

CARAVAN POLICIES AND PROCEDURES - UPDATED 5/1/2017

WHAR (West Hawaii Association of Realtors) Kona Caravan

1. Committee CHAIRPERSON

- a. Chairperson –The Chairperson shall serve for a 2- year term. The Chairperson shall be a Realtor. Sponsors/Affiliates can serve as co-chair.
- b. Volunteer will be recruited from the WHAR general membership of Realtors and affiliate members. The Chairperson will work for a blend of Realtor and non-Realtor members of the committee.
- c. Monthly committee meetings are held on the first Tuesday of each month at the WHAR office at 11:00 AM.
- d. Chairperson responsible for meeting notes/minutes, agenda & minutes of the last meeting, and submits agenda & minutes to each member.
- e. Secures the location for caravan meetings; any expenses for meeting space to be approved by the BOD.
- f. Reviews TMK rotation and categories as needed.
- g. Set up special caravans as requested (i.e. Holiday).
- h. Resolve caravan issues, flow of meeting and parking.
- i. Encourage membership to make suggestions and committee to review and implement as needed.
- j. Implementation of special events & needs donations/community involvement such as backpack & food drive events.
- k. Responsible for defusing issues that arise due to the coordinator.
- l. Responsible for the annual meeting to train coordinators.

2. CARAVAN ATTENDANCE & REALTOR Responsibilities

- a. Any Realtor[®] in the State of Hawaii may attend WHAR weekly caravans.
- b. The deadline to post a caravan listing is by 8:00 AM on Wednesdays and the listing must be on the MLS with a preview or active status.
- c. Non-Hawaii visiting realtors are allowed if they have current membership in NAR. They may attend two meetings/caravans per calendar year. Upon EO (Executive Officer) approval, visitors may be approved to attend additional caravans.
- d. A potential sponsor can be invited to attend one meeting prior to becoming a paid sponsor/affiliate.
- e. This is a WHAR function and WHAR is to be featured. Any other Association (HIR, HBR, etc) will be delivered under community announcements.
- f. Caravan meetings to start by 8:30 AM and finish by 9:15 AM every Thursday. Caravan homes to be open from 9:30 AM to noon (1:00 PM on south caravan).
- g. Kona Caravans are a four-week rotation: 7-1 to 7-4; 7-5; 7-6 to 7-7; 7-8 and South. Weekly caravan listings are limited to 20 homes. In the event there are more than 20

submissions on any given week, the overflow will carry over to the following week. WHAR member listings will take precedence.

- h. Drawings to be held prior to the start of the meetings. Drawing presentations to be done by Realtor member only. Cards shall be drawn prior to the caravan meeting.
- i. A Realtor member or licensed representative must be at the open house.
- j. Coordinator to encourage members to clean up prior to leaving meeting, park in proper area and carpool.
- k. Be respectful of sponsors in a similar field not to be overlapping with the sponsor for that date. There should not be advertising announcements for their company when a like kind company is sponsoring that day.

3. SPONSORS

- a. Sponsor to be notified by email of their caravan sponsorship the week before and reminded again the same week.
- b. If a sponsor cannot fulfill their date, they are encouraged to contact another sponsor on the list to change dates, or contact the WHAR office.
- c. Sponsor scheduling list to be completed by December of each year for the 1st three months of the subsequent year.
- d. The AE or WHAR rep shall announce a new sponsor/affiliate at the caravan meeting if that new sponsor does not compete with the Caravan sponsor for that day. If so, the new sponsor shall be announced at the next caravan meeting.

4. COORDINATORS

- a. The coordinator list is to be developed by a WHAR caravan committee member. The coordinator will work with both WHAR primary and secondary members to sign up for slots.
- b. Coordinator will follow the agenda at the meetings and make sure the meeting runs on time.
- c. If coordinator cannot attend, Caravan chair or member of the committee can substitute as coordinator for that meeting.

5. WHAR STAFF

Procedures included apply to the staff of the WHAR®

- a. Duties - Executive Officer / Executive Assistant
- b. Setup/Breakdown – the staff and caravan committee members will manage primary set-up of WHAR items at the weekly Kona Caravan meeting, and the breakdown of all items:
 - 1. Prepare and print Caravan program and make sure all submissions are for the correct TMK for the week
 - 2. Display relevant upcoming event/class flyers
 - 3. On-site Support – WHAR Staff will be onsite to address any membership concerns that may arise at the Kona Caravan meeting.
 - 4. Website- The Executive Assistant will manage the Kona Caravan webpage. This includes: Updating sponsor, coordinator, TMK rotations,

and date info and removing previous listings on a weekly basis;
Monitoring online submissions; Coordinate both sponsor &
coordinator at weekly meeting; Edit submissions as needed.

5. Assist agents with login and submission edits (listing edits or deletions are completed by the Executive Assistant)
6. Create and update the caravan calendar which will be produced by December 20 for the following year based on the TMK schedule.
7. Distribution: The Executive Assistant will assist with distribution of weekly Kona Caravan info by creating a program and list of participating listings for each meeting, send an email notice with Caravan MLS and PDF file access links for WHAR membership only.