

**KANSAS ASSOCIATION OF REALTORS®**  
**STATEMENT OF ORGANIZATION AND PROCEDURE**  
**MEMBER ENGAGEMENT WORK GROUP**  
*Approved by Executive Committee – June 14, 2023*

**COMPOSITION:**

The Work Group shall consist of at least 13 members with at least one member from each of the five largest local associations. The Chair and Vice Chair shall be selected by the KAR President-Elect and First Vice President respectively during the committee selection process. The KAR Director of Member Engagement shall serve as staff liaison.

It is recommended work group members include members who have attended the last three annual conferences and/or have been actively involved as a KAR volunteer for the past three years.

**PURPOSE:**

To provide member input into the programming, content, events and promotion of Association conferences, in-person events and virtual events. To provide member input into growing committee involvement and member engagement. To develop and administer the KAR Conference Scholarship Program.

**RESPONSIBILITIES:**

1. The Work Group will work with staff to provide input on the development and planning of KAR conferences. The Work Group may provide suggestions for session topics, speakers, exhibitors, sponsors, and entertainment as deemed necessary and appropriate.
2. The Work Group may assist in planning the “fun night” event held during the annual conference.
3. The Work Group may assist in planning, hosting and speaking during the “first timer orientation” held during the KAR conferences.
4. The Work Group may assist in planning and hosting various networking events held during KAR conferences.
5. The Work Group will work with staff to provide input on the committee appointment process, online application, website information, and other topics with a focus on growing member involvement on committees and volunteer groups.

**MEETINGS:**

1. The Work Group shall meet during each of the KAR conferences and at other times deemed necessary by the Chair.
2. KAR Staff shall prepare meeting materials and provide minutes of each work group meeting.
3. The work group will have a Member Engagement Work Group Community on The Buzz where meeting information and discussion topics will be shared and dialogue amongst work group members will be encouraged.