

KACHEMAK BOARD OF REALTORS®, INC. BOARD OF DIRECTORS POLICY AND PROCEDURE MANUAL

(Adopted 11/14/06)

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All references to the following are in abbreviated form:

National Association of REALTORS® (NAR)
Alaska State Association of REALTORS® (AAR)
Kachemak Board of REALTORS® (KBR)
Executive Officer (E.O.)
REALTOR® Political Action Committee (RPAC)
REALTOR® of the Year (ROY)

PRESIDENT

1. Be familiar with the Bylaws of the NAR, AAR and KBR, the Policy & Procedure Manual of the KBR, and the REALTOR® Code of Ethics. Once elected President, candidate will serve a one-year term as President Elect before assuming the job of President.
2. Establish a policy and program outline for his/her administrative year for the approval of the Executive Board at its first meeting. Said outline should encompass the year of Presidency and be directed for the good of the Board and membership.
3. Make sure new members of the Executive Board and the Executive Officer, are familiar with the KBR Bylaws and the Policy and Procedure Manual. Make any suggestions as to any concerns about same. Make sure changes to the Bylaws, as well as KBR Policy & Procedure Manual, are updated by the Executive Officer.
4. Appoint Chairs of all committees, subject to the approval of the Executive Board. The President shall notify all appointees of their appointment upon such approval.
5. Execute the orders of the Executive Board and enforce the REALTOR® Code of Ethics, the Articles of Incorporation, the Bylaws, and the various rules, policies and regulations recommended by the Board.
6. Recommend to the Executive Board, policies that may be deemed beneficial to the general membership. The President shall be responsible for their enforcement when adopted by the Executive Board.
7. Stand ready to make decisions affecting the membership.
8. Be an Ex-Officio member of all standing committees. The President shall serve as Chairman of the Executive Board as a voting member.
9. Invite and accompany AAR President to a meeting of the President's choice.
10. Consider all problems, concerns or suggestions from the membership and take proper action.
11. May appoint a Parliamentarian for membership meetings.
12. Coordinate the appointment of REALTORS® from the KBR to the various committees of the AAR and ensure good representation according to the time schedule of AAR.
13. Make certain, prior to the AAR Convention in September, that KBR has an official voting delegate for the AAR Board of Directors meeting.
14. Be one of the four authorized co-signers for checking and savings accounts.
15. Be responsible for National "Call to Action" responses.
16. Attend as many State and National Association meetings and conventions as possible.
17. Serve as Chief Executive Officer, the legal entity of the non-profit, for Kachemak Board of REALTORS®, Inc.
18. Plan speaker coordination.
19. Accept responsibilities designated by the AAR including attendance at meetings.
20. Be responsible for the first action of meetings, which will be the adoption of an agenda.
21. Be authorized to expend funds for any approved line items of the budget up to the budget line, once a budget has been approved.
22. Work with Executive Officer to set agenda, ensure distribution of informational emails and other materials to the membership, work with the Executive Officer in choosing documents from the body of literature and notices that come to the President of the Board, during the year, for archiving in KBR Board files.
23. Make sure REALTOR® of the Year Committee is activated by July 1st. Make sure ROY is elected immediately after August 15, and the KBR ROY name is submitted to AAR.
24. No later than August 1st, appoint Nominating Committee for October officer elections.
25. Make sure the Policy & Procedure Manual and the Bylaws are current for the incoming Board.
26. Act as a public spokesman and as the Board's liaison for media relations.

PRESIDENT-ELECT

1. Be familiar with the Bylaws of the NAR, AAR and KBR, the Policy & Procedure Manual of the KBR, and the REALTOR® Code of Ethics.
2. In the absence or inability of the President to act, the President-Elect shall possess all powers and discharge all duties of the office. In addition, the President-Elect shall carry out any functions delegated by the President.
3. Be available to assist the President at all times.
4. Be willing to serve as President of the Executive Board the following year.
5. Serve as member of Executive Board and act as Chairman in the absence of the President.
6. In addition to attending all KBR meetings as a voting member, attend as many State and National Association meetings and conventions as possible.
7. Assist in securing speakers for the monthly general membership meeting when requested by the President, if no committee is formed.

VICE PRESIDENT

1. Be familiar with the Bylaws of the NAR, AAR and KBR, the Policy & Procedure Manual of the KBR, and the REALTOR® Code of Ethics.
2. In the absence of the President and President-Elect, possess all of the President's powers and discharge all duties of the office.
3. Be available to assist the President.
4. Attend as many State and National Association meetings and conventions as possible.
5. Attend the Executive Board meetings as a voting member.

PAST PRESIDENT

1. Share historical knowledge and information of the KBR with the Executive Board.
2. Be available to assist the President.
3. Attend as many State and National Association meetings and conventions as possible
4. Attend the Executive Board meetings as a voting member.

SECRETARY

1. Be familiar with the Bylaws of the NAR, AAR and KBR, the Policy & Procedure Manual of the KBR, and the REALTOR® Code of Ethics.
2. Be available to take minutes and keep, or cause to be kept, accurate records of motions made at all Executive Board meetings in the absence of the Executive Officer.
3. Prepare revisions of the Policy and Procedures Manual when approved by the Executive Board, in the absence of the Executive Officer.
4. Assist President with correspondence and other duties as directed.
5. Have a working knowledge of the KBR office files and locations.
6. Attend as many State and National Association meetings and conventions as possible.
7. Attend the Executive Board meeting as a voting member.
8. Assist the President in reviewing the Bylaws, Policy & Procedure Manual and long-range plans of the Board.
9. To keep the records of the Board and to carry on all necessary correspondence with the NATIONAL ASSOCIATION OF REALTORS® and the Alaska Association of REALTORS®. (Per KBR Bylaws.)

TREASURER

1. Be familiar with the Bylaws of the NAR, AAR and KBR, the Policy & Procedure Manual of the KBR, and the REALTOR® Code of Ethics.
2. Oversee and direct all duties of a fiscal or financial nature, to include processing deposits, issuing checks, ensuring IRS Returns are filed (gross income in excess of \$25,000), processing 1099 filings for the Executive Officer's pay, maintaining tax exempt & non-profit corporation status to include filing corporate Biennial Reports to the State of Alaska, maintaining the Board checking account, profit & loss reporting and dues remittances to AAR & NAR. The Treasurer is one of the four authorized co-signers for checking & savings accounts, and is responsible for KBR accounts payable, accounts receivable and monthly/annual billings as authorized by the KBR Board of Directors.
3. All monies received by this Board shall be forwarded to the Treasurer, on the same day received or the next working business day. This will include, the annual auction funds, reconciled and receipted into the Board bank account before year end.
4. Serve as Chair of the Finance & Budget Committee during the term of office with the responsibility of submitting, in December, a proposed annual Budget for the approval or modification by the incoming Executive Board.
5. Maintain Membership dues records in coordination with the Executive Officer and the Membership Committee Chair. Be responsible for forwarding dues payments to AAR and NAR on a timely basis, as per the KBR Bylaws.
6. Attend as many State and National Association meetings and conventions as possible.
7. Attend the Executive Board meetings as a voting member.
8. Make books available at all times for the review of the Executive Board.

DIRECTORS AT LARGE

1. Be familiar with the Bylaws of the NAR, AAR and KBR, the Policy & Procedure Manual of the KBR, and the REALTOR® Code of Ethics.
2. Assist the President as requested.
3. Act as liaison members of assigned Committees.
4. Attend as many State and National Association meetings and conventions as possible.
5. Attend Executive Board meetings as voting members.

EXECUTIVE OFFICER

1. The Executive Officer needs to be familiar with the Bylaws of the NAR, AAR and KBR, and the Policy & Procedure Manual of the KBR.
2. Help in the form of typing, copying of materials, informing Members of committee meetings and email or mail out service may be requested. If any typing is requested, clear draft copies must accompany the request.
3. Take minutes at all Executive Board and General Membership Meetings and disseminate same to the Board and the membership. Formulate, with the President, all meeting agendas and disseminate same to Board and/or membership in a timely manner.
4. Any work expected will have to be presented early enough so that it can be scheduled with regular duties.
5. Files for each Committee will be kept in the Board cabinet. Any mail or other pertinent information regarding your Committee will be placed there for your use.
6. The Executive Officer is not expected to take or compile minutes for committees.

7. Ensure that all assets and property of the KBR are properly administered and safeguarded.
8. Attend all KBR Membership meetings and serve as an Ex-Officio member of the Board of Directors without the right to vote.
9. Execute all decisions of the Board of Directors.
10. Maintain a working relationship with the AAR, NAR and the state chapters of the NAR.
11. Maintain an effective relationship with other organizations, public and/or private, to ensure that the position of the KBR and its members is enhanced in accordance with the policies and objectives of the organization.
12. Provide the necessary liaison and support to committee Chairpersons and the President of the KBR.
13. Carry out the general responsibilities as may be delegated by the Board of Directors.
14. Duties are assigned by the President to other KBR Board members as necessary when there is no Executive Officer. Duties of the EO shall be spelled out in the job description and updated by the Executive Board.

AFFILIATE REPRESENTATIVE

1. Attend all Executive Board meetings at no expense to the Board as a non-voting Member.
2. Report on activities of their affiliate group(s) and report back to their membership all activities of the KBR.
3. When the Board is in Executive Session, these members will be excused.

GENERAL INFORMATION FOR ALL COMMITTEES

1. Be familiar with the Bylaws of the NAR, AAR and KBR of the Policy & Procedure Manual of the KBR.
2. All committees shall have a Chairperson. Committees cannot transact business without a quorum present. A quorum shall consist of a simple majority of the committee.
3. Call an initial meeting to develop tasks and outline goals for the committee and to develop a budget, if required. Submit proposals and a tentative budget to the Executive Board for approval.
4. Call meetings as required and be responsible for proper notice to all committee members and the Board President.
5. Keep written minutes of each meeting showing who was present, and actions taken. File a copy of business transacted with the President, to be filed with the E.O.
6. Committee Chairs should attend meetings of the Executive Board and be prepared to give a report of the activities, as requested by the President. If unable to attend, a written report should be provided to the President.
7. Prepare a year-end report for the January meeting of the new Executive Board. Report what was accomplished as well as what is in progress and what is left to do. Suggest how to improve the committees and recommend names for future committee members.
8. The new committees are to review the pertinent actions of the previous years in order to provide continuity and to ensure achievement of stated goals.
9. Committees are to be aware of, and take into consideration at all times, the stated goals of the Board.
10. Any committee Chair absent without a satisfactory excuse from two consecutive committee meetings, may be replaced at the next meeting of the Executive Board.
11. Committee Chairpersons may authorize expenditures within the amount of their approved budgets. Any payment in excess of the budget will not be made without prior approval of

the Executive Board. No request for payment will be processed without invoices submitted.

EDUCATION COMMITTEE (Required)

1. The purpose of this committee shall be to provide education information, directly or indirectly, to the Executive Board and the members of the KBR, and to coordinate education and information, as well as educational speakers and classes. AAR'S library content should be reviewed for subject materials applicable to KBR members. Coordinate with the orientation instructor to stimulate and heighten awareness in the real estate profession within our membership, and to provide necessary training materials for the orientation program for new Licensees.
2. The Education Committee may propose contracting for instructors for courses with Executive Board approval.

ETHICS AND PROFESSIONAL STANDARDS COMMITTEE (Required)

1. This committee shall be comprised of the Executive Board.
2. Be familiar with the REALTOR® Code of Ethics, the Bylaws of KBR, AAR and NAR as well as the Policy & Procedure Manual of the KBR.
3. This is the Committee of the KBR which advises and makes recommendations to the Executive Board on matters relating to the REALTOR® Code of Ethics. Upon request it advises the Board on interpretations of the Code, and upon receiving notice of lack of enforcement thereof, of a member, it inquires into the situation. The committee can recommend remedial action if necessary in any case of failure or refusal to enforce the Code. At the direction of the Executive Board, this committee forwards the matter to the Grievance Committee.
4. The committee should serve in the capacity of a Professional Standards Committee in unresolved disputes between members of the Board where the dispute cannot be resolved by mutual agreement among the members.
5. The committee should consist of a Chairperson and members who are in good standing and who belong to their local, State and National Associations. Committee members shall serve to provide a continuity of knowledgeable service.
6. The member Board should give appropriate attention to the subject of Professional Standards.
7. Professional Standards Chairpersons of the local Board are automatically appointed to membership on the State Association committee.
8. This committee shall also examine any real estate publicity and advertising which seem to be unethical, dishonest or harmful to the KBR'S interests or to its members.

FINANCE AND BUDGET COMMITTEE (Required)

1. The function of this committee is to compile and analyze, with the assistance of the Executive Officer, the current fiscal condition of the Board. After study and deliberation, the committee shall, in December, prepare the proposed annual budget for approval of the incoming Executive Board at its January meeting.

2. The Committee shall attempt to project income and expenses based on past budgets, actual expenditures and the individual committee budgets submitted to the President, and forwarded to the committee Chair, on or before November 1 each year. Individual committee budgets shall be submitted to the President on or before October 1 each year.
3. The Finance/Budget Committee will review the current year's budget prior to the mid-year Executive Board meeting. Recommendations for mid-year adjustments or changes from the committee will be presented for approval at the mid-year meeting.
4. Members of the committee shall be the Treasurer, President, President-Elect, the Executive Officer and, after the election of officers at the annual meeting, the Treasurer-elect.
5. The new Treasurer shall serve as Chair of this committee during the term of office with the responsibility of submitting, in January, a proposed annual budget. The entire Executive Board has the authority to amend and approve the budget.
6. Once a budget has been approved, the President is authorized to expend funds for any approved line items of the budget up to the budget line.

GRIEVANCE COMMITTEE (Required)

This committee shall be composed of the Executive Board, and may include additional general members at the discretion of the committee. In the event a named Grievance Committee member cannot be impartial, the President may appoint an alternate to serve.

KBR Grievance Process:

For the purpose of clarification in this section, complaint & grievance have the same meaning.

1. Upon receipt of a written grievance with supporting documents the Executive Board appoints 3 members of this committee to investigate. Their task is only to verify the information received. Each of the 3 should ask the same questions of the parties to be investigated to seek out consistency of the response. Dates, times, copies, etc. shall be compiled and verified. Additionally, the committee should speak to the person giving the grievance for clarification of written information.
2. All information is confidential and for the purpose of investigation only. The committee will report back to the Executive Board.
3. The Executive Board will make a determination of the validity of the grievant's claims. The Executive Board will then draft a letter, including a copy of the grievance, to the respondent, giving 10 days to respond.
4. If a response is received, go back to step #1 above. If no response is received the Board will decide to 1) send a certified letter of cease and desist and 2) whether or not to recommend the member complaining should file a formal grievance with the State Association. The Executive Board will meet again to review any response and determine the appropriate action.
5. Complainant is then notified of the Board's decision and decided course of action. If the complainant is not happy with the Board's decision, the complainant can then file a formal grievance with the State Association.
6. The grievance files will be kept in an orderly fashion and passed on to the new President each year and said file is considered a private and sealed file. All members of the Executive Board, past or present, agree to keep, with the utmost confidentiality, the dealings with regard to grievances considered by this Board.

LEGISLATIVE COMMITTEE

(Required)

1. The Legislative Committee will work to protect and promote the interests of real property before legislative bodies and will perform such other duties pertaining to legislation as may be established by the Board of Directors, embracing matters on State and National levels. The committee will be alert for, and study, state and federal proposed legislation affecting real estate or those in the real estate profession.
2. To develop and maintain, for the KBR, favorable relations with the state and federal legislators from Alaska. Educate and encourage the Board to seek and elect people, regardless of political party, to local public offices, who reaffirm American principles of individual freedom and property rights; and who will uphold a free, private and competitive enterprise system. Strive to create a community atmosphere, which will be conducive to the election of such people to public office.
3. Study legislative proposals. Recommend legislation introduced in the Legislature affecting real estate, and recommend policy thereof. Study and make recommendations on regulations promulgated by various administrative departments of the State government, such as the Department of Commerce. Follow all proceedings of interim committees of the State Legislature.
4. Legislative letters are to be signed and approved by the President and the Executive Board of the KBR before mailing.
5. The Chairperson shall represent the local board in State key work group teleconferences and meetings.
6. The committee will communicate with both the local and State committees.

MEMBERSHIP COMMITTEE

(Required)

1. To increase, maintain, and document the membership of the KBR, and to offer assistance to correct and improve membership problems of the local Board. Review NAR policy affecting applications of new members.
2. Study and recommend policy to the KBR Executive Board relating to the building and maintenance of membership in the KBR. Study and recommend the long-range plans for membership goals and activities to meet these goals.
3. A committee member should attend a forum during the annual Leadership Conference to discuss mutual membership procedures with the AAR.
4. The new member application procedures as in the KBR Bylaws:
 - a) New Membership Application form includes:
 - 1) 2 page KBR Membership Application
 - 2) 1 NAR Membership Transmittal Form
 - 3) Copy of Code of Ethics & Standards of Practice of the NAR
 - 4) The Constitution, Rules & Regulations of the State & local Bylaws
 - 5) Membership dues and evidence of Continuing Education (CE) must accompany any application for membership to the Board before application will be processed.
 - b) The Membership Committee will notify the Board of Directors, within 45 days, of its recommendation.
 - c) Election by Board of Directors: Directors will then vote (a majority vote of the Directors present) on the new applicant. The Board of Directors will notify the new applicant in writing, of their recommendation.

- d) The Board of Directors will send notice (an Installation Letter) to the general members notifying them of the new applicant(s) to be indoctrinated into the KBR and the installation date. The date of installation to be set by the Board of Directors.
- e) The Board of Directors will notify the Membership Committee Chair, in writing, of the new applicant(s) indoctrination completion.

PUBLIC RELATIONS COMMITTEE

(Required)

This committee is composed of two (2) sub-committees, Public Relations and Publications. This committee will work towards communicating to the public the role of REALTORS®, and the real estate industry, and create awareness and acceptance of this role.

1. Create an awareness of the standards of practice required of REALTORS® and the Code of Ethics under which REALTORS® operate.
2. Create an awareness of the professional requirements for persons engaged in the real estate industry and for the professional designations programs available to REALTORS®
3. Create an awareness that REALTORS® are available to act and speak to the public on issues affecting property interest.
4. Develop ideas and activities to put the REALTOR® and KBR board before the public in a favorable light.

Public Relations with members may include the following:

1. Increase desirability of membership in REALTOR® activities.
2. Attract members to leadership roles in the KBR, AAR and NAR.
3. Ensure that communications of the KBR with members are received and understood.
4. Create acceptance and understanding of professional standards, REALTOR® Code of Ethics and requirements for professional designations.
5. At the direction of the President, be responsible for relations with media (radio, TV, newspapers) and coordinate programs where publicity is presented to the general public. Any policy statements representing KBR must be approved by the Executive Board.

Publications

1. Assist with articles which inform and educate the members.
2. Develop a proposed budget.

ANNUAL CHRISTMAS PARTY COMMITTEE

(Adopted)

AWARDS COMMITTEE

(Adopted)

BEAUTIFICATION COMMITTEE

(Adopted)

Works in coordination with the Homer Chamber of Commerce and acts as the voting body determining which community member or business is the recipient of the Chamber Award from the public nominations received by the Chamber.

BYLAWS/POLICY & PROCEDURES COMMITTEE
(Adopted)

1. Be familiar with the Bylaws of the NAR, AAR and KBR, and the Policy & Procedure Manual of the KBR.
2. This Committee should review any proposed changes of the Bylaws or Policy and Procedure Manual, for consistency with the Bylaws of the KBR, AAR and NAR.
3. The Bylaws Committee meets at the direction of the President after a request for a bylaw change has been brought up. The committee will draft and submit to the President a committee recommendation, with supporting documentation, for consideration by the general membership, to either approve or disapprove the change requested.
4. This committee shall periodically review the Bylaws of the KBR for consistency with the Bylaws of the AAR and NAR.

CONVENTION COMMITTEE
(Adopted)

This committee is appointed as necessary when KBR is selected to host the annual statewide convention. Committee coordinates with AAR.

NOMINATING, CREDENTIALS & ELECTIONS COMMITTEE
(Adopted)

This committee shall be appointed by the President and confirmed by the Board no later than August 1st. The committee will prepare a slate of candidates for elections at the annual meeting.

1. Only KBR Board members in good standing shall be eligible to hold office.
2. Each candidate must have the potential to become an officer of the KBR. The committee shall verify with each nominee that he plans to attend most of the meetings required of him or her, if elected.
3. Once elected, each member of the Executive Board must complete the Application for Directors, Elected Officers and NAR Directors.
4. The committee shall ensure the Executive Officer submits the list of potential candidates for the "Slate of Officers" to serve the Board, via email to each REALTOR® member at least three weeks days in advance of the annual meeting date, in October.
5. Ensure when ballots are prepared, space is left for additional nominations from the floor.

REALTOR OF THE YEAR COMMITTEE
(Adopted)

The past five (5) recipients of the KBR ROY award make up this committee. The most recent ROY will serve as Chair. The committee will convene as soon as possible after July 1st. They will notify all KBR members that nominations are being solicited for ROY.

Immediately after August 15, the Chairperson shall convene the committee and they shall elect, by a majority vote, the KBR ROY for the current year.

The newly elected ROY's name is then forwarded to AAR to be eligible for the State Association ROY, and potentially for the NAR ROY award. An NAR nominating form should be submitted to AAR with a letter giving a short biography and noting exceptional qualities of the nominee.

Current sitting Board members, including the President, and past ROY recipients are also eligible. The recipient is kept confidential to the committee, except for submission to AAR, until the award is presented to the recipient. This award is usually presented at the annual Christmas party each December.

If the committee does not find a qualified recipient, then the year can go past without a recipient/candidate for State ROY.

1. The purpose of the ROY program is to recognize the active member of the KBR who has provided outstanding service to his or her profession and his or her community during the year.
2. Individual ROY nominations may be made by any KBR member by sending a nomination form directly to the Chairperson of the KBR ROY Committee.
3. The standards of judgment for selection of ROY shall be the same for local and state committees as listed below:
 - a) REALTOR® spirit -- High principles, faithfulness to laws and regulations of the Code of Ethics and local boards; furtherance of principles of good real estate practice among other brokers and the general public.
 - b) Civic Activity -- Local, state and national participation in civic and service clubs, charitable activities, political action, fraternal or religious groups, etc.
 - c) KBR Activity -- Board offices and committee work; assignments; seminar activity and education work; membership and offices in local chapters of Institutes, Societies, etc.
 - d) AAR Activity -- Same as C above, but at a State association level, including attendance at the State convention.
 - e) NAR Activity -- Same as C, but on the National level.
 - f) Business accomplishment -- Recognized good business conduct; service to clients; imaginative and creative advertising programs; rehabilitation work; land utilization, etc.

SCHOLARSHIP COMMITTEE

(Adopted)

1. The Scholarship Committee shall mail out scholarship applications, asking for a response within a specified time frame and form a small sub-committee to coordinate the selection of the best two (2) candidate recipients from applications received for receipt of a scholarship from the KBR.
2. Scholarship funds are raised at the annual auction and amounts are determined by same. It is the desire of all past Boards that the amount be \$1,000.00 each as a consistent annual goal of the Board.

SUNSHINE

(Adopted)

1. Responsible for keeping abreast of events, i.e. fires, or other disasters that occur in the community. Information should be brought to the Executive Board to consider and discuss the appropriateness of making a donation from the KBR. This committee is budget dependent and should be included in annual budgeting.

INFORMATION RESOURCES & CONTACTS

KBR:

P.O. Box 2660
Homer, Alaska 99603
Ph: 907-235-8184 (c/o Executive Officer)
Fax: 907-235-8185

AAR:

4205 Minnesota Drive
Anchorage, Alaska 99503
Ph: 907-563-7133
Toll Free: 800-478-3736
Fax: 907-561-1779
E-Mail: info@alaskarealtors.com
www.alaskarealtors.com

NAR:

430 North Michigan Avenue
Chicago, Illinois 60611-4087
Ph: 800-874-6500
Fax: 312-329-5960
www.onerealtorplace.com
www.realtor.org

Alaska Real Estate Commission

550 W. 7th Avenue, Suite 1500
Anchorage, Alaska 99501
Ph: 907-269-8162
Fax: 907-269-8196
E-Mail License@dcad.state.ak.us
www.dcad.state.ak.us/occ/
www.commerce.state.ak.us/prec.htm