

## Core Standards Compliance Best Practices Resource

- Begin documenting your advocacy, consumer outreach and unification activities in January.

Schedule of Past/Annual Activities:

Month: \_\_\_\_\_ Activity: \_\_\_\_\_ Standard: \_\_\_\_\_  
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Month: \_\_\_\_\_ Activity: \_\_\_\_\_ Standard: \_\_\_\_\_  
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Month: \_\_\_\_\_ Activity: \_\_\_\_\_ Standard: \_\_\_\_\_

- Download the Certification Form when available from NAR. This form is usually available from NAR in February or March.

Shared File Location: \_\_\_\_\_

- Review last year's submission to see what items can be carried over.

Shared File Location: \_\_\_\_\_

Standards Often Carried: \_\_\_\_\_

\_\_\_\_\_

- Assign responsibilities to staff or volunteer leaders and make sure everyone has access to any shared folders for documenting requirements.

Key Staff/Volunteer & Standard Responsibility: \_\_\_\_\_

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Key Staff/Volunteer & Standard Responsibility: \_\_\_\_\_

- Consider creating both a public and a private local association Facebook page to share information with members and other local associations. For example, RPAC-related items or a Call to Action can be shared on a private Facebook page and community events and polling place locations can be shared on a public-facing Facebook page.

- Take screenshots documenting your activities.

Shared File Location: \_\_\_\_\_

- Update your strategic plan, including the compliance components.

Review/Update Scheduled For: \_\_\_\_\_

- Be sure Core Standards compliance is included in the AE's annual performance evaluation.

Review Scheduled For: \_\_\_\_\_

- Review NAR's online materials if you have any questions.  
(<https://www.nar.realtor/ae/manage-your-association/core-standards-for-state-and-local-associations>)

Questions: \_\_\_\_\_

- Reach out to your contact at the state association to confirm the submission deadline and determine if it is prior to the December 31 NAR deadline.

State Contact Information: \_\_\_\_\_

State Specific Deadlines/Review Date: \_\_\_\_\_

- Complete any missing elements before the state association or NAR December 31 deadline.

Final Review/Submission Scheduled For: \_\_\_\_\_