**Lead Committee**

Objective: Discuss ideas to generate, convert, distribute, and manage leads to the agents of the company.

Meets Quarterly

**Recognition and Social Committee**

Objective: To build comradery and pride within the company. To help enhance the companies brand, reflect a positive image to the public and showcase our team atmosphere to agents from other companies.

Meets monthly

**Education Committee**

Objective: To suggest educational opportunities that would benefit our agents and office in at least one of 3 ways.

* More productivity
* Reduce liability
* Stand out amongst the competition

Notes: Meets quarterly

**Policy Committee**

Objective: To review current policy and make suggestions that will enhance organization, office governance and a positive and profitable company culture. This committee will be asked to review the policy manual 2x a year and provide suggestions.

Notes: Meets twice a year

**Marketing/Advertising Committee**

Objective: To suggest ideas to promote our agents and/or our company. This committee will on occasion work closely with the recognition and social committee. Discussion topics should fall in the following categories:

* Listings
* Agents
* Company

Notes: Meets Monthly, one person should also be on the Recognition and Social committee

**Recruiting Committee**

Objective: To suggest ideas to draw in or entice licensed and non-licensed agents. The expectation of this committee is to help meet the companies recruiting goal either by consultation and/or involvement.

Notes: Meets Monthly

**Instructions:**

*All the committees will be asked to pick a chairperson and treasurer if necessary. The Chairperson will act as the spokesperson for the group, meeting or communicating with ownership as they see fit. The treasurer will be responsible for notes from the last meeting and for starting the meeting agenda.*

*Each committee will be asked to follow the 4 I’s agenda:*

* ***The Idea(s)*** *- Each committee will be asked to come up with an idea that meets the objective.*
* ***The Implementation*** *– If applicable the idea should have a description on how to implement the idea. Factors to consider are time frame and impacts to the company and Agent*
* ***The Involvement*** *– What will be the company’s involvement and what will be the agent’s involvement*
* ***The Investment*** *– How much will this idea cost the company and/or the agent*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Idea:

How to Implement:

Who will be involved and at what capacity?

What is the investment to the company and/or the agent?

Follow-up notes for the next meeting:

Follow-up Questions for management for the next meeting:

Next meeting Date: