

Criteria for Directorship

(Approved by the Board of Directors at their September 20th, 2011 Meeting)

The following standards are required for applying for a position on the Board of Directors and a Leadership position:

- 1) be a REALTOR®
 - 2) has been a member of the Nebraska REALTORS® Association for the past five consecutive years
 - 3) has served actively on a Nebraska REALTORS® Association committee for a minimum of one year attending at least 50% of the meetings
 - 4) has been appointed or elected at the Local Association level
 - 5) has forwarded the application to the Nebraska REALTORS® Association office by the January deadline of each year
 - 6) Directors must complete the Chair/Vice Chair and Leadership Essentials training by the second year of being appointed
 - 7) Directors must continuously serve on at least one committee during the course of their directorship attending at least 50% of the committee meetings
- or
- 8) is a Past President of the Nebraska REALTORS® Association

Standing Committees as outlined by the Nebraska REALTORS® Association's bylaws:

- a) Convention
- b) Equal Opportunity Cultural Diversity
- c) Forms
- d) Governmental Affairs
- e) License Law
- f) Nominating
- g) Past President's
- h) Pathways to Professionalism
- i) Professional Standards
- j) Statewide Professional Standards Review
- k) Strategic Planning

The President, with the confirmation by the Board of Directors, may appoint such other special committees, forums, task forces and work groups as he/she deems advisable. These appointments would be considered as meeting the committee criteria.

DUTIES OF THE PRESIDENT

The President shall be the chief elected officer and spokesperson of the Association and shall perform such duties as are usual to the office. He/She shall also serve as Chairman of the Board of Directors. It is the duty of the President to preside at all meetings of the State Association, Board of Directors, Executive Committee and Annual Corporate Business Meeting.

Committee Appointments

The President has the power to appoint or dissolve all committees, work groups, forums and task forces subject to approval of the Board of Directors, except those standing committees which require a change in the Bylaws.

Annually, the President appoints a chairman and vice chairman to all standing committees, work groups and forums. However, it is recommended the President-Elect appoint the Vice Chairman.

It is recommended the President consult with the President-Elect in regard to all committee appointments especially those of the vice chairmen so the greatest amount of continuity and committee leadership will be maintained. The President serves as an ex-officio member (without the privilege to vote) on all committees except the REALTORS® Political Action Committee.

Liaison with Allied Organizations

The President, and others he/she may appoint, meet from time to time with the leadership of allied organizations to discuss problems and solutions of common interest to the industry.

Installation of Member Board Officers

Upon occasion, and with timely advance notice, the President may act as the installing officer for Member Board Officers.

The President is encouraged to visit each Member Board during his/her term of office. It is suggested to best facilitate this through a tour of the state held in a timely fashion in an effort to meet with Board officers beginning their year.

State Level

You may be expected to serve or appoint someone to serve in a liaison capacity on any governmental or cooperative committee which would be advantageous to the Association.

You should work closely with the Executive Committee to maintain budgetary control.

At time of Annual State Convention, you must have all of your chairmen selected and all committee, work group and forums members named.

Chairmen should be instructed of their duties by the beginning of their term and charged with the responsibility of carrying them to the completion.

The President may write a column for each issue of the Nebraska REALTOR® News and Notes.

Your advice will be sought in detail planning for NRA meetings, hospitality arrangements, head table seating, hosting of dignitaries, etc.

National Level

You will be requested to serve on the Small State Sub-forum.

You will be expected to attend all National meetings during your term of office - Mid-Year Meetings and Annual Convention; as well as any special called meetings.

You will serve as the Nebraska representative to the National Regional Vice President to be sure that Nebraska is working in cooperation with the other states in Region 8 (Iowa, Minnesota, North Dakota and South Dakota).

Attend and vote for your State as a Director on the National Board of Directors.

Attend and vote for Boards (if designated to do so) and Individual Members at the annual NAR Delegate Body meeting.

Staff Assistance to President

All correspondence requiring your personal reply will be brought to your attention - routine letters will be written from the Association Office.

Staff will keep you informed and up-to-date on problems and situations in Member Boards which need your attention and solution.

Answer routine correspondence to National and others.

Assist with arrangements for travel and hospitality suite during State and National Meetings.

Prepare Agendas, Minutes, Programs, Financial Statements for use during state meetings.

DUTIES OF THE PRESIDENT-ELECT

The President-Elect shall perform such duties as are usual to the office or may be requested by the President or the Board of Directors.

He/She shall serve as a member of the Executive Committee and as an ex-officio member of the full Legislative Review Committee.

In the absence of unforeseen events, he/she shall succeed to the Presidency subject to the elective process.

Committee Appointments

It is recommended the President-Elect work together with the President when determining committee, work group and forum chairmen and vice chairmen appointments. The President-Elect should appoint the vice chairmen in anticipation of their succession to the position of chairmen during the President-Elect's term of office as President. These selections must be finished by the date of the Annual Convention so appointments can be ratified by the Board of Directors.

Representative to the President

On many occasions, the President-Elect will be called on by the President to represent the Association at important meetings, luncheons and dinners, and business sessions where representation from the Association is deemed appropriate.

Team Effort

The office of the President-Elect provides an excellent opportunity to train for the Presidency. He/She is a member of the Executive Committee and is involved at all levels of the decision-making process which provides excellent training for the following year.

During the President-Elect's year in office, he/she should make plans for the following year when he/she will assume the leadership of the Association.

Installation of Member Board Officers

Upon occasion, and with timely advance notice, the President-Elect may act as the installing officer for Member Board Officers.

The President-Elect is encouraged to visit each Member Board during his/her term of office. It is suggested to best facilitate this through a tour of the state held in a timely fashion in an effort to meet with Board officers beginning their year.

State Level

The President-elect is expected to attend all State Business meetings including the Annual Convention, all Board of Director and Executive Committee meetings.

The President-elect is encouraged to attend other State Committee meetings to stay abreast of committee activity.

National Level

You will be requested to serve on the Small State Sub-forum.

You will be expected to attend all National meetings during your term of office - Mid-Winter Meetings, Mid-Year Meetings and Annual Convention; as well as any special call meetings.

DUTIES OF THE TREASURER

Responsibilities

It is the responsibility of the Treasurer to serve as a member on the Executive Committee with a primary role of reporting financial and budgetary matters to the Officers of the Association.

The Treasurer shall work cooperatively with the Chief Executive Officer to make sure that full and accurate accounts of the receipts and disbursements of the funds of the Association are on file for the Executive Committee.

The Treasurer shall submit to the Board of Directors an accounting of all financial reports and the financial condition of the Association, which reports will be mailed prior to the called meeting. A report will be given at each meeting of the Board of Directors, following the Executive Committee Meetings.

The Treasurer shall work closely with the various chairmen of committees, work groups and forums to determine financial needs prior to finalizing the annual budget. The Treasurer shall chair the Executive Committee meeting to set the budget annually, subject to approval by the Board of Directors.

The Treasurer shall work cooperatively with the Chief Executive Officer in investing the Association's reserve funds to insure maximum protection and maximum yield.

The Treasurer shall work cooperatively with the Chief Executive Officer in determining as far in advance as possible, the Association's financial needs, and to make proper recommendations to the Executive Committee when dues increases are predicted.

The Treasurer shall work cooperatively with the Chief Executive Officer in analyzing income and cost projections as to the operation of the NRA Headquarters Office. Duties shall include summary accounting of rent payments, insurance, etc.

The Treasurer shall confirm that an annual audit is made by a certified accounting firm.

The Treasurer along with the President, President-Elect and Chief Executive Officer shall conduct an annual review of the Association's contracted certified public accountant.

DUTIES OF THE NATIONAL ASSOCIATION DIRECTOR

National Level

The Board of Directors is the legislative and decision-making body which acts on behalf of members to govern activities of the NATIONAL ASSOCIATION OF REALTORS®. This is an important and solemn responsibility because decisions of the Board of Directors in large measure determine the present and future course of our Association and the services available to over 700,000 members.

Required NAR Director Duties at NAR meetings:

- Serve on at least one national committee
- Attend Region 8 Caucus meeting
- Attend Member/Director Forum
- Required to meet with NRA Leadership after the Region 8 Caucus meeting but before the NAR Board of Directors meeting to review and discuss issues coming before the NAR Board of Directors.

State Level

National Directors shall serve as a voting member on the NRA Board of Directors. One NAR Director, appointed annually by the State President, shall serve on the Executive Committee.

Responsibilities of the Board of Directors include consideration of the following matters of business:

- Governing the Association
- Approve expenditures of the Association
- Set dues
- Set public policy positions as they pertain to the real estate industry
- Establish governing policies of the Association
- Approve member programs, products and services
- Approve amendments to the bylaws and recommend to the Delegate Body Constitution and Code of Ethics amendments.

Act as liaison between the State and National Association by keeping the State Association informed of the activities of the National Association and by presenting to the National Association Board of Directors any programs or suggestions of the State Association.

- Be responsible to assigned Member Boards for the purpose of communicating and meeting with the respective Board members in an effort to communicate the actions of the NAR to the State Association membership.
- Available to install local board officers
- Attend all NAR & NRA meetings and communicate regularly to the State Association President and Leadership
- Serve on Executive Committee (if appointed by President) & Board of Directors