



365 Eddy Street, Suite 1, Providence, RI 02903

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

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® and be willing to attend the Board's meetings and functions. Training and support will be provided. For more information or confidential inquiry about the leadership options and their responsibilities, please contact Donna Andrews at the Board office at (401) 274-8386.

Positions to be filled:

Directors (3 openings). If appointed, term to begin 11-1-17. Length of term: 3 years.

Officer: 2018 Corporate Secretary

ALL SUBMISSIONS MUST BE DELIVERED TO US BY 5 P.M. ON MAY 31, 2017.

2017 RICABOR Nomination Form ~ Please print clearly:

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: _____

Statement of Candidate/Reason for seeking this position:

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

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 * references to this form. ** Selected candidates may be scheduled for an interview at our office.*

Please return via email to info@ricabor.org or via fax (888-909-6406) by 5 p.m. on May 31, 2017.

RICABOR leads, supports, and inspires excellence in its members through education, advocacy and business development.



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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: 11/2017—11/2020

Responsibilities include:

- Attending and participating in Board of Directors' meeting (approximately 3-4 per year.)
- Attending and participating in other Board meetings and events (i.e. Annual Meeting.)
- Attending and participating in Leadership Workshops or Seminars as they are scheduled.
- Approving annual budget.
- Approving new members.
- 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.
- Serves as a representative of the Board in the REALTOR® community, the general public and media.
- 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 REALTOR® Association's online course: *REALTORS® Excelling in Association Leadership*.
- 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.

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Position Description: 2018 Corporate Secretary

Responsibilities include:

- Attending Board of Directors' meeting (approximately 3-4 per year).
- Attending other Board meetings and events (i.e. Networking, Annual Meeting).
- Serving on the Executive Committee
- Reviewing and approving annual budget.
- Reviewing new member reports
- 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 certify them.
- Authorizing certain legal documents with official RICABOR 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 and participating in Strategic Planning Retreats as they are scheduled.
- Representing the Rhode Island Commercial and Appraisal Board of REALTORS® as an Officer in our membership 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®.
- 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 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®.
- 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.
- 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.

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

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