

NOMINATION FORM – DUE 5/15/20

NRIBR FOSTERS AND PROMOTES AN INCLUSIVE ENVIRONMENT AND WELCOMES DIVERSITY IN OUR ORGANIZATION.



THE NRIBR SEEKS NOMINATIONS FROM REALTOR® MEMBERS INTERESTED IN SERVING AS A DIRECTOR (2-YEAR TERM FALL OF 2020 TO FALL 2022) OR AS 2021 CORPORATE SECRETARY* OR AS 2021 TREASURER*

***BYLAWS REQUIRE 1 YEAR OF DIRECTOR SERVICE PRIOR TO SERVING AS AN OFFICER.**

Name:

Firm:

Position you are applying for:

NRDS #: Phone: E-mail:

Address:

of years in business Professional Designations Earned:

STATEMENT/REASON FOR SEEKING POSITION (ATTACH IF NEEDED)

Other qualifications, experience with business, professional, civic, and non-profit groups:

I submit the following individuals as references:

DIRECTOR RESPONSIBILITIES INCLUDE:

1. Advance the organization's mission and goals. 2. Support the Executive Officer and staff of NRIBR. 3. Ensure adequate resources and manage them effectively. 4. Determine, strengthen, and assess programs/services. 5. Enhance NRIBR's public image. 6. Ensure legal and ethical integrity, enforcing the Three-Way Agreement of the REALTOR®. 7. Maintain Accountability with clear/pertinent Board policies and procedures. 8. Recruit and orientate new members. 9. Participate in Approximately 4 Board meetings per year.

2021 CORPORATE SECRETARY POSITION DESCRIPTION - ATTACHED

2021 TREASURER POSITION DESCRIPTION – ATTACHED

The annual nomination and election of Officers and Directors of the NRIBR is an open process in which REALTOR® members may self-nominate or nominate fellow REALTORS®. Nomination forms must be received by 5 pm on 5/15/20—No extensions. Applicants must be REALTOR® members in good standing with the REALTOR® Association. Our Nominating Committee is responsible for reviewing all nominations to ensure candidates meet the requirements of the position and may require interviews. Please consider attaching your professional resume or CV. All inquiries and submissions will be kept confidential. Questions may be directed to Suzanne Silva, RCE, Chief Executive Officer, at ssilva@nribr.realtor or call (401) 333-6343, ext. 12.

TIMELINE

5/15/20- Applications Due

5/21/20 - Nominating Committee Meeting

6/25/20 – Proposed 2021 Slate presented to Board of Directors for approval

10/8/20 – NRIBR Annual Meeting with vote on proposed 2021 Slate followed by Installation

October - Director Orientation- TBD

November – 1st meeting of 2021 NRIBR B.O.D. - TBD

NRIBR, 2178 Mendon Rd, #400 Cumberland, RI 02864 p: (401) 333-6343 f: 888-609-6746
Email ssilva@nribr.realtor Website: www.nribr.realtor Questions? Please contact Suzanne Silva, RCE, Chief Executive Officer.

CERTIFICATE OF CANDIDATE: I KNOW OF NO CONFLICT OF INTEREST OR ANY OTHER REASON I WOULD NOT BE ABLE TO FULFILL THE DUTIES OF THE POSITION I SEEK: I WILL SUBMIT THIS FORM TO THE NRIBR OFFICE BY 5 PM ON 5-15-20

Signature: Date:



2021 Corporate Secretary Position Description

Responsibilities include:

- Serving as a leader for the Board of Directors.
- Attending and participating in Board of Directors' meetings (approximately 4 per year).
- Serving on our Executive Committee (approximately 3 meetings per year)
- Serving on our Finance Committee (approximately 2 meetings per year).
- Attending other Board meetings and events (i.e. Annual Meeting).
- Reviewing and approving annual budget.
- Reviewing and approving Bylaw changes.
- Calling the roll and recording votes at Directors' meetings
- Ensuring that the minutes of all Directors' meetings are kept – review the minutes and initial them.
- Authorizing certain legal documents with official seal.
- Receiving and taking action on recommendations received from staff, committees and task forces.
- Working to ensure the Board is meeting its mission and goals and updating our Strategic Plan as required.
- Representing the Board in the REALTOR® community and the general public.
- Becoming familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- May be considered for leadership positions at the Rhode Island Association of REALTORS® and Statewide Multiple Listing Service
- Agree to enforce the Bylaws of the Northern Rhode Island Board of REALTORS®, RI Association of REALTORS® and National Association of REALTORS®, the Code of Ethics and Professional Standards procedures of the National Association of REALTORS®.
- Agree to an annual Conflict of Interest Policy and disclose any personal conflicts of interest.
- Directors must agree to an annual Standards of Conduct Policy and must adhere to the highest levels of professionalism.
- Has a fiduciary duty to the Board and shall act at all times in the best interest of the Board and its members and the REALTOR® Association.
- Must be a member in good standing and attend Officer and Director training sessions, as they are scheduled.
- Attendance Policy: Absence from 2 meetings of the Board of Directors shall be construed as resignation therefrom.

Our mission is to provide our members with the tools and resources to support their success.



NORTHERN RHODE ISLAND BOARD OF REALTORS®

2021 TREASURER POSITION DESCRIPTION

Your responsibilities include:

- Serving as a leader for the Board of Directors
- Serving on our Executive Committee (approximately 2 meetings per year)
- Chair of Finance Committee (approximately 2 meetings per year)
- Serving as an authorized signer under the Board's Financial Policies and signs checks.
- Reviewing monthly bank statements and annual tax returns as prepared by CPA.
- Attending and participating in Board of Directors' meetings (approximately 4 per year)
- Attending other Board meetings and events (i.e. Annual Meeting)
- Approving annual budget.
- Reviewing and approving Bylaw changes.
- Receiving and taking action on recommendations received from staff, committees and task forces.
- Working to ensure the Board is meeting its mission and goals and updating our Strategic Plan as required and participating in Strategic Planning Retreats as they are scheduled.
- Representing your position with the Board in the REALTOR® community.
- Adhering to the highest standards of professional conduct and the Code of Ethics of the National Association of REALTORS®.
- Becoming familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- Disclosing any personal conflicts of interest and signing an annual conflict of interest policy.
- Officers and Directors have a duty of care, loyalty and obedience and shall act at all times in the best interest of the Board, its members and the REALTOR® Association. This duty of care includes preparing in advance of meetings, including reviewing documents on the electronic folder for the Officers and Directors of the Northern Rhode Island Board of REALTORS®. These documents are confidential and may not be shared or distributed.
- May be considered for leadership positions at the Rhode Island Association of REALTORS® and Statewide Multiple Listing Service
- May be asked to attend leadership training meetings organized by the Northern Rhode Island Board, the RI Association of REALTORS® or the National Association of REALTORS®.

Attendance Policy: Absence from two (2) regular meetings of the Board of Directors shall be construed as resignation therefrom.

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