



2018 NOMINATION FORM

365 Eddy Street, Suite 1, Providence, RI 02903

Phone: (401) 274-8386 Fax: (888) 909-6406 Email: donna@ricabor.realtor Web: www.ricabor.realtor

If you are interested in serving the Rhode Island Commercial and Appraisal Board of REALTORS® in a leadership capacity -- let us know! Candidates must be a member in good standing with the Rhode Island Commercial and Appraisal Board of REALTORS®, be willing to attend the Board’s meetings and participate in advancing our mission and goals. Training and support will be provided. For more information or confidential inquiry about the leadership options and responsibilities, please contact Donna Andrews, RCE at the Board office at (401) 274-8386 or at donna@ricabor.realtor

Positions to be filled:

Directors (3 openings). If appointed, term to begin 11-1-18. Length of term: 3 years.
Officer: 2019 Corporate Secretary (1-year term - must have previously served as a Director)

ALL SUBMISSIONS MUST BE DELIVERED TO US BY 5 P.M. ON 5/18/18.

1. Name _____
2. Firm _____
3. Position you are applying for: _____
4. Business Specialty _____
5. Your NRDS Member ID Number: _____
6. Number of years in the business: _____
7. Email Address: _____
8. Best number to reach me: _____
9. Your website: _____
10. Your social media handles: _____

Statement of Candidate/Reason for seeking this position: _____

Other qualifications, experience with other business, professional and civic groups: _____

I submit the following individual as a reference: _____

Certification 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.

Candidate Signature: _____ Date: _____

** You are free to attach a resume ** Selected candidates may be scheduled for an interview at our office.
RICABOR leads, supports, and inspires excellence in its members through education, advocacy and business development.*



365 Eddy Street, Suite 1, Providence, RI 02903

Phone: (401) 274-8386 Fax: (888) 909-6406 Email: donna@ricabor.realtor Web: www.ricabor.realtor

THE UNITED VOICE FOR COMMERCIAL REAL ESTATE & REAL ESTATE VALUATION IN RHODE ISLAND

Position Description:

Director of the Rhode Island Commercial and Appraisal Board of REALTORS®

3-year term: 11/2018—11/2021

Responsibilities include:

- Attending and participating in Board of Directors' meeting (approximately 3-4 per year.)
- Attending and participating in other Board events (i.e. Annual Meeting.)
- Advancing the Board's 2017-2019 Strategic Plan, working to ensure the Board is meeting its mission and goals
- Updating our Strategic Plan as required.
- Attending and participating in Leadership Workshops or Professional Standards training as they are scheduled.
- Approving annual budget.
- Reviewing new members processed for membership.
- Approving Bylaw changes.
- Receiving and taking action on recommendations received from staff, committees and task forces.
- Serves as a representative of 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® and its Core Standards.
- Agree to enforce the Bylaws of the Rhode Island Commercial and Appraisal 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®.
- Directors must agree to an annual Conflict of Interest Policy and must 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.
- In preparation for their role, new Directors must complete the following 2 online courses by 12/31/2018: The completion of *Two (2) online courses: REALTORS® Excelling in Association Leadership (REAL)* <http://www.onlinelearning.realtor/catalog/p-520-realtors-excelling-in-association-leadership-real.aspx> and *Leadership 100-On the Path to Leadership* <http://onlinelearning.realtor/Catalog/p-3353-leadership-100-on-the-path-to-leadership.aspx>
- Directors have 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.
- Directors must be REALTOR® members in good standing.
- No Director shall serve more than two (2) consecutive terms, with the exception of the Directors Emeritus. (adopted 4/11)
- Attendance Policy: Absence from two (2) regular meetings per year may subject the Director to dismissal at the discretion of the Board of Directors.



365 Eddy Street, Suite 1, Providence, RI 02903

Phone: (401) 274-8386 Fax: (888) 909-6406 Email: donna@ricabor.realtor Web: www.ricabor.realtor

Position Description: 2019 Corporate Secretary

Responsibilities include:

- Attending and participating in Board of Directors' meeting (approximately 3-4 per year.)
- Attending and participating in other Board events (i.e. Annual Meeting.)
- Serving on Executive Committee (approximately 3 meetings per year)
- Serving on Finance Committee (approximately 2 meetings per year)
- Calling the roll and recording votes at Directors' meetings
- Ensuring that the minutes of all Directors' meetings are kept – review the minutes and certify them.
- Authorizing certain legal documents with official RICABOR seal.
- Advancing the Board's 2017-2019 Strategic Plan, working to ensure the Board is meeting its mission and goals
- Updating our Strategic Plan as required.
- Attending and participating in Leadership Workshops or Professional Standards training as they are scheduled.
- Approving annual budget.
- Reviewing new members processed for membership.
- Approving Bylaw changes.
- Receiving and taking action on recommendations received from staff, committees and task forces.
- Serves as a representative of 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® and its Core Standards.
- Agree to enforce the Bylaws of the Rhode Island Commercial and Appraisal 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®.
- Adhering to the highest standards of professional conduct and the Code of Ethics of the National Association of REALTORS®.
- Agree to an annual Conflict of Interest Policy and disclose any personal conflicts of interest.
- 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.
- In order to serve as Corporate Secretary, one must have actively served as a Director and must be a member in good standing.
- May be considered for leadership positions at the Rhode Island Association of REALTORS® and Statewide Multiple Listing Service

Attendance Policy: Absence from two (2) regular meetings per year may subject the individual to dismissal at the discretion of the Board of Directors.

[RICABOR leads, supports, and inspires excellence in its members through education, advocacy and business development.](#)