

REINZ Sector Groups

Role Description and Code of Practice

The Real Estate Institute of New Zealand (REINZ) is a voluntary membership organisation representing real estate professionals nationwide. REINZ is committed to developing and enhancing the real estate industry by promoting excellence in customer care and best practice standards.

REINZ advocates for and represents the interests of its Members with the assistance of its Sector Groups. REINZ currently has five Sector Groups (there is no residential sector group as such), whose members meet regularly and are in regular contact with each other on pertinent issues relating to their sector. The current Sector Groups are Auction, Residential Property Management, Rural, Business Broker and Commercial & Industrial.

Purpose of Sector Group

In accordance with the REINZ Rules, the purpose of each Sector Group is to meet as a focus group to advance and be consulted on the special interests of the Sector Group, including on appropriate REINZ services and products for the Sector Group.

Structure of Sector Group

- Sector Groups will comprise a maximum of eight representatives and shall be appointed by the REINZ Board.
- Each Sector Group representative shall serve a 2-year term and be eligible to stand for future terms, for a maximum of 3 consecutive terms (i.e. a maximum of 6 years).
- Each Sector Group shall appoint one of its representatives to serve as a Sector Group Chairperson for a 12 month term.

Scope of Role

The Sector Group representatives communicate the unique needs of each group to the REINZ management and Board; they are integral in informing new policy, assisting in the development of resources, including education and events at a local and national level.

The functions Sector Group members are expected to perform are set out below:

Function	Notes
Proactively raise issues relevant to their sector by engaging with local REINZ Members and industry and community leaders	REINZ encourages Sector Group Members to meet with local Members of Parliament and other community and industry leaders. REINZ can assist Sector Group Members to contact and engage with community leaders, as appropriate. REINZ promotes Sector Group Members to the wider REINZ membership to assist them to engage with Members outside of their sector.
Reporting issues pertinent to their sector and information to REINZ	Sector Group Members report to REINZ often on relevant sector issues.
Promoting REINZ events locally, attending events and providing feedback on the same	Sector Group Members are encouraged to attend REINZ events and promote them to their sector. REINZ actively follows-up with Sector Group Members after events.

Assisting REINZ to identify local speakers for events	REINZ engages with Sector Group Members at the planning stage for events, during which Sector Group Members assist REINZ to identify appropriate and engaging speakers and topics.
Providing feedback to REINZ on advocacy projects, as required	REINZ provides draft submissions to and otherwise seeks feedback from Sector Group Members on advocacy projects, as required.
Being the 'face of REINZ' for Members in the sectors, enabling communication between local Members and REINZ	REINZ raises the profile of Sector Group Members so Members know who they are, what they do and how to contact them. Sector Group Members should make themselves known to Members by attending local events.
Providing feedback on draft advisory guides and resources, as required	REINZ provides draft advisory resources (information sheets/ best practice guides) and draft Sale and Purchase Agreements that REINZ has joint copyright with The Law Association to Sector Group Members for feedback, as required.
Providing 'beta testing' services for new REINZ digital products, as required	REINZ provides Sector Group Members with access to tech products and services at the development stage for testing purposes, as required.

A REINZ Sector Group Member must be a current Member of REINZ. They undertake the critical role of communicating the needs of their sectors to the REINZ Board so that REINZ's products and services remain relevant and add value to members around New Zealand.

Code of Practice

All REINZ Sector Group Members:

1. Shall act professionally, ethically and honestly at all times;
2. Must not act in a manner that may bring REINZ or the real estate profession into disrepute;
3. Must be a Member of REINZ for the full length of their term as REINZ Sector Group Member;
4. Shall abide by any REINZ policies and membership Codes of Practice published from time to time;
5. Shall maintain a commitment to improving industry knowledge, skills and qualifications so they can perform competently in their role as REINZ Sector Group Members;
6. Shall attend any REINZ Sector Group Members' workshop/ training day (Workshop) as required by REINZ from time to time. The cost of flights and accommodation to attend the Workshop shall be paid for by REINZ;
7. Must engage and be involved with REINZ Members in their sector so they can keep abreast of any issues or matters that require attention;
8. Shall assist REINZ as reasonably required with and attend any REINZ events;
9. Shall provide all relevant information pertaining to their sector, to assist the REINZ Board and management to stay informed about any issues affecting the sector.
10. Must promote REINZ events and membership products and offerings to local REINZ Members;
11. Agree that if they make public any personal views that they have on the real estate industry, they shall not claim or imply that they are representing the official view or policies of REINZ, unless they have been authorised to do so by the Chief Executive Officer of REINZ;
12. Agree that if they are given any confidential information (including contact information for REINZ Members), they shall:

- a. Only use such confidential information as authorised by REINZ and only for the purposes of performing their role as REINZ Sector Group Members;
 - b. Keep such confidential information secure and not disclose it to any third parties except with the written permission of REINZ and any other relevant party;
 - c. Continue to abide by this clause 12 after they cease to be a REINZ Sector Group Member.
13. Agree that if they are provided with access to any REINZ intellectual property, they must only use/ access such intellectual property as authorised by REINZ and only for the purposes of performing their role as REINZ Sector Group Members. They acknowledge that the provision of REINZ intellectual property does not confer upon them any ownership or proprietary rights in that intellectual property. They must continue to abide by this clause 13 after they cease to be a REINZ Sector Group Member.

Notes

This Code of Practice applies to all current REINZ Sector Group Members. Where applicable, the obligations in this Code survive termination or expiry of a REINZ Sector Group Member's term.

Breach of this Code may result in termination of an individual's appointment as REINZ Sector Group Members or suspension from all Sector Group Members' activities until further notice by the REINZ Board.