

EMERALD COAST ASSOCIATION OF REALTORS® FOUNDATION

POLICY & PROCEDURES MANUAL

Adopted by the Board of Directors

Emerald Coast Association of REALTORS® Foundation

SECTION 1 - PURPOSE OF THE MANUAL

This Policy and Procedures Manual establishes the operational framework for the Emerald Coast Association of REALTORS® Foundation ("Foundation"). The policies outlined in this manual are intended to ensure the Foundation operates in accordance with:

- The Foundation Bylaws
- The Emerald Coast Association of REALTORS® (ECAR) Bylaws
- Applicable state and federal nonprofit laws
- Best practices for nonprofit governance and charitable fundraising

This manual provides guidance for:

- Foundation Board Members
- Task Force Members
- ECAR Staff supporting the Foundation
- Volunteers participating in Foundation activities

This document is intended to provide operational clarity while remaining consistent with the governing bylaws. In the event of a conflict, the Foundation Bylaws shall control.

SECTION 2 - MISSION OF THE FOUNDATION

The Emerald Coast Association of REALTORS® Foundation exists to support charitable, housing, and community initiatives that improve the quality of life within the communities served by the Emerald Coast Association of REALTORS®.

The Foundation fulfills its mission by:

- Supporting charitable housing initiatives
- Partnering with veteran and community service organizations
- Raising funds for local nonprofits
- Engaging REALTORS® in service and philanthropy
- Promoting leadership and volunteerism within the real estate community

SECTION 3 - RELATIONSHIP TO ECAR

The Emerald Coast Association of REALTORS® Foundation operates as the charitable arm of the Emerald Coast Association of REALTORS® (ECAR).

The Foundation:

- Operates in accordance with ECAR bylaws and policies
- Utilizes ECAR administrative support when available
- Maintains financial accountability and transparency
- Works collaboratively with the ECAR Board of Directors

The Foundation Board retains authority over Foundation programs and fundraising activities while remaining aligned with the mission and policies of ECAR.

SECTION 4 - FOUNDATION BOARD OF DIRECTORS

Composition

The Foundation Board shall be composed as defined in the Foundation Bylaws.

The Board is responsible for governance, financial stewardship, and oversight of Foundation programs.

Duties of the Foundation Board

The Foundation Board shall:

- Establish strategic direction for the Foundation
 - Ensure compliance with Foundation and ECAR bylaws
 - Approve fundraising initiatives
 - Provide financial oversight
 - Approve budgets and expenditures
 - Oversee task forces and committees
 - Ensure funds are used for charitable purposes consistent with the mission
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Board Member Expectations

Board members are expected to:

- Attend meetings regularly
 - Act in the best interest of the Foundation
 - Support fundraising initiatives
 - Maintain professional conduct
 - Avoid conflicts of interest
 - Represent the Foundation positively in the community
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SECTION 5 - FOUNDATION OFFICERS

The Foundation officers shall be defined in accordance with the Foundation Bylaws and may include:

- President / Chair
 - Vice President / Vice Chair
 - Treasurer
 - Secretary
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President / Chair Responsibilities

- Preside over Foundation meetings
 - Provide leadership to the Board
 - Represent the Foundation publicly
 - Ensure compliance with governing documents
 - Coordinate with ECAR leadership
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Vice President / Vice Chair

- Assist the President
 - Perform duties of the President when necessary
 - Support task force coordination
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Treasurer

- Provide oversight of Foundation finances
 - Present financial reports to the Board
 - Ensure funds are used appropriately
 - Coordinate with ECAR accounting staff if applicable
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Secretary

- Maintain meeting minutes
- Maintain official records of the Foundation
- Assist with documentation and reporting

SECTION 6 - TASK FORCES

The Foundation operates key charitable initiatives through Task Forces. Task Forces are responsible for planning and executing specific charitable programs and fundraising events. Both Realtor and Affiliate members are eligible to become a member of this TF. This is a one year commitment.

Current Task Forces include:

- Building Homes for Heroes Task Force
- Soldiers on the Water Task Force
- Barbecue Fundraiser Benefiting Elder Services Task Force

Task Forces operate under the supervision of the Foundation Board.

SECTION 7 - TASK FORCE STRUCTURE

Each Task Force shall include:

- Task Force Chair
- Task Force Vice Chair (optional)
- Members and Volunteers

Task Force Chairs shall be appointed or approved by the Foundation Board. Members shall be approved by the Foundation Board. All non-member “volunteers” are welcome.

Responsibilities of Task Force Chairs

Task Force Chairs shall:

- Lead planning and implementation of events
- Coordinate volunteers

- Present progress reports to the Foundation Board
- Ensure fundraising activities comply with Foundation policies
- Maintain financial accountability

SECTION 8 - BUILDING HOMES FOR HEROES TASK FORCE

The Building Homes for Heroes Task Force supports initiatives that assist injured veterans through housing assistance and related charitable efforts.

Responsibilities include:

- Coordinating with Building Homes for Heroes organization
- Planning fundraising initiatives
- Supporting home dedication ceremonies
- Engaging the REALTOR® community in volunteer opportunities
- Promoting awareness of veteran housing needs

All funds raised for this initiative shall be used solely for the intended charitable purpose and sent directly to Building Homes For Heroes INC annually before the match deadline set forth by the organization and the Family Foundation. Any funds raised after yearly donations are made are revolving and strictly designated for this Task Force.

SECTION 9 - SOLDIERS ON THE WATER TASK FORCE

The Soldiers on the Water Task Force is a single day event that supports veteran's through a recreational and therapeutic guided fishing adventure.

Responsibilities include:

- Organizing fundraising efforts
- Planning and implementing annual event designed to get Soldiers on the water to fish
- Partnering with local organizations
- Recruiting volunteers and sponsors

Funds raised shall be directed toward the single day veteran-focused event consistent with Foundation goals of proving soldiers with a day on the water. Funds raised are revolving and strictly designated for this Task Force.

SECTION 10 - BARBECUE FUNDRAISER TASK FORCE

(Benefiting Elder Services)

This task force is responsible for planning and executing the annual barbecue fundraiser benefiting Elder Services organizations.

Responsibilities include:

- Event planning and coordination
- Sponsorship solicitation
- Vendor coordination
- Volunteer management
- Fundraising and financial tracking

Funds raised are revolving and strictly designated for this Task Force and are to be donated to local elder service locations determined by the Task Force. All proceeds shall be distributed in accordance with Foundation policies and final Board approval.

SECTION 11 – COMMUNITY AND MILITARY OUTREACH TASK FORCE

This task force is responsible for advancing the philanthropic mission of the Association and Foundation through hands-on community service initiatives, charitable partnerships, volunteer projects, and outreach efforts throughout Okaloosa, Walton, or surrounding counties. This task forces serves as a bridge between the real estate community and the local non-profits and Military with efforts to make a positive impact and improve lives across the Emerald Coast.

Responsibilities include:

- Identify community, Military, and non-profits in need of support
- Plan and implement community or military related service projects
- Collect and distribute non-monetary donations

- Volunteer with local non-profit organizations
- Collaborate with other ECAR Foundation Task Forces on Fundraising efforts or events
- Foster relationships with local military organizations and veteran-serving non-profits

Task force will consist of one chair and one co-chair. The chairs of the committee are responsible for ensuring the organizations identified and partnered with align with the Foundation's mission and reflect the values and reputation of the Emerald Coast Association of Realtors and Foundation.

SECTION 12 - FINANCIAL POLICIES

The Foundation shall maintain financial transparency and accountability.

Financial procedures shall include:

- Annual budget approval by the Board
- Documentation of all revenue and expenses
- Oversight by the Treasurer
- Compliance with nonprofit accounting standards

All funds must be used solely for charitable purposes.

SECTION 13 - FUNDRAISING POLICIES

Fundraising activities must:

- Align with the mission of the Foundation
- Be approved by the Foundation Board
- Maintain transparency and ethical standards
- Avoid conflicts of interest

Sponsors and donors must be treated fairly and recognized appropriately.

SECTION 14 - CONFLICT OF INTEREST POLICY

Board members, Task Force members, and volunteers must disclose any potential conflicts of interest. No individual may use their position within the Foundation for personal or familial financial gain. Any potential conflict must be disclosed to the Foundation Board for review.

SECTION 15 - RECORD KEEPING

The Foundation shall maintain accurate records including:

- Meeting minutes
- Financial reports
- Fundraising documentation
- Event reports

Records shall be retained in accordance with nonprofit record retention standards.

SECTION 16 - AMENDMENTS

This Policy and Procedures Manual may be amended by a majority vote of the Foundation Board.

All amendments must remain consistent with the Foundation Bylaws and ECAR governing documents.

SECTION 17 - ADOPTION

This manual shall become effective upon approval by the Emerald Coast Association of REALTORS® Foundation Board of Directors.

Approved by the Board of Directors

Emerald Coast Association of REALTORS® Foundation

Date: _____

President/Chair: _____

Secretary: _____