## Real Estate Investors Association of Greater Cincinnati FOCUS GROUP LEADER POLICY AND CODE OF CONDUCT

As the Leader of a Focus Group operating under REIAGC, you benefit through the potential to earn recognition and credibility; however, you are a direct representative of the Association and your actions reflect on REIAGC and can have legal and tax consequences for the Association, including loss of non-profit status.

As REIAGC’s direct representative, Focus Group leaders are held to a higher standard of conduct than regular members.

In order to ensure compliance with applicable laws and to protect REIAGC and its members from abuse as well as potential legal problems regarding conflicts of interest and violation of fiduciary obligations, REIAGC endorses and adopts the following statement of policy:

#### Requirements for Service

Each Focus Group shall have a Leader and a Co-Leader, who are appointed by the Board of Directors. They

serve at the Board’s discretion and may be removed from their position at any time. In order to serve as either a Leader or Co-Leader for any Focus Group, a person must be a member in good standing of REIAGC, and have been a member for a minimum of 2 calendar years. Additionally, a person must have knowledge in the field on which their Focus Group is focused, including a minimum of 3 years of experience in that field.

Focus Group Leaders and Co-Leaders may only serve in a leadership capacity for one Focus Group at a time.

A Focus Group Leader may not simultaneously be a member of any organization(s) that have a potential conflict of interest with REIAGC without that potential conflict being disclosed to the Board of Directors.

#### Obligations of the Position

Leaders and Co-Leaders have responsibility for ensuring that Focus Group meetings, and any other activities, are conducted in compliance with these policies, and the policies and procedures, and Code of Regulations and Bylaws of REIAGC. It is the responsibility of each Leader or Co-Leader to know and understand such policies and regulations.

The Leader and Co-Leader shall coordinate the time and place of Focus Group meetings.

The Leader and Co-Leader shall notify the Executive Director of the agenda including the Speaker and Topic of each meeting at least 3 months in advance of their Focus Group meetings using the REIAGC Focus Group meeting template. Additionally, they shall send a brief article or meeting announcement to the Executive Director announcing each upcoming meeting 2 weeks prior to each meeting to allow the Executive Director to effectively advertise the meeting.

The Leader and Co-Leader shall circulate an attendance sheet at each meeting, and shall transmit such sheets to the Executive Director, in a timely manner following each meeting.

**Communications with the Executive Director may use the** [CincinnatiREIA@gmail.com](mailto:CincinnatiREIA@gmail.com) **email address.**

#### Duty of Loyalty

Among the fiduciary obligations of a representative of a non-profit corporation is a duty of loyalty to the non- profit corporation.

This includes complying with and not opposing directly or indirectly in your role as Focus Group Leader or Co- Leader, the policies and positions duly adopted by REIAGC's Board of Directors.

This duty of loyalty is not intended to, nor should it, discourage debate within Board or committee meetings. Such debate is encouraged and is part of the individual's responsibility in the deliberation process.

However, once a policy or position is adopted, Focus Group leaders must support such decision by the board in both word and action. They may bring to the board motions or debates to reverse or amend policies and positions; however, until and unless such action is taken, their position on any board action must be one of full support.

As a focus group leader or co-leader, you are obligated to act in and promote the best interests of REIAGC. To that end, you agree that:

* You will not promote outside organizations or events, or allow them to be promoted, in the context of your focus group meetings
* You will not create or lead a focus group, meetup, or other gathering with a real estate investing related topic or purpose for at least 12 months following the end of your service as focus group leader or co-leader
* You will comply with REIAGCs policies and procedures in regards to your focus group, including but not limited to not allowing guests to repeatedly attend your focus group without becoming members of REIAGC.

#### Abuse of Position

In your role as leader of your Focus Group you are placed in a position of trust and influence with regard to the attendees at Focus Group meetings. This creates an opportunity for abuse. In order to avoid such abuses you agree that:

* 1. You will not offer, nor allow others including Speakers at your meeting to offer, any educational materials or services, in any form including written or recorded publications, attendance at boot-camps or classes, mentoring or deal counseling, or any other form not listed here, for sale at the Focus Group meeting without prior written approval of such offer of materials or services by the Executive Committee. Should a speaker or attendee make such an offer it is your responsibility to inform them that such offerings may not occur without approval, and if they persist, to expel them from the meeting.
  2. You will not use your position to obtain, or attempt to obtain, anything of value from an attendee, or from a prospective speaker in exchange for access to the attendees.
  3. You will refrain from using your position as Focus Group leader to advertise or offer any transaction or service from the podium. If the other attendees are permitted to offer transactions, or discuss services they provide at some limited time either before or after the meeting, you may do likewise, but only to the extent that any attendee would be permitted. This provision is subordinate to provision 1 of this article and in any apparent conflict between these provisions, the standards of provision 1 shall be enforced.
  4. You will not use, or allow others to use, any attendance or contact information obtained from attendees for any purpose other than notifications concerning upcoming REIAGC events, communications from REIAGC, or articles of interest to the members. Except as required by Section II above, you shall not permit any Speaker to collect contact information from attendees except as specifically authorized in advance by the Board. This is specifically not intended to prohibit the one-on-one exchange of business cards or other contact information between attendees.
  5. No fee may be charged, or dues collected for attendance at Focus Group meetings, or other activities, except with written approval by the Board.
  6. You will not use, nor allow attendees or Speakers to use, any copyrighted material for instruction or sharing with the Focus Group without the specific permission of the copyright holder.
  7. The meetings of your focus group will be advertised in the Upcoming Events portion of the REIAGC Newsletter and on the REIAGC website.
  8. You may also advertise them via your own social media or via email / text blasts. Such advertisement must contain the words Cincinnati REIA or REIAGC when identifying the focus group, and should also contain a brief description of the group and the topic being discussed, the Leader’s name, the date, time and location of the meeting.

Disclosure and Acceptance

REIAGC requires certain standards of ethics and morality of its leaders for the protection of the members and guests. Accordingly, leaders are required to disclose to REIAGC any felony indictments or convictions, any misdemeanor arrests or convictions that involved dishonesty (theft, fraud, perjury, etc.) any civil suits against the leader involving allegations of fraud, deception, or dishonesty, and any foreclosures for non-payment.

Leaders are required to include any of the above, which apply to either leader personally, or to any enterprise of which leader owns more than 20% interest, or over which leader exercises managerial control. REIAGC reserves the right to remove the leader from any leadership position should such disclosures, in the opinion of the board or of the ethics committee, raise an issue as to leaders’ credibility or ethics. Any failure to disclose may result in an immediate removal of the leader from any leadership positions.

Signed: Date: