



NORTHERN RHODE ISLAND
BOARD OF REALTORS®

NOMINATION FORM – 2019 OFFICER & DIRECTORS

Name:

Firm:

Your NRDS Member ID#:	Phone:	E-mail:
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Address:

# of years in business:	Professional Designations Earned:
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Business specialty:

Your website:

Your social media handles:

Position you are applying for:

Statement/reason for seeking position:

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

(Please feel free to attach a biography or resume.) I submit the following individuals as references:

AVAILABLE POSITIONS

2019 Corporate Secretary (1) – position description attached

3 Directors (2-year term of fall 2018 to fall 2020). **Director Responsibilities:** advance the organization’s mission and [goals](#); support the CEO & staff; ensure adequate resources & managing them effectively; determining, strengthening and assessing programs and services; enhancing the organization’s public image; ensuring legal and ethical integrity; enforcing the Three-Way Agreement of the National Association of REALTORS®; maintaining accountability with clear and pertinent Board policies and procedures; recruiting and orienting new Board members; participating in approximately 5 Board meetings per year.

OPEN PROCESS

The annual nomination and election of NRIBR Directors is an open process in which REALTOR® members may self-nominate or nominate fellow REALTORS®. **Nomination forms deadline: email to donna@nribr.realtor by 5 pm on 5/18/18.** Applicants must be REALTOR® members in good standing with the REALTOR® Association. NRIBR is an inclusive organization and welcomes diversity in its candidates. Our Nominating Committee is responsible for reviewing all nominations to ensure candidates meet the requirements of the position they have been nominated to and may require nominee interviews. Questions or confidential inquiries may be directed to Donna Andrews, RCE, Chief Executive Officer at 401-333-6343 or via email to donna@nribr.realtor.

TIMELINE

- May 18 - Applications Due
- May 22 - Nominating Committee Meeting
- July 19 - Slate of 2019 Candidates presented for approval to the NRIBR Board of Directors for approval.
- September 20 - NRIBR Annual Meeting with membership vote on proposed 2019 Slate
- October 23 at 11 a.m. – New Director Orientation
- November – first meeting of 2019 Officers and Directors

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.

Signature & Date: _____

NRIBR is located at 2178 Mendon Road, Suite 400, Cumberland, RI 02864. Our phone is 400-333-6343. Our fax is 866-609-6476. Visit us on the web at www.nribr.realtor

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



2019 Corporate Secretary of the Northern Rhode Island Board of REALTORS®

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 new members processed for membership.
- 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.

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