

## SAR Regional Meeting Policy & Guidelines

**Purpose** The purpose of the SAR Regional Marketing meetings is to provide Members with a frequent, decentralized opportunity to meet, network, receive appropriate SAR communications and market their listings and services to other Members.

1. **Participation** SAR encourages all Members, including Affiliate Members, to participate in Regional meetings and to make available flyers promoting listings, services, special programs or incentives.
2. **Coordinators** Each Region will have a Regional Coordinator or two Co-Coordinators appointed by and serving at the pleasure of the SAR President. At least one coordinator must be a REALTOR® Member of SAR. The other Coordinator may be an Affiliate Member of SAR. The Coordinator(s) will preside over meetings, serve as the SAR liaison and as a member of the Regional Coordinators Committee, and will assure these Policy Guidelines are followed.
3. **Eligibility** Only REALTORS® or SAR Affiliate Members may regularly attend Regional Meetings. Non-members may attend as guests of a Member and only with the permission of the Regional Coordinator. **Non-members may be introduced but may not pitch listings, distribute flyers or have listings on tour.**
4. **Timing** Regional Meetings are generally held every Tuesday morning except the Tuesday of the SAR Main Membership Meeting, which is typically the first Tuesday of the month. Regional Coordinators may from time to time cancel meeting dates that conflict with holidays, etc.
5. **Caravans** SAR encourages a weekly caravan (tour) in each Region and will support the development and distribution of a weekly SAR Regional Tour Sheet for each Region, as well as produce and distribute an SAR Master Tour Sheet. Listings placed on any SAR Regional or Master Tour Sheet must comply with applicable SAR and MetroList rules.
  - a. Each region will use the following rules to create a caravan suitable for their meeting:
    - Only REALTORS® may add listings to any SAR caravan
    - The Tour Coordinator must be a REALTOR® or Affiliate Member of SAR
    - It is necessary for REALTOR® Members to participate in listing tours and appropriate for Affiliate Members to accompany them
    - Up to 10 homes will be on tour weekly, arranged in an efficient sequence
    - Listings toured will be on a first come, first served basis
    - No more than two listings per REALTOR®

- Properties may not be re-toured except by permission of the Regional Coordinator
  - There must be a MetroList™ approved lockbox in use at the property
  - The listing REALTOR® or a representative must be present to describe the property and participate in the tour or the property will not be shown
  - Tour properties will be confirmed by the Monday prior to the Tuesday meeting by the Regional Tour Coordinator
  - Feedback forms will be filled out voluntarily by touring REALTORS®
  - No tour the Tuesday of the month when a Main Membership Meeting is conducted
- b. **Tour Sheet** The following rules apply for the open tour list, except that there is no organized caravan and the listing REALTOR® is not required to attend the meeting.
- Only REALTORS® may add listings to the SAR open tour list
  - There must be a MetroList™ approved lockbox in use at the property
6. **Meeting Format** Each Regional meeting will be conducted in the following format:
- Pledge of Allegiance
  - Introductions and Anti-trust Policy Reminder
  - Reading of SAR Announcements / Season charity campaigns\*
  - REALTOR® announcements, new listings, needs and wants (limited to one minute, or less at discretion of the Chair)
  - Speaker
  - Affiliate/Finance Update
  - REALTOR® tour pitches (limited to one minute, or less at discretion of the Chair and limited to listings on tour that day).
  - Raffle or door prize(s) and acknowledgement of donors
  - Adjourn to caravan (if held)

SAR supports four worthy causes on a seasonal basis and expects the Regional meeting to help solicit support and contributions from participants. The appeals are brief. The fundraisers are: SAR Scholarship Fund, CARE, CanTree/Salvation Army, and the REALTOR® Action Fund (PAC). Other charities may be promoted during the CARE period of June, July and August. SAR will hold no more than one raffle per month.

*The SAR Board of Directors approved the Regional Meeting Policy & Guidelines on July 27, 2006. They were modified on January 25, 2007 and July 11, 2007 by the Regional Coordinators.*