



## Association Executives Committee Terms of Reference

**Current Chair:**

**Current Members:**

**Current Staff Liaisons:**


### **Purpose of the Committee:**

To be a resource to the CREA CEO in promoting and encouraging the highest standards among Association Executives Network (AEN) affiliates and the organizations they administer.

### **Responsibilities of the Committee:**

- Provide and identify services that assist the AEN membership in their professional practice and development
- Support the objectives of CREA and its Boards and Associations, and to contribute to maximizing their effectiveness in meeting the needs of their members
- Maintain the highest professional standards and participation from Boards and Associations in the AEN
- To promote and encourage the highest standards among both AEN members and the members of the organizations they administer
- Prepare and recommend strategic priorities to CEO for the provision of services or programs to AEN members
- The Chair shall participate in CREA's Board of Director's annual planning process

### **Accountability:**

Association Executives Committee is accountable to the CEO

**Committee Membership:**

Up to 8 Committee members, which should be comprised of:

- Immediate Past Chair
- 3 Staff Representatives from the 15 largest Boards/associations as determined by CREA's records
- 2 Staff Representatives from the remaining Boards/associations

**Membership Criteria:**

- Must be a member of the AE Network
- Has completed or is in process of completing the CRAE program
- Has a good understanding of the REALTOR® Association Community
- Brings a strategic perspective to the AE Committee
- Be committed to, interested in and passionate for moving the Association Network to the forefront
- Have availability for expected time commitment

**Voting:**

Business arising at any meeting of this committee shall be decided by a majority of votes. The Committee Chair shall not have a vote except in the case of a tie.

No Committee member shall be entitled to vote by proxy.

**Quorum:**

A quorum shall consist of more than 50% of the voting membership of the committee.

**Resources:**

Resources and support services will be provided through the office of the CEO.