



Staff Committee Liaison Checklist

Before Committee Meeting

Create the Committee Meeting in Tangilla

- Navigate to the Committees tab in Tangilla
- Open the “Meetings” tab. (Hint: Click on the three dots on the far right side of the screen.)
- Click the “+” button to create the meeting. Include the following information:
 - Title of the committee meeting
 - Date & time
 - Location (Physical or Virtual)
 - Brief description of meeting (include Zoom link if virtual in the description)
 - **Please Note: “Send Update Meeting Notification” Box.** If this box is checked, committee members will receive an email every time you make a change to the meeting. Check this box when creating or making a significant change. Uncheck box when making a small change that doesn’t have to be sent to all members.

Schedule and Hold a Pre-conference Meeting with Committee Leadership

- Include the Chair, Vice Chair, Liaison, Immediate Past Chair
- Discuss meeting goals, including:
 - Proposed Agenda Items and what topics to cover
 - Meeting materials that will be sent
 - Any action items (motions) that will be part of the meeting

Create the Committee Meeting Agenda

- If applicable, use the Winter Meeting or Conference Meeting Agenda template (provided by MarComm with other branding materials)
- Agenda should include:
 - Applicable legal statements (Antitrust, Meeting Conduct, Campaign Rules)
 - Agenda items based on the pre-conference discussion with the committee leadership

- Assign a presenter to each agenda item
 - If feasible, allow Vice Chair to run a portion of Agenda
- Any required action items (motions)

☐ **Create TWO Versions of the Agenda**

1. Official Committee Agenda (for Full committee)
 - Send to the full committee before the meeting
 - List only the main agenda items and presenter for each item
2. An expanded Agenda with notes (for Committee Leadership)
 - Send to Committee Leadership (Chair, Vice Chair, Liaison, Immediate Past Chair)
 - The expanded Agenda should include the following notes:
 - Talking points for each Agenda item
 - Notes for the Chair to guide discussion
 - Reminders of key details

☐ **Obtain Final Approval of the Agenda**

- Confirm approval of the agenda with your committee leadership

☐ **Gather Appropriate Meeting Materials Based on Agenda**

- Send meeting materials to full committee prior to the meeting.

☐ **Determine if a Slide Deck is Needed**

- Use the agenda as a guide for slide creation
- If applicable, use the Winter Meeting or Conference templated slide deck (provided by MarComm with other branding materials)

☐ **Attach Documents in Tangilla**

- Upload to the Committee Meetings screen in Tangilla:
 - Final approved Agenda
 - **Note:** Meeting materials can be combined with Agenda into one pdf document and uploaded to Tangilla under the “Agenda”
 - Previous “pending” meeting minutes (for approval during committee meeting)

Committee Meeting

☐ Conduct the Committee Meeting

- Chair should be empowered to run the meeting
 - Staff liaison's role is to assist Chair
 - Staff Liaison should control slide deck so Chair can focus on meeting
- Chair should follow Agenda topics to keep meeting on track
- Assigned presenters should lead their sections
- Follow Robert's Rules of Order and [Parliamentary Procedures](#)

☐ Track Attendance in Tangilla

- On the Committee Meetings screen, click on the "RSVP & Attendance" icon on the far right side of the screen.
- Verify attendance is accurate before adjourning the meeting

Post-Committee Meeting

☐ Prepare Meeting Minutes

- Use this [Texas REALTORS® Committee Minutes link](#) to submit your Committee Minutes and mark them as "pending"
 - Once submitted, download the PDF generated from your submission and upload it to the corresponding meeting in Tangilla.
 - Previously submitted "pending" minutes that were approved at the meeting should be updated to "approved" and the PDF should be uploaded to the meeting it pertains to in Tangilla.
- Minutes should Include:
 - Call to Order and Adjournment times
 - Informational Items
 - Motions and actions taken

Board of Directors Preparation

(For Winter Meeting and Conference Committee Meetings)

☐ Submit the written Committee Report

- The written Committee Report is an online form. A unique link to the Report will be provided prior to Winter Meeting and Conference.
- Written Reports must be submitted by the applicable deadline.

☐ Prepare for Committee Report presentation to Board of Directors

- In addition to the written Committee Report, each Committee will make a live presentation at the Board of Directors Meeting.
- Identify who will present the report for the Committee at the Board of Directors meeting.
- Committee Chair is preferred, but not required to stay for this purpose; any member can present
- Confirm presenter early

☐ Draft talking points for live presentation at the Board of Directors

- Work with the Chair/presenter to draft concise talking points following approved guidelines.
 - *Presentations should be no longer than 3 minutes!*
 - Highlight key committee actions and recommendations

☐ Submit talking points for approval

- Talking points must be approved by General Counsel before being sent to the presenter.
- Make revisions as needed based on feedback

☐ Provide approved talking points to presenter

- Ensure presenter has:
 - Final version in preferred format (online or paper)
 - Any supporting context needed
- Attend Board of Board of Directors meeting
 - Bring an extra hard copy of presenter's talking points