



**OCTOBER 2018 - NOMINATION FORM**

365 Eddy Street, Suite 1, Providence, RI 02903

Phone: (401) 274-8386 Fax: (888) 909-6406 Email: [ssilva@ricabor.realtor](mailto:ssilva@ricabor.realtor) Web: [www.ricabor.realtor](http://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. Training and support will be provided. For more information or confidential inquiry, please contact Suzanne Silva, RCE, AePRO, PSAT, Chief Executive Officer, at (401) 274-8386 [or via email](#).

**Positions to be filled:**

Directors (3 openings). If appointed, term to begin Fall 2018 – Fall 2021.

Officer: 2019 Corporate Secretary (1-year term; mandatory - must have previously served as a Director.)

**ALL SUBMISSIONS MUST BE DELIVERED TO US BY 5 P.M. ON 10/19/2018.**

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 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.  
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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: Fall 2018 – Fall 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 2016-2019 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 leader of the Board in the RICABOR 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 & Policies 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 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.
- Directors must be REALTOR® members in good standing.
- 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: 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 2016-2019 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 leader of the Board in the RICABOR 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 & Policies 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.
- 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.
- In order to serve as Corporate Secretary, one must have actively served as a Director (mandatory) 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.*

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