

# Topics of Conversation Calendar

*Kansas Association of REALTORS®*

## January

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- \* Dues  
Remind Board Presidents that dues need to be submitted to KAR by February 14. Late fees are charged after February 15.
- \* Legislative Meetings  
Meetings will be held in Topeka. Registration forms are online.
- \* Legislative Policy  
Legislative Policy will be outlined at the Legislative Meetings.  
Watch for information coming via email in the Legislative Newsletter.

## February

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- \* Board of Directors Action Items  
Remind Boards of action items from the KAR Board of Directors meeting in January, especially any that require action or change by the Local Board.
- \* Professional Standards Tracking Reports  
Reports are available online. The Professional Standards Committee tracks ethics complaints by board to see where additional training/information is needed. Please fill out and send to KAR monthly.
- \* MLS Tracking Reports  
MLS tracking reports are also available online. Reports are compiled to track trends across the state.

## March

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- \* Legislative Policy  
Remind Boards of Legislative Policy and answer any questions.
- \* Driving Broker Profits  
KAR and REBR will be holding the Driving Broker Profits seminar for employing brokers and managers soon (see website for details). This is a great session on how to find and create profit within your brokerage. Information mailed to brokers, and available through KAR.
- \* File Corporate Forms and Taxes  
If your Board is incorporated (and it should be) corporate forms need to be filed annually. Forms are available from the Kansas Secretary of State's office or online at the Secretary of State's website. Also check with your Board's accountant to see if you need to file tax forms.

## April

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- \* Board Certification

Local Boards must certify with the National Association every 3 years. See website for Boards who are certifying this year.

- \* NRDS

The National REALTOR® Database System provides each member with unique number that follows him/her throughout your REALTOR® membership. You can change your address, email address, or other information online at Realtor.org

## May

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- \* Mid Year Meetings

Mid Year Meetings will be held in June. Information is available online, or by calling KAR.

- \* Officer Elections

Annually at the Board of Directors meeting in June, the KAR Directors elect new KAR leadership. Remind Boards about the candidates and encourage them to be in attendance to vote.

## June

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- \* REBR

Real Estate Business Resources, Inc., is a subsidiary of the Kansas Association of REALTORS® and offers programs, products and services for brokerages. Encourage brokers and boards to contact REBR with any of their needs.

- \* Award Nominations

KAR will be sending out nomination forms for the REALTOR® of the Year; Salesperson of the Year; Archie Award and Distinguished Service Award. Please consider nominating someone in your Board, or a REALTOR® from anywhere in Kansas. Call KAR with questions.

## July

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- \* Board of Directors Action Items

Remind Boards of action items from the KAR Board of Directors meeting in June, especially any that require action or change by the Local Board.

- \* Honor Society forms

Honor Society recognizes REALTORS® who are involved with the Association. Watch for forms to fill out so that you can receive recognition for your volunteer time and efforts.

- \* 25 Year Member Forms

REALTORS® who are celebrating their 25<sup>th</sup> year as members of the Association are honored annually at the Convention. Local Boards should compile a list of any members who are celebrating their 25<sup>th</sup> year as REALTORS® and send that to KAR.

## **August**

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- \* Board Certification  
Local Boards must certify with the National Association every 3 years.
- \* Bylaws Updated and MLS Rules and Regulations  
Board Bylaws and MLS Rules/Regulations should be updated every-other year to stay in compliance with NAR and to receive coverage under the NAR Errors and Omissions insurance program. KAR can help Boards update their bylaws and Rules/Regs. Call KAR for fee information.

## **September**

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- \* Convention  
Convention will be held in October (see website for details). There will be 12 hours of continuing education offered, as well as terrific keynote speakers and a trade show. Information is being mailed and is online. Or call KAR for more information.

## **October**

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- \* Board Certification  
Local Boards must certify with the National Association every 3 years. If Board is certifying this year, time is quickly running out. Please call KAR to see how to get the process completed as quickly as possible so there are no problems.
- \* Elections (if applicable)  
Remind REALTORS® to vote in any upcoming elections.

## **November**

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- \* Board of Directors Action Items  
Remind Boards of action items from the KAR Board of Directors meeting in October, especially any that require action or change by the Local Board.
- \* Dues  
Time to begin working on dues billings. If Board wants KAR to do billings (and/or collections) please contact KAR as soon as possible for information and costs.
- \* Board Officers/Directors  
Boards should submit the names of their Board officers and their members for the 2004 KAR Board of Directors by December 1 so that these people can receive information they'll need for January.

## **December**

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- \* Legislative Meetings  
Legislative Meetings will be held in Topeka. See website for details. Legislative policy for the year will be set. Watch for registration forms online and on faxback.