

Northern Arizona Association of REALTORS®

**NOMINATION FORM**

YOU MAY NOMINATE YOURSELF OR ANOTHER MEMBER OF THE ASSOCIATION THAT YOU FEEL WOULD PROVIDE GREAT LEADERSHIP

PLEASE TYPE OR PRINT CLEARLY. EACH NOMINATION WILL BE PRESENTED TO NOMINATING COMMITTEE FOR VERIFICATION OF ELIGIBILITY

**2018 Board of Directors**

- { } Vice President – **3-year commitment** – moves up to President-elect then President
- { } 2- Year Directors (2 vacancies) – **2-year commitment** – moves into 1-year Director position
- { } Treasurer-Elect – **2-year commitment** - moves into Treasurer position
- { } MLS Chair-Elect – **2-year commitment** – moves up to MLS Chair
- { } Affiliate Director – **2-year term**

NOMINEE’S NAME: \_\_\_\_\_ FIRM NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PROFESSIONAL DESIGNATIONS: \_\_\_\_\_

NUMBER OF YEARS IN REAL ESTATE: \_\_\_\_\_

Please explain why you want to serve on the NAAR Board of Directors:

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**QUALIFICATION**

- ◆ REALTORS® IN GOOD STANDING WITH THE NORTHERN ARIZONA ASSOCIATION REALTORS®.
- ◆ PRIMARY OR SECONDARY MEMBERSHIP IN THE NORTHERN ARIZONA ASSOCIATION OF REALTORS®

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT TO: JUDY JACKSON AT [judyj@nazrealtor.com](mailto:judyj@nazrealtor.com) or fax (928) 774-3230

**DEADLINE: PLEASE SUBMIT BY AUGUST 4, 2017**

# Duties and Responsibilities of NAAR Board Members

## **VI - RESPONSIBILITIES OF BOARD OF DIRECTORS**

1. Serve as a voting member on the NAAR Board of Directors;
2. Establish dues and fees;
3. Establish governing policies;
4. Approve recommended amendments to the bylaws;
5. Act on committee recommendations;
6. Attend all Board of Directors meetings each month and special meetings as required;
7. Approve non-budgeted expenditures of the Association (day to day operations are predetermined in the budget and subject to the Executive Officer's discretion);
8. Approve annual budget;
9. Attend Annual Installation;
10. Attend Annual Board of Directors Retreat;
11. Attend and participate in Association functions as much as possible including Community Service and RAPAC events;
12. Promote and attend education opportunities;
13. Promote unity of the Board of Directors and the Association Membership;
14. Identifies and recruits new board and committee leadership to strengthen the Association;
15. Serve on assigned task force or committee, and serve as liaison to membership.

## **VII – Responsibilities of Officers and Committee Chairs**

### A. President

**RESPONSIBILITIES:** Within the limits of the NAAR Bylaws and Policies & Procedures, the President is responsible for and has commensurate authority:

1. Presides at all meetings of the Board of Directors and Executive Committee;
2. Sets the agenda for Board of Directors and Executive Committee meetings;
3. Select recipient of President's Award;
4. Serves on the Executive Committee;
5. To represent the Association in contact with the public, governmental entities, the members, all other REALTOR® Boards and Associations, allied organizations and the media. *The President (or President-Elect in the absence of the President) shall be the only person to speak on behalf of NAAR. The President may appoint other members to speak on behalf of NAAR;*
6. To supervise the activities of the Executive Officer in accordance with the Executive Officers' job description;

7. Preside over annual written performance review of the Executive Officer along with the Executive Committee;
8. Provides general supervision, direction and control of the business of NAAR, including, but not limited to, countersignature of promissory notes, contracts, and other evidence of indebtedness of NAAR, and the authority to sign checks of NAAR;
9. To ensure, in coordination with the Executive Officer, that policies and programs which will further the goals and objectives of the Association are planned, formulated and presented to the Board of Directors;
10. To serve as official host of the Association at its ~~social~~ events;
11. To serve as ex-officio member on all standing committees;.
12. To appoint chairmen of the Events, Government Affairs, and Public Relations Committees and task forces, and to outline their purpose and duties;.
13. To attend as Presiding Officer of NAAR and all official business meetings of the Arizona Association of REALTORS® (AAR) as the NAAR voting delegate;
14. Attends the Annual REALTOR® Conference & Expo and the National Association of REALTORS® (NAR) Legislative meeting as the NAAR voting delegate.

B. President-Elect

**RESPONSIBILITIES:** Within the limits of the NAAR Bylaws and Policies & Procedures, the President-Elect is responsible for and has commensurate authority:

1. In absence of the President, assume the responsibilities of the President, and when so acting is subject to all the same restrictions;
2. Performs duties as from time to time may be requested by the President or by the Board of Directors;
3. Chair Community Outreach Committee;
4. Serves on the Executive and Budget Committees;
5. To attend all official business meetings at the Annual Convention of AAR, NAR Annual REALTOR® Conference & Expo and NAR Legislative Meetings in Washington, D.C;
6. To have signature authority on NAAR checking and savings accounts;
7. Serve as Chair of NAAR Bylaw review Task Force. The Association Bylaws and Policies & Procedures are reviewed annually and any changes or corrections are