

The West Hawaii Caravan is a weekly business meeting exclusively for WHAR REALTOR® Members and Affiliates. Promotional materials distributed at caravan are limited to WHAR REALTOR® members and WHAR Affiliates.

REALTOR® RESPONSIBILITIES

- Caravan meetings are held each Thursday, excluding holidays, from 9:00 AM to 9:45 AM.
- Only WHAR members or sponsors may attend WHAR caravan meetings.
- Out of State visiting REALTORS® may attend caravan if they are a member of NAR. They may attend two meetings/caravans per calendar year. Upon AE (Association Executive) and/or Caravan Committee Chair approval, other exceptions may be made if requested by members in advance of the meeting.
- Submitting REALTOR® members must be present at the meeting (live or zoom) to announce their listing or have a licensed REALTOR® announce for them.
- Non-members may make submissions for caravan, but may not attend meetings. Host or another member will announce the property.
- West Hawaii Caravan is a WHAR function and WHAR is to be featured. Announcements that are not real estate or Association related should be delivered under community announcements.
- Drawing announcements should be done only by REALTOR® members, and chosen prior to the meeting.
- Caravan listings should be open at minimum from 10:00 AM to 1:00 PM, or as close as possible.
- The deadline to submit a caravan listing is 11:00 PM on Monday.
- Late submissions may be made on Tuesday by 11:00 PM and a \$20 charge will be billed to the submitting agent. Failure to make payment may result in delay/denial of approval for subsequent submissions.
- Listings must be in active status in the MLS by Wednesday at 12 PM. Listings may be submitted while in preview and will be held unapproved until the listing is searchable in the MLS and comes up in Active status.
- Agents are expected to fully complete the submission form including mandatory directions to the property, parking information, Open House sign placement, and any other details visitors should be aware of.
- A REALTOR® member or licensed agent must be present at the open house.
- Submission changes or cancellations must be communicated to WHAR staff as soon as possible.
- The West Hawaii Caravans includes TMKs 7-1 to South, with areas designated at the discretion of the Caravan Committee. Rotation is subject to change at the discretion of the caravan committee. Current rotation is posted on the WHAR website and the weekly newsletter by WHAR staff.
- Due to safety concerns, members are asked not to bring children to in person Caravan Meetings.

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SPONSOR GUIDELINES & RESPONSIBILITIES

- Sponsors are responsible for scheduling caravan sponsorships with the WHAR office, allotted sponsorships are a maximum and are not guaranteed.
- Caravan sponsorships are exclusive to the sponsor of the week. All sponsor members may attend caravan meetings, but they are asked to refrain from making any marketing pitches during the meeting.
- Caravan sponsors are allotted 5 - 7 minutes of speaking time on the agenda, are encouraged to have a presentation ready, and may hand out marketing materials during their exclusive sponsorship.
- Caravan sponsors are encouraged to provide refreshments.
- Sponsors will be sent a courtesy reminder email from WHAR Staff on the Monday preceding their scheduled sponsorship. If a sponsor cannot fulfill their commitment they are asked to contact the WHAR Office as soon as possible.
- Caravan sponsors receive recognition on the WHAR newsletter and website as the Affiliate of the Week, and representative contact information is included on the weekly newsletter and on the meeting agenda.
- New sponsors/affiliates may introduce themselves at the quarterly Sponsor Appreciation Caravan. They are encouraged to share their name, company, and a few details about themselves.
- A potential sponsor can be invited to attend only one meeting prior to becoming a paid sponsor/affiliate.

HOST/COORDINATOR GUIDELINES & RESPONSIBILITIES

- The coordinator list shall be comprised of REALTOR® members. The sign-up link is located on the Caravan section of the E-Newsletter and on the West Hawaii (Kona) Caravan page of the WHAR website.
- Caravan Coordinators are to follow the agenda, keeping the meeting running smoothly and on schedule.
- If coordinator cannot attend, the Caravan chair or another REALTOR® member of the committee can substitute as coordinator for that meeting.
- Training for new hosts is available upon request. New hosts are encouraged to review the Caravan Host Guidelines prior to hosting their first caravan meeting.
- Coordinators will be provided housekeeping announcements to share at the beginning of the meeting. This includes reminders on logistical details and general information.
- At Sponsor Appreciation Caravans, hosts should remind sponsor members not to promote their products or services. Sponsors should only state their name, company, and a "fun fact" about themselves.
- WHAR BOD members and Committee Chairs are encouraged to sign up for a coordinator spot during their term.

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CHAIRPERSON & COMMITTEE RESPONSIBILITIES

- The Chairperson shall serve for a 1-year term. The Chairperson and vice-chair should be a REALTOR® member whenever possible.
- Members of the committee will be recruited from WHAR REALTOR® and affiliate members. The Chairperson is encouraged to work towards a blend of REALTOR® and Sponsor/Affiliate members of the committee.
- The Committee chair shall conduct meetings at the date and time agreed to by the Committee at the beginning of each calendar year.
- The Committee Chair shall review and approve of the agenda prior to meetings.
- The Chairperson and Committee shall approve any changes in location for caravan meetings, subject to BOD approval. WHAR Staff shall secure location and arrange for payment if required.
- Chairperson and Committee shall review TMK rotations and categories, making changes as needed.
- Chairperson and Committee shall determine dates of special caravans as needed (i.e. Holiday).
- Chairperson shall work with Leadership and staff to address and/or defuse any issues that may arise during Caravan Meetings.

WHAR STAFF RESPONSIBILITIES

- Prepare and print Caravan Agenda and listings document for the meeting each week..
- Prepare and update as needed the caravan rotation calendar (TMK Rotations) per the direction of the Caravan Committee.
- **On-site Support** - WHAR Staff will be on site to address any membership concerns that may arise at the Kona Caravan meeting.
- **Website** - Staff will manage all facets of the Kona Caravan web pages and submission system.
- Schedule and confirm sponsors & coordinators for the weekly meeting.
- Follow-up on incomplete submissions: WHAR Staff to place one call and/or one email to the submitting agent requesting any missing information.
- **Distribution** - Staff to maintain and ensure distribution of caravan information solely to WHAR members through the weekly newsletter.

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CARAVAN SUBMISSION GUIDELINES

(The following email confirmation message is automatically sent to agents after they submit their caravan listing on the WHAR website):

REMINDER: By submitting a Caravan listing, you agree to make the following commitments:

- To be present at the Caravan Meeting or attend via Zoom. Or, you must have a REALTOR® member at the meeting to announce your listing for you. If you or your representative are not present at Caravan to announce your listing (live or zoom) you may be prohibited from submitting future listings to caravan.
- Keep announcement remarks clear and concise to ensure the meeting runs on time.
- Review the most recent Caravan Policies and Procedures located on the West Hawaii (Kona) Caravan page of the WHAR website.
- Contact the WHAR Office as soon as possible if any changes need to be made or if a listing should be removed from Caravan.
- Agree to make prompt payment of \$20 late submission fee if your listing is submitted after the 11 PM Monday deadline. Failure to do so may result in delayed approval of subsequent submissions.

CARAVAN SUBMISSION GUIDELINES

(The following text appears above the caravan submission form on the WHAR website)

REMINDER: By submitting a Caravan listing, you agree to make the following commitments:

- To be present at the Caravan Meeting or attend via Zoom. Or, you must have a REALTOR® member at the meeting to announce your listing for you. If you or your representative are not present at Caravan to announce your listing (live or zoom) you may be prohibited from submitting future listings to caravan.
- If you are not a WHAR member, you may not attend the meeting. The host will announce your property for you, or you may ask another WHAR member to announce in your place.
- Keep announcement remarks at meeting clear and concise to ensure the meeting runs on time.
- Properties should be open at minimum from 10:00 AM to 1:00 PM.
- Directions to the location are mandatory, and should be both complete and accurate.
- Comments should include parking information, if Open House signs will be out, and any other information agents would need to find your property.
- Review the most recent Caravan Policies and Procedures located on the West Hawaii (Kona) Caravan page of the WHAR website.
- Contact the WHAR Office as soon as possible if any changes need to be made or if a listing should be removed from Caravan.
- Listings must be submitted by 11:00 PM on the Monday prior to Caravan to avoid a \$20 late submission charge. Final deadline for submissions is 11:00 PM on Tuesday prior to Caravan.
- Agree to make prompt payment of \$20 late submission fee if your listing is submitted after the 11:00 PM Monday deadline. Failure to do so may result in delayed approval of subsequent submissions.
- It is highly recommended that all members attend at least one caravan meeting (preferably in person if possible) to obtain a better understanding of both the meeting agenda and caravan expectations prior to putting a listing on caravan.