

## Committee Charter – Standard Forms Committee

HAWAII ASSOCIATION OF REALTORS®

January 1, 2017



<b>Number of Committee Members</b>	Up to 13
<b>Method of Appointment</b>	<p>Chair and Vice Chair with at least one representative from each Local Board/Association with a minimum of six at-large members. Chair and Vice Chair may also serve as representative from their respective Local Board/Association. Committee members should consist of representatives from small and large firms as well as specific areas of expertise.</p> <p>Recommendations for selection of Members at Large as well as Local Board Representatives will be solicited from the HAR President Elect in consultation with and input from the Chair, Vice Chair, CEO and Staff Liaison; subject to approval by the Board of Directors.</p>
<b>Attendance</b>	<p>Failure by a SFC member to attend/participate in three (3) regular or special meetings of the SFC during the calendar year shall be construed as a resignation. An automatic resignation from the SFC takes place at the end of the third absence during the calendar year from regularly or specially scheduled meetings, unless such absence is due to an emergency, such as illness of the member or death in the immediate family, to be determined at the discretion of the Chair.</p>
<b>Term of Office</b>	One year term
<b>Meeting Frequency</b>	Up to 9 times per year, all face to face meetings on Oahu.
<b>Role</b>	Create and review all HAR contracts and addenda that deal with many aspects of real estate to determine whether changes, additions or deletions are appropriate due to legislative or industry practice. HAR General Counsel reviews all forms throughout the revision process.
<b>Responsibilities</b>	<p>Each member of the Standard Forms Committee as well as subcommittee members must sign HAR's Confidentiality Agreement, HAR's Conflict of Interest Policy and Work Made for Hire Agreement.</p> <p>Review standard forms based on a review schedule as established by the SFC.</p> <p>SFC members should strive to be fully prepared before each SFC meeting to facilitate a more efficient review of each Standard Form.</p>

SFC members participate in the review process at the meeting and provide input focused on the applicable form.

Participate in an SFC subcommittee either as a chair or member. Subcommittee shall (a) review each Standard Form assigned to the subcommittee, (b) prepare proposed modifications as may be necessary to the Standard Form, (c) prepare annotations generally explaining the intent for each material modification to the Standard Form under review, and (d) prepare to present the Standard Form and proposed modifications to the SFC for review and consideration. The subcommittee may consult with counsel to the SFC as may be necessary, provided that all referrals to counsel are processed through the SFC Staff Liaison.

Each SFC subcommittee shall provide a draft of each Standard Form to the SFC Staff Liaison ten (10) days prior to the next SFC meeting. The SFC Staff Liaison will provide the SFC members an annotated draft of the modified Standard Form for review within seven (7) days prior to the next SFC meeting.

Provide the final revised draft form to the Executive Committee for final review and approval.

Create new forms as requested by the general membership, the Executive Committee, or as required by any legislative or regulatory action that changes a law or statute. All new forms are to be approved by the Executive Committee.

The SFC may facilitate educational training of the membership on any new or revised HAR Standard Form when applicable.