brokerage/lending issues to be held in conjunction with a MidYear Meeting or Annual Conference each year. The advisory group should ensure adequate communication between the Association and other entities involved in mortgage brokerage/lending activities and regulation. The advisory group should respond to and consider policy recommendations concerning mortgage brokerage/lending issues and make appropriate, corresponding recommendations to the Executive Committee.

Board of Directors

The Board of Directors shall be responsible for establishing Policies and Procedures consistent with the Bylaws. The Board shall set forth the Association's mission, purposes and goals. The Board shall direct and participate in a continuous process of planning to facilitate the accomplishment of those goals. The Board shall monitor the implementation of activities by various working groups and staff to ensure that progress is made toward those goals and that the Association's mission and purposes are being advanced. The Board shall secure a Chief Executive Officer and see that the Executive Committee performs periodic reviews of this individual's performance. The Board shall ensure adequate resources for the Association to fulfill its mission and accomplish its plans. The Board shall approve annual budget goals, safeguard the tax-exempt status of the Association and ensure that appropriate financial controls are in place. The Board shall work with the Chief Executive Officer to monitor Association activities to assess whether they are consistent with the Association's mission and goals and whether they are operating effectively. The Board shall work to enhance the Association's public image and expand its visibility. The Board shall ensure legal and ethical integrity in Association activities. The Board shall ensure the effective governance of the Association through development of the appropriate working group structure and the periodic assessment of the efficiency of the various working groups and of the Board itself. The Board shall facilitate the development of events that serve to educate and connect members of the Association in accordance with the mission, purpose and goals set forth for the Association. The Board shall assess current issues and identify those that are relevant for the Association's members and shall ensure that the Association provides leadership and resources on those issues.

Commission Member Resource Committee

The Commission Member Resource Committee shall manage the development and implementation of orientation and training resources for members of real estate regulatory boards, councils and commissions. The committee shall be given the opportunity to plan and conduct a forum relating to board/commission/council member issues at either the MidYear Meeting or the Annual Conference. The committee shall promote the use of the ARELLO® Commissioner Orientation Manual for new members and revise as necessary to maintain its relevance in conjunction with other appropriate working groups. The committee shall work to encourage greater uniformity of legislation, regulation and practice as well as increased recognition of others' licenses among jurisdictions around the world through the committee's activities.

Education Certification Committee

The Education Certification Committee promotes improving the quality of real estate education through evaluation and certification of education courses and programs. It shall operate and continually evaluate the ARELLO® Distance Education Certification Program, which reviews and may certify course delivery of distance education courses. Such Program shall be operated in accordance with the committee's own Policies and Procedures for the Program as approved by the Board of Directors. Members of the committee shall be appointed by the President so that each year the total membership of the committee is seven members. The committee shall seek to expand utilization of its services to appropriate individuals/institutions outside of ARELLO®. The committee shall work to encourage greater uniformity of legislation, regulation and practice as well as increased recognition of others' licenses among jurisdictions around the world through the committee's activities.

Education Issues Forum

The Education Issues Forum shall serve as an opportunity for discussion and evaluation of the current status and trends in real estate education. The forum may submit topic areas to the Program Committee for consideration in scheduling education sessions at the Annual Conference. The President shall appoint an individual to facilitate the forum and ensure there is a structured agenda or program.

Examination Accreditation Committee

The Examination Accreditation Committee shall operate and continually evaluate the ARELLO® Examination Accreditation Program, which reviews and may certify examination programs used in qualifying real estate salespersons and brokers. Such Program shall be operated in accordance with the committee's own Policies and Procedures for the Program as approved by the Board of Directors. Members of the committee shall be appointed by the President so that each year the total membership of the committee is seven members. The committee shall seek to expand utilization of its services to appropriate individuals/institutions outside of ARELLO®. The committee shall work to encourage greater uniformity of legislation, regulation and practice as well as increased recognition of others' licenses among jurisdictions around the world through the committee's activities.

Fair Housing Committee

The Fair Housing committee shall monitor developments in the area of discrimination that conflicts with public policy, laws and/or regulations within ARELLO's membership; interface with relevant organizations; and administer related educational programs and resources. The committee shall develop and/or make available to regulators resources to assist with enforcement of housing discrimination laws. The committee may periodically conduct an educational forum or education session at the Annual Conference.

Finance Committee

The Finance Committee shall review, no less than quarterly, the revenues and expenditures of the association along with a complete set of financial statements. The Finance Committee shall work with the other committees, the Chief Executive Officer and staff to prepare a proposed budget each year, which shall include a proposed travel budget containing cost/benefit documentation, to submit to the Board of Directors. The Finance Committee shall work with the other committees, the Chief Executive Officer and staff to prepare a proposed schedule of Dues and Fees, covering a two-year period, which shall be submitted to the Board of Directors in conjunction with the annual budget. The Finance Committee shall recommend to the Board of Directors investment policies and strategies. The Finance Committee shall ensure that financial reports are prepared for each of the revenue generating programs

and a copy of the financial report is supplied to the chair and vice-chair of the working group responsible for each program. The Finance Committee shall ensure that financial reports are prepared reflecting the activities of the ARELLO® Foundation and a copy of the financial reports are supplied to the members of the Foundation Board of Trustees and the ARELLO® Board of Directors. The Finance Committee shall work with the District Vice-Presidents to ensure that financial reports are prepared at the conclusion of any District meeting. The Finance Committee shall be responsible for ensuring that controls are in place to assure that assets are safeguarded, transactions are properly authorized and recorded and that ARELLO® is in compliance with all applicable laws and regulations. The Finance Committee shall oversee a request for proposals (RFP) from staff to retain an independent auditor to conduct annual financial audits of the Association and, through that process, shall recommend an auditor to the Board of Directors. Said RFP shall be conducted every six years, at minimum. The Finance Committee shall review the proposed scope of the annual audit and request a special investigation or expansion of the audit, as necessary, to address any concerns of the Finance Committee, and/or the Board of Directors. At the conclusion of the audit, the Committee shall review the annual audit, including the auditor's management report and any management letter, along with the response of ARELLO® management, and promptly disseminate the same information to the Board of Directors for review. The Committee shall, at least annually, review and discuss with ARELLO® senior staff and the auditor(s) the controls in place to protect ARELLO®'s assets and financial well-being and recommend changes to the staff and the Board of Directors as appropriate. The Treasurer shall chair the Finance Committee. The President should strive to appoint at least one Finance Committee member from each of the districts.

Global Regulatory Best Practices Task Force

The Global Regulatory Best Practices Task Force will examine ARELLO® resources that currently exist to promote regulatory excellence and will work to develop additional resources such as a white paper/position statement for use by regulatory jurisdictions.

Governance Review Committee

The Governance Review Committee will monitor the Association's bylaws, policies and procedures to ensure they continue to serve the needs of the organization. The committee will review all proposed changes to the Association's governing documents to ensure proposed verbiage is not in conflict with other provisions of the governing documents and that proposed changes are put in the proper format prior to vote by either the Board of Directors or the General Assembly. The committee will ensure that required written notice of proposed bylaws changes is given to the membership as set forth in the Bylaws, and that any work group affected by a proposed change to a governing document has had an opportunity to provide input. The committee will not judge the merits of a proposed change unless a recommendation is requested by the President or Executive Committee. Provided, however, the committee will not review program policies of the Education Certification and Examination Accreditation Committees.

Investigator/Auditor Resource Committee

The Investigator/Auditor Resource Committee shall manage the development and implementation of training resources in the area of real estate investigations and audits. The committee shall develop a multi-tier credentialing program for investigators and auditors to include appropriate individuals/institutions outside of ARELLO®. The committee shall develop relationships with other related professional organizations to network on regulatory issues. The committee may conduct an educational forum or education session at the Annual Conference.

IT/Communications Task Force

Research and investigate opportunities for improvement in communication and training of members utilizing established or new Information Technology Resources of the Association. Prepare a list of ARELLO® communication vehicles, together with contact information and the process for membership to submit information for publication; develop a communication plan for how information is disseminated from leadership and staff to the board of directors and membership.

Law and Regulation Committee

The Law and Regulation Committee shall monitor state/provincial/territorial and federal legislation and case law. The committee shall monitor real estate trends and regulatory matters affecting the real estate industry, related industries, and the real estate consumer. The committee shall timely communicate to the membership issues of vital interest to regulators. The committee shall work to encourage greater uniformity of legislation, regulation and practice as well as increased recognition of others' licenses among jurisdictions around the world through the committee's activities. The committee shall annually appoint a subcommittee to prepare the report on recent court decisions affecting real estate and its related fields. The subcommittee shall also prepare a written report on recent changes to legislation, regulations and rules affecting real estate and its related fields. Both reports should be made available to the membership on an annual basis. The committee may conduct an educational forum or education session at the Annual Conference.

Membership Committee

The Membership Committee's primary objective is to effectively communicate the association's purpose, goals and objectives as outlined in the strategic plan. The committee's activities will focus on the following areas. The President and/or the Membership Committee Chair may appoint a subcommittee chair for each area of activity within the committee's charge. Communication: timely and effective dissemination of information to the membership; develop methods for information exchange among the membership; promote the value of membership in ARELLO®. Outreach: identify and communicate with emerging regulatory structures; provide information on model and existing regulatory programs to emerging regulatory structures; identify and communicate with potential new members and inactive members. Services: On an annual basis, review ARELLO's existing programs and services; make recommendations to the Board of Directors for any necessary changes or additions; on an annual basis, conduct a survey of the membership regarding the need for and effectiveness of the association's products. Participation: prepare an annual report on participation levels in ARELLO® programs; promote continued and new participation in ARELLO® programs.

Nominating Committee

The Nominating Committee shall solicit the membership for nominees to fill the offices of Treasurer and President-Elect and assure that each District has submitted a complete, qualified list of nominees for District offices and such other nominations for ARELLO® offices as the District so chooses. Additionally, the Nominating Committee shall recommend two nominees to serve as Trustees for the ARELLO® Foundation. The committee shall meet to receive the District reports, to verify the qualifications of candidates and to adopt the committee report. A copy of the Nominating Committee report shall be promptly posted at the registration desk of the Annual Conference 24 hours before a vote to come before the General Assembly. The President should seek to avoid appointing members to the Nominating Committee who may themselves be candidates for an office for which the committee shall submit a slate of nominees to the Annual Conference. The President shall appoint two members to the

Nominating Committee from each District, and may appoint one alternate member from each District to serve in the absence of a regularly appointed member from their District.

Program Committee

The Program Committee shall develop the programming for the Annual Conference for consideration by the President and Chief Executive Officer with emphasis on matters of interest to the active membership. The Program Committee shall also be available to assist the CEO with programming for the Mid-Year meeting.

Property Management Best Practices Task Force

The Property Management Best Practices Task Force will review and update ARELLO's Procedural Considerations for the Regulation of Property Management white paper as needed. The work group will expand on the document to include property management "best practices" for use by regulatory jurisdictions.

Real Estate Practices Advisory Group

The Real Estate Practices Advisory Group should ensure adequate communication between the Association and other entities involved in real estate. The advisory group should monitor new developments in real estate practice and share such information with member jurisdictions. The advisory group should respond to and consider policy recommendations concerning real estate practice issues and make appropriate, corresponding recommendations to the Board of Directors. The group may conduct, as necessary, in coordination with the Chief Executive Officer, a "regulatory roundtable" educational program on real estate practice issues to be held in conjunction with the Annual Conference.

Timeshare Advisory Group

The Timeshare Advisory Group may plan and conduct, in conjunction with the Chief Executive Officer, a "regulatory roundtable" educational program on timeshare issues to be held in conjunction with a MidYear Meeting or Annual Conference each year. The advisory group should ensure adequate coordination and communication between the Association and other entities involved in timeshare activities and regulation. The advisory group should respond to and consider policy recommendations concerning timeshare issues/products and make appropriate, corresponding recommendations to the Executive Committee. The advisory group shall work to maintain, update and promote any models, positions or other resources relating to timeshare that have been approved by the Board of Directors. The advisory group shall explore initiatives designed to promote uniformity, standardization and/or recognition relating to timeshares among regulatory jurisdictions.