

# FEDERAL POLITICAL COORDINATOR PERFORMANCE AGREEMENT

## REQUIRED DUTIES OF FPCS

A Federal Political Coordinator's most valuable contribution to NAR is the relationship they develop with their Member of Congress. In addition to regular contact with the assigned Member of Congress, there are several specific tasks which are required to fulfill the role of FPC:

**RESPOND TO ALL NAR CALLS FOR ACTION** // FPCs are expected to respond to ALL NAR Calls for Action they receive. As NAR's key REALTOR® communicators with Congress, FPCs are looked upon as leaders by their REALTOR® colleagues and should lead by example. After responding to a Call for Action, FPCs should also encourage their fellow REALTORS® to do the same.

**ADVOCATE ON BEHALF OF ALL REALTORS® AND THE REALTOR® PARTY** // The REALTOR® Party is the non-partisan approach to moving forward legislation that is of benefit and value to all REALTORS®. FPCs must be able to remain neutral on the issues and remove their personal bias before advocating on any REALTOR® supported issue 100% of the time.

**FILE A FIELD REPORT AFTER CARRYING OUT SPECIFIC ACTIONS THROUGHOUT THE YEAR INCLUDING:**

- Personal meeting with the Congressman or Senator;
- Attend a political event in District;
- Attend the REALTOR® Legislative Meetings in Washington, D.C.;
- Host an event for their assigned Member of Congress.

At a minimum, FPCs should engage in each of these activities once a year. FPCs are also encouraged to engage with their member and report on substantive discussion as much as they see fit to maintain an organic and close relationship. Filing a field report after each meeting alerts NAR lobbying, policy, as well as state government affairs staff that the meeting occurred and follow up may be required.

**PARTICIPATE IN TRAINING AS REQUIRED** // All FPCs must complete required training whether it be in person or online. Being familiar with each NAR issue is essential to advocate on behalf of REALTORS® - this issue education will occur in the training modules.

**ATTEND EACH ANNUAL REALTOR LEGISLATIVE MEETING** // FPCs are reimbursed up to \$1000 for travel expenses incurred to attend the Legislative Meeting. Each FPC should make every effort to attend to lead the issue advocacy in their respective Member of Congress' office. This is the most important Federal meeting of the year and FPC participation is vital.

# REQUIRED DUTIES OF FPCS *(CONTINUED)*

\_\_\_\_\_ **DEVELOP A CONTACT TEAM //** Each FPC should identify REALTORS® in the district that can assist in their duties, and should notify their state RPMIC member upon doing so. The FPC should maintain regular communication with the team on the NAR issues and CFAs. The team should be ready to aid the FPC in check deliveries or facilitate a meeting in the FPC's absence if necessary. Members of the team will be viewed as possible replacements for the FPC should the time come to step down.

\_\_\_\_\_ **FPCS SHOULD SUPPORT THEIR ASSIGNED MEMBER OF CONGRESS //** FPCs may not engage in activities that support or can be perceived as supporting their Member's opponent, including but not limited to contributing to the opponent's campaign. Such activities may be the basis for considering terminating the FPC's appointment.

\_\_\_\_\_ **PERIODICALLY SEND NEWS AND OTHER INFORMATION TO MEMBERS OF CONGRESS //** Communication is a two-way street. Being a resource to Members of Congress is an FPCs number one priority as they build and maintain the relationship.

\_\_\_\_\_ **REPORT ALL ACTIVITIES OVER THE COURSE OF THE YEAR TO STATE STAFF AT THE END OF EACH CALENDAR YEAR //** This step in the communication chain allows the state AEs and GADs to support your role as an FPC to make sure that you have the information that you need and are able to perform your duties as assigned. Your state staff can be a tremendous resource to you in this role.

\_\_\_\_\_ **SIGN AND RETURN THE "FPC PERFORMANCE AGREEMENT" TO NAR //** The Agreement is a commitment between the appointed FPC and NAR. By signing the form, the FPC agrees to carry out their duties to the best of their ability and acknowledges they can be removed for failure to fulfill the role.

*\*\*FPCs are also encouraged to make a voluntary contribution to RPAC, as a tangible, credible sign of their commitment to NAR's legislative objectives and their understanding of RPAC's importance in achieving those goals.\*\**

**Note:** If an FPC does not perform the required duties, he or she can be replaced.



Questions? Contact Victoria Givens at  
202-383-1021 or [vgivens@realtors.org](mailto:vgivens@realtors.org)

# FEDERAL POLITICAL COORDINATOR PERFORMANCE AGREEMENT

The role the Federal Political Coordinator (FPC) plays within NAR advocacy is extremely important. Each serves as an educator to/influencer of their Member of Congress with respect to the issues important to the real estate industry. To that end, each FPC should agree to perform the following duties (Please refer to page 1 for specific details on each duty):

1. Respond to all NAR Calls For Action;
2. Advocate on behalf of all REALTORS® and the REALTOR® Party;
3. Contact my assigned Member of Congress after carrying out specific advocacy contacts throughout the year.
4. Participate in training as required;
5. Attend each annual Realtor Legislative Meeting;
6. Develop a contact team;
7. Support your Member of Congress;
8. Periodically send news and other information to your assigned Member of Congress
9. Report all activities over the course of the year to state staff at the end of each calendar year.
10. Sign and return this performance.

By my signature below, I hereby certify that I have read each FPC duty carefully and pledge to perform them to the best of my abilities throughout my term. Further, I acknowledge that if I do not meet the standards of performance, I will be removed from the position.

**State/ Congressional District:** \_\_\_\_\_

**Name of MOC:** \_\_\_\_\_

**FPC Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your Signature:** \_\_\_\_\_

Please detach and send completed form to:

**NATIONAL ASSOCIATION OF REALTORS®**

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