



2020 NOMINATION FORM – due by 5 pm on 5/31/19

Temporarily located at 2178 Mendon Rd., Ste. 400, Cumberland, RI 02864

Phone: (401) 274-8386 Fax: (888) 909-6406 Email: ssilva@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 adhere to our Bylaws and Policies, and participate in advancing our mission and goals.

For more information or confidential inquiry, please contact Suzanne Silva, RCE, AePRO, PSAT, Chief Executive Officer, at (401) 274-8386 [or via email](#). RICABOR Board fosters and promotes an inclusive environment and welcomes diversity in our organization.

Positions to be filled:

Officer: 2020 Corporate Secretary (must have previous experience as a Director)

Director: one available; term Fall 2019 – Fall 2022

ALL SUBMISSIONS MUST BE DELIVERED TO US BY 5 P.M. ON 5/31/19.

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, including experience with non-profit Boards and any business, professional and civic groups: _____

I submit the following individual (provide phone # and email) 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.



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®

Responsibilities include:

- Attending and participating in Board of Directors' meeting (approximately 4 per year)
- Attending and participating in other Board meetings and events (i.e. Annual Meeting)
- Attending and participating in Leadership Workshops/Presentations 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.
- Working to ensure the Board is meeting its mission and goals and updating our Strategic Plan – a visionary who works collectively to update the plan and measure its performance.
- Representing the Rhode Island Commercial and Appraisal Board of REALTORS® in the REALTOR® community.
- Becoming familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- 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.
- 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 members in good standing.
- Attendance Policy: Absence from two (2) regular meetings shall be accepted as the Director's resignation.
- New Directors must complete *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> no later than December 31st. Certificates of completion must then be forwarded to the Board office for your membership file.



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

2020 Corporate Secretary Position Description

- Serving as leader for the Board of Directors. Attending Board of Directors' meetings (approximately 4 per year).
- Serving on our Executive and Finance Committees (meet approximately 3 times per year)
- Attending other Board meetings and events (i.e. Annual Meeting, Membership Meetings)
- Approving annual budget.
- Reviewing new members processed for membership.
- Reviewing and approving Bylaw changes.
- Authorizing certain legal documents with official RICABOR seal.
- Ensuring the minutes of the Directors' meeting are kept and certifies them quarterly.
- 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 Rhode Island Commercial and Appraisal Board of REALTORS® in the REALTOR® and Appraisal communities.
- 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 have a fiduciary duty to the Board and shall act at all times in the best interest of the Board and REALTOR® Association.
- May be considered for leadership positions at the Rhode Island Association of REALTORS® and Statewide Multiple Listing Service.
- Must be a member in good standing.
- Candidates for Officer positions must have previously served as a RICABOR Director.
- Must attend leadership training meetings organized by the Rhode Island Commercial and Appraisal Board of REALTORS® or the RI Association of REALTORS® or the National Association of REALTORS®, this includes Professional Standards Training.
- Complete the 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> no later than December 31st. Please send us a copy for your membership file.