



2018 BOARD OF DIRECTORS NOMINATION FORM

Dear Nominees and/or Applicants,

Please read the Qualifications & Duties of the Board of Directors & Officers **AND** complete the brief Interest/Service Survey below.

Fax this form back to the Board office at 706-884-2601, or scan and email it back to troupcountybor@gmail.com **no later than June 30, 2017.**

Interviews will be held on July 20th. Times to be determined.

Upon receipt of your form, an e-mail will be sent to the e-mail address provided below to confirm your receipt of your interest/service form. Thank you!

NAME: _____ **COMPANY:** _____

E-MAIL ADDRESS: _____ **PHONE:** _____

YEARS AS A REALTOR®: _____

NAR DESIGNATIONS (*ABR, GRI, e-Pro, CRS, etc*):

1. _____	_____	2. _____	_____
Designation Earned	Year Earned	Designation	Year

PREVIOUS BOARD ELECTED LEADERSHIP POSITIONS (*include position and year*):

1. _____	2. _____
3. _____	4. _____

PREVIOUS BOARD COMMITTEE LEADERSHIP POSITIONS (*include Chair/Vice Chair and year*):

1. _____	2. _____
3. _____	4. _____

PREVIOUS/CURRENT COMMUNITY LEADERSHIP EXPERIENCE (*church, civic, PTA/PTO, etc*):

The following positions are available on the 2018 BOD, please indicate your preference (1st, 2nd, and 3rd):

____ *Vice-President/President Elect (moves up as President for **2019**, and Past President for 2020-a 3 year commitment)*

____ *Secretary/Treasurer (1-year term)*

____ *2018-2020 Local Director (1 position)*

____ *2018-2020 State Director (1 position)*

Briefly state why you would like to serve on the **2018 BOD and what assets you would bring to the **2018** BOD:**

PLEASE NOTE: The Nominating Committee will be conducting **20 minute interviews on July 20th** (times TBD). You will be contacted by a member of the Nominating Committee to schedule a brief interview.

I hereby certify that the information above is true and accurate. I also certify that I have read the Qualifications & Duties of the Board of Directors and Officers.

SIGNATURE: _____ **DATE:** _____

Fax this form back to the Board office at 706-884-2601, or scan and email to troupcountybor@gmail.com **no later than June 30, 2017.**



Board of Directors and Officers CANDIDATE QUALIFICATIONS AND DUTIES

- 1) Nominee must be a current REALTOR® member and in good standing of the Troup County Board of REALTORS® and have “....no record of official sanctions involving unprofessional conduct...” according to Article V Section 2 of the Constitution and Bylaws of Troup County Board of REALTORS®.
- 2) REALTOR® Members, whether primary or secondary, in good standing whose financial obligations to the Board are paid in full shall be entitled to vote and to hold elective office in the Board; “... and have the primary responsibility to safeguard and promote the standards, interests, and welfare of the Board and the real estate profession” according to Article VI Section 5 of the Constitution and Bylaws of Troup County Board of REALTORS®.
- 3) It shall be the duty and responsibility of every REALTOR® Member of this Board (Directors and Officers included) to abide by the Constitution and Bylaws and the Rules and Regulations of the Board, the Constitution and Bylaws of the State Association, the Constitution and Bylaws of the NATIONAL ASSOCIATION OF REALTORS®, and to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®.

4) **PRESIDENT**

a) Function

Serves as the Chief Elected Officer of the Troup County Board of REALTORS®; Oversees the affairs of the Association, with the assistance of other elected officers and staff; Presides at all meetings of the Association, including the Board of Directors, Appoints all committees, serves as an ex-officio member of all committees.

b) Specific Responsibilities: Within the limits of the charter and bylaws of the Association and policies established by the Board of Directors, the President, with appropriate delegations:

- i) Presides at all meetings of the Association, including the Board of Directors and Special Called Meetings; (***Section 2 of the TCBOR Bylaws: Meetings of Directors. The Board of Directors shall designate a regular time and place of meetings. Absence from two regular meetings without an excuse deemed valid by the Board of Directors shall be construed as resignation. A quorum for transaction of business shall consist of one half plus one of the Directors eligible to vote.***)
- ii) Determines the substance of the agenda for meetings of the Board of Director;
- iii) Keeps the membership and the Board of Directors informed on the conditions and operations of the Association and the real estate industry;
- iv) Serves as spokesperson for the Association in conjunction with the Association Executive;
- v) Directs the Board of Directors in formulating policies and programs which will further the goals and objectives of the Association;
- vi) Conducts an annual review of the organizational performance and effectiveness of the Association, including a review of the Association Executive's performance;

- vii) Monitors expenditures to assure operation within the annual budget;
- viii) Prepares and presents an annual report;
- ix) Is expected to attend the following meetings, if at all possible:
 - (1) GAR - Inaugural Meeting in January, Convention in September or October, Leadership Training and Professional Standards Training,
 - (2) NAR - Mid-Winter Meeting, Mid-Year Meeting, and Convention.

5) VICE PRESIDENT

a) Function

Serves as Vice President and President Elect of the Troup County Board of REALTORS®; Assists the President in overseeing affairs of the Association when called on by the President; Assists President in appointing Committee Chairman, especially Vice Chairpersons who will move up to Chairman during his/her term as President; Represents the Association locally in the absence of the President; Serves on the Board of Directors.

b) Specific Responsibilities: Within the limits of the charter and bylaws of the Association and policies established by the Board of Directors, the Vice President, with appropriate delegations:

- i) Serves as Program Chairman, securing programs for the quarterly General Meeting luncheons, with the approval of the President and the Board of Directors;
- ii) Attends new member orientation whenever possible; Attends all Leadership Training and Professional Standards Training;
- iii) Attends all Board of Directors meetings and as many of the Association functions as possible; (*Section 2 of TCBOR Bylaws: Meetings of Directors. The Board of Directors shall designate a regular time and place of meetings. Absence from two regular meetings without an excuse deemed valid by the Board of Directors shall be construed as resignation. A quorum for transaction of business shall consist of one half plus one of the Directors eligible to vote.*)
- iv) Reports to the Board of Directors all Committee Reports and actions.

c) Other Responsibilities:

Develops a management team to adequately meet the needs of the Association membership; Oversees new member orientation, working with the membership chairperson, Professional Standards Chairperson, Education Chairperson to develop an orientation program; Works with Education Committee Chairman to see that education programs are offered that meet the needs of the members; Works with Community Service Committee Chairman, Equal Opportunity Chairman, Professional Achievement Awards Chairman, and Strategic Planning Chairman.

6) SECRETARY / TREASURER - Administration & Finance

a) Function

Oversees the financial and administrative operations of the Troup County Board of REALTORS® and serves on the Board of Directors.

b) Specific Responsibilities: Within the limits of the charter and bylaws of the Association and policies established by the Board of Directors, the Secretary/ Treasurer - Administration & Finance, with appropriate delegations.

- i) Serves as chairman of the Finance Committee;
- ii) Works with the Association Executive to prepare the Budget;
- iii) Signs checks with the President, Vice President, and the Past President;
- iv) Oversees preparation of quarterly financial statements and annual audit;
- v) Serves on the Building Trustees Committee;
- vi) Is expected to attend all Board of Directors meetings. Also all Association functions whenever possible; (***Section 2 of TCBOR Bylaws: Meetings of Directors. The Board of Directors shall designate a regular time and place of meetings. Absence from two regular meetings without an excuse deemed valid by the Board of Directors shall be construed as resignation. A quorum for transaction of business shall consist of one half plus one of the Directors eligible to vote.***)
- vii) Is expected to attend Leadership Training and Professional Standards Training;
- viii) Serves as Corporate Secretary;
- ix) Assists Association Executive in layout, design, content and preparation of the quarterly newsletter;
- x) Sees that all Board minutes are prepared and distributed on time.

7) LOCAL AND STATE DIRECTORS - Governmental Affairs

a) Function

Oversees all Governmental and Political Affairs and determines the basic policies of the Association; Develops a management team to see that the Association is kept aware of developments in this arena on a National, State and Local level; Works with Chairs of Legislative & License Law Committee and RPAC chairman; Serves on the Board of Directors.

b) Specific Responsibilities – included but not limited to be a liaison to committees selected by the executive committee.

- i) Is expected to attend all Board of Directors meetings. Also all Association functions whenever possible; (***Section 2. Meetings of Directors. The Board of Directors shall designate a regular time and place of meetings. Absence from two regular meetings without an excuse deemed valid by the Board of Directors shall be construed as resignation. A quorum for transaction of business shall consist of one half plus one of the Directors eligible to vote.***)
- ii) State Directors are expected to attend GAR meetings, the Inaugural Conference in January or February, the Convention in September or October, and attend Board of Directors meetings at these state conventions to cast your vote;
- iii) Local Directors are expected to attend Leadership Training and Professional Standards Training;

- iv) Write one article for the quarterly newsletter as needed;
- v) Attend the local annual planning session.