

## CARAVAN POLICIES AND PROCEDURES

### WHAR (West Hawaii Association of Realtors) Kona Caravan

#### 1. Committee CHAIRPERSON

- a. Chairperson – The chairperson for the Caravan committee will be announced by the WHAR BOD (Board of Directors) by 12/1 for the following odd calendar year. The Chairperson shall serve for a 2 year term. The Chairperson shall always be a Realtor.
- b. Volunteer Members will be recruited from the 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 takes meeting notes/minutes, prepares 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. south caravan, 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. Coordinate both sponsor & coordinator at weekly meeting.
- l. Responsible for defusing issues that arise due to the coordinator.
- m. Responsible for the annual meeting to train coordinators.

#### 2. CARAVAN ATTENDANCE & REALTOR Responsibilities

- a. Any Realtor<sup>®</sup> in the State of Hawaii may attend WHAR weekly caravans.
- b. The deadline to post a caravan listing is by 8:00 AM on Wednesday and the listing must be on the MLS with an 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. HIR information 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. **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.**
- h. Realtor member or licensed representative is to be in attendance at caravan to announce the listing and also at the open house.
- i. Coordinator to encourage members to clean up prior to leaving meeting, park in proper area and carpool.
- j. 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.
- k. A public address (PA) system shall be used at the weekly meetings to ensure members can hear all items.

### 3. SPONSORS

- a. Sponsor list to be developed by WHAR executive office by December 15<sup>th</sup> of each year. List to be provided to Caravan sponsor coordinator as soon as developed. Any additions to the list to be provided to the sponsor coordinator as soon as it gets to WHAR office for potential scheduling.
- b. Sponsor to be notified by email of their caravan sponsorship the week before and reminded again the same week.
- c. If a sponsor cannot fulfill their date, they are encouraged to contact another sponsor on the list to change dates. If that is not possible the sponsor coordinator will do their best to fill the spot with another sponsor. The coordinator will go to their top sponsors first to see if they wish to take on another caravan meeting.
- d. Sponsor scheduling list to be completed by December of each year for the 1<sup>st</sup> three months of the subsequent year.
- e. Scheduling list should contain contact info (phone number and email) for each sponsor.
- f. The AE or WHAR rep shall announce a new sponsor/affiliate at the caravan meeting as long as 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 and HIR (who are WHAR secondary members) to sign up for slots.
- b. There should be an annual meeting with coordinators to establish procedures and expectations for running the meetings.
- c. An agenda has been developed for the coordinator to follow in the meetings.
- d. If coordinator cannot attend, Caravan chair or member of the committee can substitute as coordinator for that meeting.

## 5. WHAR Staff Responsibilities

Procedures included apply to the EO and Executive Assistant of the West Hawaii Association of REALTORS®.

- a. Duties - Executive Officer / Executive Assistant
  - i. Setup/Breakdown – the EO will manage primary set-up of WHAR items at the weekly Kona Caravan meeting. The executive officer will also breakdown and remove all items provided. Those items include:
    - 1. Printed Caravan program
    - 2. Any upcoming event/class flyers
    - 3. REALTOR specific resource info as available
    - 4. WHAR Banner sign
    - 5. Portable speaker/mic
    - 6. Any membership promo items as needed
  - ii. On-site Support – The EO will be onsite to address any membership concerns that may arise at the Kona Caravan meeting. If the EO is unavailable to attend, arrangements will be made by the EO to have items provided and set-up by an appointed volunteer.
- b. Executive Assistant
  - i. Website- The Executive Assistant will manage the Kona Caravan webpage. This includes:
    - 1. Updating sponsor, coordinator, TMK and date info and removing previous listings on a weekly basis
    - 2. Monitoring online submissions
    - 3. Editing submissions as needed
    - 4. Assisting agents with login and submission edits (listing edits or deletions are completed by the Executive Assistant)
    - 5. Creating and updating the caravan calendar which will be produced by December 15 for the following year based on the TMK schedule.
  - ii. Distribution: The Executive Assistant will assist with distribution of weekly Kona Caravan info by:
    - 1. Creating a program and list of participating listings for each meeting.
    - 2. Creating/sending an email notice with Caravan MLS and PDF file access links for WHAR membership only. HIR staff obtains a copy of our weekly program via the WHAR website and distributes to their membership.