



# CONTRA COSTA ASSOCIATION OF REALTORS® 2025 PROFESSIONAL STANDARDS COMMITTEES

CCAR is now accepting applications from qualified REALTOR® members who would like to serve on the Grievance Committee or Professional Standards Committee. The term begins January 1, 2025.

Additionally, we are accepting requests from REALTOR® members applying for the Professional Standards Committee who are interested in serving on its sub-committees as a mediator and/or an ethics advocate. (See descriptions and additional requirements below.) All participants will also be actively promoting ethical practice through member outreach.

## MINIMUM QUALIFICATIONS FOR GRIEVANCE COMMITTEE AND PROFESSIONAL STANDARDS COMMITTEE

- CCAR REALTOR® member in good standing
- **For Grievance Committee:** Two years of CCAR membership prior to serving
- **For Professional Standards, Mediator, or Ethics Advocate:** Five years of full-time real estate experience and a minimum of one year of service on the Grievance Committee
- **For Mediator:** Member of Professional Standards Committee and completion of approved mediation training
- **For Ethics Advocate:** Member of Professional Standards Committee and completion of approved ethics advocate training
- Mandatory attendance at annual Professional Standards Orientation

### MORE INFORMATION

Gail Hargis, CCAR Professional Standards Administrator:  
925.295.9220 or [gail@ccartoday.com](mailto:gail@ccartoday.com)

**Return completed application to Gail Hargis by Oct. 18, 2024.**



### GRIEVANCE COMMITTEE

Reviews alleged violations of the NAR Code of Ethics, CCAR Bylaws and/or MLS Rules. The committee may initiate its own ethics/MLS complaints, and may receive complaints from the public, a CCAR member, or an anonymous complainant. Committee members are expected to attend monthly committee meetings, currently held on the first Wednesday of each month.

### PROFESSIONAL STANDARDS COMMITTEE

This committee consists of panelists and panel chairpersons who conduct formal hearings involving monetary disputes and alleged violations of the Code of Ethics, Bylaws, or MLS Rules.

### MEDIATOR

A mediator is a neutral party who assists in resolving monetary disputes prior to an arbitration hearing. A mediator also serves as a member of the Professional Standards Committee.

### ETHICS ADVOCATE

This is a subcommittee of the Professional Standards Committee which provides parties with assistance during a disciplinary process. An ethics advocate also serves as a member of the Professional Standards Committee.

## APPLICATION FOR 2025 PROFESSIONAL STANDARDS COMMITTEES

*If you are currently serving on either of these committees and wish to serve again in 2025, you must also complete this form.*

Grievance Committee \_\_\_\_\_ Professional Standards Committee \_\_\_\_\_ Mediator \_\_\_\_\_ Ethics Advocate \_\_\_\_\_

Name \_\_\_\_\_  Broker  Salesperson

CCAR REALTOR® Member # \_\_\_\_\_ Year Joined \_\_\_\_\_ Email \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Fax \_\_\_\_\_ Designations \_\_\_\_\_

**Years of Prior Service:** Grievance \_\_\_\_\_ Professional Standards \_\_\_\_\_ Panel Chair \_\_\_\_\_ Mediator \_\_\_\_\_ Advocate \_\_\_\_\_

**Experience:** Commercial Real Estate \_\_\_\_\_ Appraising \_\_\_\_\_ Property Management \_\_\_\_\_ REO \_\_\_\_\_ Short Sale \_\_\_\_\_

Hours per week dedicated to Real Estate practices \_\_\_\_\_ Previous employment experience \_\_\_\_\_