

Association Executives Committee Terms of Reference

Current Chair:

Current Members:

Current Staff Liaisons:

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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

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.

Confidentiality

All committee members must adhere to CREA's confidentiality practices.

Conflict of Interest:

Committee members must comply with CREA's conflict of interest practices including but not limited to with respect to disclosure of any real or perceived conflicts of interest and recusal from meetings and/or meeting decisions where required by the practice.

Committee Assessment:

The committee will conduct an annual self-assessment to evaluate its performance and identify areas for improvement.

Annual Review:

These terms of reference shall be reviewed annually by the committee and amended as necessary with the approval of the Board of Directors (in the case of Board committees) or CEO (in the case of operational committees).