

GREATER METRO MLS COMMITTEE
AREA REPRESENTATIVE RESPONSIBILITIES

Key responsibilities would include:

MLS Specific

- Knowledge of the NTREIS MLS Rules and Regulations, GMMLS Tour Rules, the Greater Metro MLS By-Laws, and the role TAR and NAR play.
- Knowledge of the MLS system and related tools.
- Working knowledge of Computers and of software programs.
- Ability to speak to a large group.

General Responsibilities of Representative

- Attend Committee meetings and area MLS meetings.
- Coordinate area meetings by arranging for hosts speakers and tour information (where applicable.)
- Maintain control of discussion at area meetings.
- Provide update on MLS activities at area meetings.
- Understanding of how the Committee's work accomplishes the Association's mission and goals.
- Communication of the Association's policies and goals, relative to the Committee's work to area members.
- Facilitates the work of the Committee by stimulating discussion and encouraging ideas and debate.
- Exercises leadership and moves members toward participation and decisions.

Area Meeting Promotion, Support, and Setup

- 1) **MONTH Prior:** Your Staff Liaison will contact you and offer their support!
 - a. Discuss Announcements – (You will be emailed announcements to present; they will also be shown on-screen; staff will bring limited number of flyers for the month's events.)
 - b. Discuss any special guests you have planned and if they've confirmed their attendance.
 - c. Ask Staff for assistance with any items you'll need for the meeting.
 - d. You will need to submit your speaker information via the link below on the Thursday prior to your meeting. This will ensure that the weekly email that is sent to all members has updated speaker information. Staff will also coordinate with Communications and ensure appropriate guests are noticed on TRUMBA Calendar/Event Announcements.
<https://www.mymetrotex.com/mls-meeting-forms/>

- 2) **DAY Before:**
 - a. Contact your Staff Liaison if you have not received the announcements for your meeting.
 - b. Your Staff Liaison will contact you to see if you need anything for your meeting.

- 3) **DAY Of:**
 - a. Arrive early to be prepared for the meeting. (Staff Liaison will arrive by 8:00am.)
 - b. Greet any special guests and seat them at the appropriate reserved table.
 - c. Greet attendees as they come enter
 - d. Call the meeting to order
 - e. Welcome first time attendees
 - f. Present MetroTex Announcements
 - g. Introduce Guest Speakers
 - h. Thank Guest Speakers at the end of their presentation
 - i. Thank attendees for attending
 - j. Adjourn meeting and remind them of the next meeting date.

- k. Staff Liaison will:
 - i. bring equipment (as needed);
 - ii. bring limited number of announcement flyers (events for the month)
 - iii. assist you in set-up of your meeting equipment as needed: (screen, laptop, projector, and portable PA system);
 - iv. be happy to assist with check-in if needed;
 - v. help welcome attendees;
 - vi. assist with passing the microphone for attendees if needed;
 - vii. assist with clean-up and ensure all equipment is collected.

4) Follow-up:

- a. Ask Staff Liaison to contact appropriate person if any concerns were expressed. (i.e. Roxie, with Education; Matthew, with GA; Janet, with overall concerns; Cathy F, with MLS issues.)