



**Colorado Association of REALTORS®  
Credentials Manual**

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## **Preface**

The Colorado Association of REALTORS® (CAR) and its 2008 Credentials Committee have prepared this manual and gratefully acknowledge the help of the many who have contributed to its contents. The purpose of the Colorado Association of REALTORS® Credentials Manual is twofold. First, it functions as a guideline for the CAR Credentials Committee in order that its members may uniformly and consistently consider all candidate applications, applying the rules, policies and limitations set forth herein in determining whether candidates are qualified to serve in their respective elected positions. Second, it is intended to provide guidance to those CAR members interested in pursuing elective office, enabling them to make sound decisions whether to seek election and serve and if so, providing them with useful information concerning the application process.

**I. Credentials Committee Mission Statement**

“To determine the qualification of candidates seeking election to the leadership positions specified in the Bylaws of the Colorado Association of REALTORS®”.

**II. CAR and NAR Acronyms**

- a. Any reference herein made to CAR refers to the Colorado Association of REALTORS®.
- b. Any reference herein made to NAR refers to the National Association of REALTORS®.
- c. Any reference herein made to BOD refers to the CAR Board of Directors.

**III. Duties of the Credentials Committee**

All Committee members must sign a confidentiality agreement. Members may not campaign or actively support or solicit specific candidates for any position. Members are expected to be present at all meetings or obtain an excused absence. All written documentation provided to Committee members shall be returned to the CAR CEO and destroyed upon completion of the elections. Under no circumstances shall candidates running for a CAR Office or a State Allocated NAR Director position sit on the Credentials Committee.

**IV. Process and Charges of the Credentials Committee**

- a. To confidentially review candidates’ credentials to ensure that candidates meet the published criteria for the desired position and otherwise qualify. This two step process involves matching the candidate’s experience and qualifications as shown on the application with the published requirements for the position and interviewing the candidate for additional clarification on any aspect of the application. The Credentials Committee shall rely upon information contained in the written applications and information obtained from interviews with the candidates. The Credentials Committee, at its discretion, may arrange for a financial and/or legal audit of a candidate which may include a public records check for current or past financial, civil, criminal, license law and ethics matters. On the basis of that information, the Credentials Committee may then arrange a more thorough background investigation of the candidate.
  - i. The Credentials Committee determines the qualification of candidates who have applied for election as President, President-Elect, Treasurer, District Vice-Presidents, District Vice President-Elects, Division Vice Presidents, Division Vice President-Elects and State Allocated NAR Directors.
  - ii. The Credentials Committee submits the slate of qualified candidates seeking election as President, President-Elect, Treasurer and State Allocated NAR Directors to the CAR Board of Directors.
  - iii. The Credentials Committee submits the slate of qualified candidates seeking election as Law and Policy and Government Affairs Division Vice Presidents to the CAR President for his or her consideration.
  - iv. The Credentials Committee submits the slate of qualified candidates seeking election as Education Division Vice President to the CAR Education Trustee Committee, for their consideration. The CAR Education Trustees annually elect a qualified candidate to serve as Chair of the Education Trustee Committee; such individual then automatically serves as Education Division Vice-President.

**V. Credentials Committee Timeline and Application Deadlines**

- a. Applications for CAR Officers and State Allocated NAR Director positions will be accepted by CAR until 5:00 pm on April 15<sup>th</sup> of each year. If April 15<sup>th</sup> falls on a Saturday or Sunday the deadline will be on the following Monday at 5:00 pm.
- b. Third Monday of May – Commencement of Candidate interviews with Credentials Committee
- c. May 15, 2008 – Second round of applications are due (if deemed necessary by the Credentials Committee).
- d. Last Week of May – Second round of candidate interviews with Credentials Committee
- e. Candidate Forum to be held immediately before the BOD meeting at the CAR Summer Conference
- f. Elections at the BOD meeting at the CAR Summer Conference

## **VI. State Allocated NAR Director Policies**

- a. CAR State Allocated NAR Directors will be limited to serving no more than 6 consecutive years as an elected State Allocated NAR Director. The following NAR Director positions are unaffected by such limitation:
  - i. NAR Officers, Liaisons or Presidential appointments
  - ii. Distinguished Service Award Recipients
  - iii. Regional Vice Presidents
  - iv. Large Association NAR Directors
  - v. Large Firm NAR Directors
  - vi. CAR State President
- b. If a State Allocated NAR Director resigns or is unable to serve, their replacement will be filled by the candidate that was not elected and received the highest number of votes at the most recent CAR Election. In the case where there is no candidate to fill the vacated position the CAR President will make the appointment and such appointee shall serve for the balance of that year as an State Allocated NAR Director. If the term for such position is longer than the current year, such position will be filled by vote of the BOD at the next CAR Election Meeting.
- c. If a State Allocated NAR Director is unable to attend a scheduled NAR Directors meeting such Director must request an excused absence from the CAR CEO on or prior to ten (10) days before such scheduled NAR Directors meeting. If a State Allocated NAR Director misses two consecutive NAR Director meetings without an excused absence such Director will be removed and a replacement appointed by the CAR President to complete the balance of that year. At the next CAR Election Meeting such State Allocated NAR Director position will be filled by election.
- d. On July 31<sup>st</sup> of each year, NAR provides CAR with its State Allocated NAR Director count for the upcoming year. When CAR is allocated more State Allocated NAR Director positions than were filled at the most recent CAR Election Meeting, then the candidate that was not elected that received the highest number of votes of those not elected will be appointed to that additional State Allocated NAR Director position. In the case where there is no candidate to fill the vacated position the CAR President will make the appointment for a term of no more than one year.
- e. If a State Allocated NAR Director is elected at the CAR Election Meeting, and subsequently the CAR membership as reported by NAR is reduced to a level which eliminates a State Allocated NAR Director position, then the State Allocated NAR Director who was elected but received the least number of votes will be removed as a State Allocated NAR Director. In the event such election resulted in a tie between State Allocated NAR Directors receiving the least number of votes, the CAR President will determine which such Director will be removed.
- f. If a State Allocated NAR Director is appointed by NAR to serve in a position at the national level which incorporates an automatic NAR Director role, such NAR Director will be required to temporarily resign the state elected position and then be allowed to resume their State Allocated NAR Director elected term position upon completion of the NAR appointment. In such event, the candidate that was not elected at the most recent CAR Election Meeting but who received the highest number of votes of those not elected will be appointed to serve temporarily pending completion of the NAR appointment by the individual so appointed.
- g. The 3 year State Allocated NAR Director positions will be filled by the candidates that receive the largest number of votes at the CAR Election Meetings. The one year NAR Director position will be filled by the candidate that receives the largest number of votes after the 3 year term positions are filled.
- h. State Allocated NAR Director position appointments will be for a 3 year term except for one position which will be for a 1 year term.

- i. As clarification, the CAR Bylaws do allow for additional State Allocated NAR Director candidates to be voted on at the CAR Election Meeting from the floor of the Board of Directors meeting.

Additional recommendations for NAR Directorship, within the guidelines of this Section, may be made by DIRECTORS from the floor; however, such recommendations will not be made without prior consent of the nominees. The DIRECTORS will vote by secret written ballot to determine the candidates(s) to be proposed to the NAR. Nominating Committee to fill each NAR. Directorship to which CAR is entitled (CAR Bylaws, Article VIII, Section 5).

- j. Applications for CAR State Allocated NAR Director positions will be accepted by CAR until 5:00 pm on April 15<sup>th</sup> of each year. If April 15<sup>th</sup> falls on a Saturday or Sunday the deadline will be on the following Monday at 5:00 pm.
- k. Names will appear on all ballots or any other written materials involving candidates in the order determined by random drawings.

## **VII. Criteria for CAR Officers and State Allocated NAR Directors**

### **Criteria for All Positions**

- The nominee must be an active REALTOR® member of the Colorado Association of REALTORS®.
- The nominee shall pledge to spend the time and effort to serve in the position to the best of such person's ability. The nominee must commit to attend all CAR Board of Directors' meetings and NAR meetings.
- The nominee must conduct his or her real estate business in an appropriate location, relative to the elected position, in the State of Colorado.
- The nominee shall not have claimed bankruptcy or have any outstanding judgments within the last three (3) years.
- The nominee shall not have been found in violation of Colorado Real Estate License Law.
- The nominee shall not have been found in violation of NAR's Code of Ethics within 3 years prior to making application for election as a CAR Officer or State Allocated NAR Director.
- The nominee shall not have been convicted of a felony.
- The nominee should have substantially current knowledge of CAR programs.
- The nominee should have been found to be qualified for the designated position by the Credentials Committee.

### **Additional Criteria for President, President-Elect & Treasurer:**

- The nominee should have served on a NAR Committee
- The nominee should have served as CAR President-Elect. (PRESIDENT)
- The nominee should have past leadership experience with his/her board or served as a state chapter President of a NAR Institute, Council or Society. (PRES. & PRES.-ELECT)
- The nominee must have served on the CAR Leadership Council. (PRES. & PRES.-ELECT)
- The nominee, upon application, should begin attending the Finance Committee meetings. (PRES., PRES.-ELECT, & TREASURER)
- The nominee should have financial experience and/or education. (TREASURER)
- The nominee should have past leadership experience and expertise with the Colorado Association of REALTORS® and his/her Member Board. (PRESIDENT, PRESIDENT-ELECT, TREASURER)

### **Additional Criteria for District Vice President & District Vice President-Elect:**

- The nominee should have past leadership experience and expertise with the Colorado Association of REALTORS® and his/her Member Board.
- The nominee should have participated in the annual Board Outreach visits for the District.
- The nominee must have served as a Member Board President and/or CAR Director.
- The nominee must have been a District Vice President-Elect. (DISTRICT VICE-PRESIDENT)

**Additional Criteria for State Allocated NAR Director:**

- The nominee must have served as a Member Board President and/or CAR Director.
- The nominee should have past leadership experience and expertise with the Colorado Association of REALTORS® and his/her Member Board.

**Additional Criteria for Rocky Mountain Regional VP:**

- The nominee must have broad leadership experience from his/her state.
- The nominee must have served as an NAR Director other than the one year while President.
- The nominee must have served as a member of an NAR Committee other than State Forum.
- The nominee must have the endorsement of his/her state association.
- The nominee must have such other REALTOR®, civic and governmental activity and experience as would indicate leadership ability and potential.
- The nominee shall pledge to spend the time and effort to serve in the position to the best of their ability.
- The nominee should be recommended by the Credentials Committee to the Board of Directors. Input could be obtained from the NAR Selection Committee.

**VIII. Position Descriptions**

**a. President**

The President is the highest elected officer of the Colorado Association of REALTORS®, having responsibility of all actions and activities of the Association and assuring that it carries out its mission. Accepting the position as President of this large organization encompassing the entire state of Colorado is a very large responsibility and the President is due all honor and accord from the membership as he or she carries out their role.

HOW CHOSEN

The Credentials Committee verifies that the candidates for the position of President meet the qualifications set forth in Section VII above. Any member of the organization is eligible to run for this office except the person then holding the office of President of the Association. After serving one year from the annual meeting to the subsequent annual meeting (October) as President-elect, the member then shall, subject to election by the Board of Directors, succeed to the office of President, which office is held for a twelve (12) month term.

BYLAWS PROVISION

The Bylaws provision providing for the office of President is found in ARTICLE VI, Section 3 (A) and reads as follows:

The President shall be the highest elected officer of CAR, serve as corporate President, and shall preside at its meetings and those of the Board of DIRECTORS and Leadership Council. The President-Elect may, at the direction of the President, preside at the meetings. The President shall appoint all committees, subject to the approval of the DIRECTORS; shall be ex-officio member of all committees, and shall perform all other duties usual to such office. The President shall also appoint the chair of all standing and operating committees and the President-Elect shall appoint the vice-chair of all committees. Succession from the vice-chair to the chair shall not be automatically assumed.

RESPONSIBILITIES

- The President selects all chairs and committee members subject to approval of the Board of Directors.
- The President may appoint one Past President to the Leadership Council to serve as a voting, ex-officio member.
- The President may appoint an Association Executive from a board in Colorado to the Leadership Council to serve as a voting, ex-officio member.
- The President has the power to create committees and subcommittees or to abolish them with the approval of the Directors.
- The President presides at all Leadership Council, Directors and Management Team meetings and has the authority to select the time, date and place of those meetings.

- The President approves all agenda items for the Leadership Council and the Directors and Management Team meetings.
- The President oversees the volunteer organizational structure and policies of the Association with the Chief Executive Officer.
- The President is the chief spokesman for the real estate industry in the State of Colorado and should be kept current on all issues. The President has the primary responsibility of determining whether they or someone else within the Association or staff should be the spokesperson for the industry in a particular situation. All official pronouncements of the Association must be approved by the President or designee.
- The President supports and defends the policies and programs adopted by the Board of Directors and the Leadership Council.
- The President promotes interest and active participation in the Association on the part of the membership and reports activities of the Board and the Association to members by means of letters, publications, speeches and other communications.
- The President and President-Elect, in conjunction with the Chief Executive Officer, Leadership Council and key staff officials, determine the specific objectives to be achieved during the year by each of the committees and are responsible for providing the means by which those committees can achieve those objectives.
- The President is a voting member of the Strategic Planning Council, Colorado Association of REALTORS® Education Foundation, CORPAC Trustees and Issues Mobilization Committee. The President is an ex-officio member of all other committees.
- The President, knowing in advance the business to come before the assembly, should confer with the Parliamentarian before the meetings open and during recesses, in order to anticipate any problems that may arise and to avoid frequent or unnecessary consultation during the meeting.
- The President is a member of the Colorado Housing Council.
- The President is a member of the Interprofessional Committee, as is the Chief Executive Officer.
- The President makes recommendations for appointments of individuals to specific committees, as may be requested by the NATIONAL ASSOCIATION OF REALTORS®, to its Institutes, Councils and Societies.
- The President should attend the annual Leadership Training Program Orientation session held in September or October.

### SPECIFIC FUNCTIONS

#### September/October

- Attend the Inaugural Banquet at the State Convention.
- Attend all events at the State Convention where the President's presence is requested or desired.
- Attend the Leadership Council and Board of Directors' meeting. Meet with the District Vice Presidents prior to the District Forums to discuss items that will be covered in those meetings.
- Attend the Leadership Council Retreat.

#### November/December/January/February

- Attend the National Convention, making notes on National Committees and other activity which affects Colorado
- Attend as many NAR committee meetings as possible.
- Attend the Leadership Council and Board of Directors' meeting.
- Attend and encourage members to participate in the public policy activities of the Association.
- Attend scheduled Board Outreach visits where President's presence is requested or desired.
- Attend the Rocky Mountain Regional Conference.

March/April/May

- Promote and encourage attendance at the Summer Conference and other state functions.
- Attend the National Spring meetings in Washington, D.C. and participate in the Regional Caucus.

June/July

- Attend the Summer Conference and other state functions.

#### EXPENSES/REIMBURSEMENTS

The President is an unpaid officer of the Association with budgetary allowances made to provide for reimbursement of expenses for the President's involvement. Reimbursement is provided for the President and his/her spouse to travel to the Local Boards in the state of Colorado, to travel to state Associations outside Colorado on behalf of the REALTORS® of Colorado, to attend the regular and special meetings of CAR and to attend all meetings of the NATIONAL ASSOCIATION OF REALTORS®, and the committees on which he/she is involved.

The President is allowed a specific amount for reimbursement of expenses incurred in his/her duties as President. This amount is determined by the Finance Committee in concurrence with the Board of Directors. Expense forms are provided by CAR and should be submitted within thirty (30) days following each expenditure for approval and reimbursement.

#### STAFF LIAISONS:

CHIEF EXECUTIVE OFFICER  
EXECUTIVE ASSISTANT

#### **b. President-Elect**

The President-Elect has such authority as is vested in him/her by the President and frequently serves in place of the President in situations when the President cannot be in attendance or is unable to fulfill his/her duties. The President-Elect should become thoroughly acquainted with the organization and operation of the Colorado Association of REALTORS® as well as its membership and staff to be prepared for his/her year of service as President of the Colorado Association of REALTORS®.

#### HOW CHOSEN

The Credentials Committee verifies that the candidates for the position of President-Elect meet the qualifications set forth in Section VII above. Any member of the organization is eligible to run for the position of President-Elect. The position is voted on by the Board of Directors. The member elected as President-Elect shall, after serving his/her one year in that office, then, subject to election by the Board of Directors, succeed to the office of President, which office is held for a twelve (12) month term.

#### BYLAWS PROVISION

The Bylaws provision providing for the office of President-Elect found in ARTICLE VI, Section 3 (B), reads as follows:

The President-Elect shall perform the duties of the President in the event of absence or disability and shall have such other powers and duties as may be prescribed by the Board of DIRECTORS, the Leadership Council or the President. The President-Elect shall succeed to the office of President. If the office of the President should become vacant between elections, the President-Elect shall fill the vacancy and complete the unexpired term. The President-Elect who fills a vacancy in the office of President shall automatically become President for a full term after completion of the unexpired term; shall head CAR delegations to NAR meetings and be responsible for the coordination of meetings of delegations.

#### RESPONSIBILITIES

- Assist the President by every means possible to assure the successful completion of the plans and programs of the Association.

- Serve as a member of the Leadership Council, attending all regular and specially called meetings. In the absence of the President, he/she shall preside at the meetings of the Leadership Council and Board of Directors.
- Consider all existing programs of the Association during the year and make recommendations to the Leadership Council and/or Directors for expansion, deletion or change of objectives during the coming year.
- Assist the President in organizing the Leadership Orientation for the ensuing year and assume an active role in such orientation.
- Serve as liaison to the District Vice Presidents, organizing and coordinating their activities and assuring that they achieve the objectives as assigned to them by the President.
- Coordinate the Board Outreach for each district with the District Vice Presidents.
- Assist the President in the selection of committee members and appoint all vice chairs.
- Serve as an automatic voting member of the CAR Education Foundation and Strategic Planning Council.
- Serve, at the direction of the President, as a spokesman for the Association on selected occasions.
- Serve as Chairman of the Colorado Caucus, which meets prior to the Regional Caucus at the National Meetings and appoint from those attending such meetings individuals to monitor certain committees where CAR requires representation. The President-Elect may request a brief report of pertinent information received from those attending these meetings to be provided to the Colorado Caucus.
- Attend meetings of the Colorado Housing Council when deemed necessary or desirable.
- Determine, in conjunction with the President, the Chief Executive Officer, Leadership Council and key staff officials, the specific objectives to be achieved under the Strategic Plan by each of the committees and is responsible for providing the means by which those committees can achieve those objectives. It is the responsibility of the President-Elect to monitor the Strategic Plan and give reports on its progress at the Board of Directors' meetings.
- The President-Elect meets with the District Vice Presidents at the District VP Breakfast prior to the District Forums to discuss items that will be covered in those meetings.
- The President-Elect attends the annual Leadership Training Program Orientation session held in September or October.
- The President-Elect assumes the responsibility of installing Local Board Officers who will be serving during his/her term as President. In the event the President-Elect is unable to do so, it is his/her prerogative to ask a current CAR Officer to do so.
- The President-Elect meets with the CAR Bylaws Task Force Chairman for the ensuing year to review the Bylaws for clarity and possible update suggestions.
- The President-Elect is expected to have a thorough knowledge of the Political Survival Fund and stress the importance of membership financial support.

### SPECIFIC FUNCTIONS

#### September/October

- Attend the Inaugural Banquet at the State Convention.
- Attend all events at the State Convention where the President-Elect's presence is requested or desired.
- Attend the Leadership Council and Board of Directors' meetings.
- Attend the Leadership Council Retreat (or as otherwise scheduled).
- Attend and chair the New CAR Director Orientation [of the Colorado Association of REALTORS®] and any other special meetings called by the President, in preparing for the following year's programs.

#### November/December/January/February

- Attend the National Convention, making notes on National Committees and other activities which affect Colorado. Any information so gained at these meetings should be transmitted to the President.
- Attend as many NAR committee meetings as possible chair the Colorado Caucus meetings.

- Attend the Leadership Council and Board of Directors' meeting. Meet with the District Vice Presidents prior to the District Forums to discuss items that will be covered in those meetings. Be prepared to chair this meeting.
- Attend and encourage members to participate in the public policy activities of the Association.
- Schedule Board Outreach (personal Board/District visits) for the year, as recommended by each District Vice President. Once this schedule has been confirmed, the President-Elect should notify the President and invite him/her to attend any of the scheduled visits.
- Attend the Rocky Mountain Regional Conference.

#### March/April/May

- Promote the REALTOR® Day at the Capitol and encourage the District and Divisional Vice Presidents to participate.
- Promote Colorado Home Week.
- Promote and encourage attendance to the Summer Conference and other state functions.
- Attend the National Spring meetings in Washington, D.C. and participate in the Regional Caucus. Chair the Colorado Caucus meeting.

#### June/July

- Attend the Summer Conference and other state functions.

#### August/September

- A summary of all committees is to be submitted to the President-Elect on or before September 15. This report is to include, but not be limited to, such items as the (but not limited to) general status of committees, pending issues and/or activities that should be resolved and/or continued and overall comments concerning the districts.

#### EXPENSE/REIMBURSEMENTS

- The President-Elect is an unpaid officer of the Association with budgetary allowances made to provide for reimbursement of expenses for the President-Elect's involvement.
- The President-Elect is allowed a specific amount for reimbursement of expenses incurred in his duties as President-Elect. This amount is determined by the Finance Committee in concurrence with the Board of Directors. Expense forms are provided by CAR and should be submitted within thirty (30) days following each expenditure for approval and reimbursement.

STAFF LIAISONS:  
CHIEF EXECUTIVE OFFICER  
EXECUTIVE ASSISTANT

#### **c. Treasurer**

The Treasurer of the Colorado Association of REALTORS® is the highest elected financial officer of the Association. He or she is responsible for the ongoing review of CAR's financial statements and investment status. He/she is also responsible for making periodic reports about the financial condition of CAR to the officers, Leadership Council and Board of Directors.

#### HOW CHOSEN

The Treasurer is elected to serve a one year term to assure that the budget, financial stability of the Colorado Association and control of the finances are properly administered.

The Credentials Committee of the Association verifies that the candidates for the position of Treasurer meet the qualifications set forth in Article VII above. Any member of the organization with the proper credentials is eligible to run for the position of Treasurer. The position is voted on by the Board of Directors. The Treasurer begins his/her official term of office commencing in October following the Installation Banquet at the annual convention.

### BYLAWS PROVISION

The Bylaws provision providing for the office of Treasurer found in ARTICLE VI, Section 3 (C), reads as follows:

The Treasurer shall be the custodian of CAR funds and securities and the disbursing officer of CAR; shall deposit in such depositories and in such manner as the DIRECTORS may designate and direct and shall be relieved of responsibility therefore while they are in the custody of such depository; shall keep a correct account of all monies received and paid out and, at each meeting of the DIRECTORS, shall submit a report of the financial status of CAR for the preceding period. If the President-Elect is unable or unwilling to act, the Treasurer shall perform the duties of the President-Elect during the President-Elect's absence from office until the next DIRECTORS meeting, at which time a new acting President-Elect will be appointed by the DIRECTORS.

The Treasurer serves a member of the Leadership Council, the Board of Directors, and the Management Team.

### RESPONSIBILITIES

- The Treasurer assures that an annual audit is accomplished independent Certified Public Accountants and that, if requested by the Directors, financial statements are presented under a "clean" opinion from such Certified Public Accountants.
- The Treasurer, together with the Chief Financial Officer, is responsible for assuring that the Association's excess funds are invested in safe instruments providing the best yield possible consistent with the safety of the principal.
- The Treasurer reports at each regularly scheduled meeting that may require a Treasurer's report.
- The Treasurer is responsible to determine as far in advance as possible, the Association's financial needs. This requires a periodical review of services provided to the membership, including, conferences, conventions and income derived through dues and other sources.
- The Treasurer is responsible for seeing that all requests for reimbursement are properly submitted and executed.
- The Treasurer should attend the annual Leadership Training Program Orientation session held in September or October.

### REPORTING

The Treasurer is responsible for reporting the financial condition of the Association to the Leadership Council and the Board of Directors.

### EXPENSES/REIMBURSEMENTS

The Treasurer is an unpaid officer of the Association with budgetary allowances made to provide for reimbursement of expenses incurred in their duties as Treasurer.

This amount is determined by the Finance Committee in concurrence with the Board of Directors. Expense forms are provided by CAR and should be submitted within thirty (30) days following each month for approval and reimbursement.

### SPECIFIC FUNCTIONS

September/October

- Attend the Leadership Council Retreat.
- Attend the New CAR Director Orientation of the Colorado Association of REALTORS® and any other special meetings called by the President, in preparing for the following year's programs (or as otherwise scheduled).
- Attend the Inaugural Banquet at the State Convention.
- Attend the Leadership Council and Board of Directors' meeting.
- Present the budget to the Board of Directors.

November/December/January/February

- Attend the National Meetings. Make notes on National Committees and other activities which affect Colorado. Any information so gained at these meetings should be transmitted to the President-Elect.
- Participate in the Colorado and Regional Caucuses at the NAR meetings.
- Attend the Leadership Council and Board of Directors' meeting.
- Attend the Rocky Mountain Regional Conference.

March/April/May

- Promote REALTOR® Day at the Capitol
- Attend the NAR Spring meetings and participate in the Colorado and Regional Caucus.

June/July

- Attend the Summer Conference and other state functions.
- Attend the Leadership Council and Directors' meeting.
- Promote the CAR Convention.

STAFF LIAISONS:

CHIEF EXECUTIVE OFFICER  
CHIEF FINANCIAL OFFICER  
ACCOUNTING COORDINATOR

**d. Divisional Vice President**

It is the role of the Divisional Vice Presidents and the staff Director to assist the Chairs and Vice Chairs of the Division's Committees in performing their functions, achieving their objectives and providing any other requested assistance. It is extremely important that the Divisional Vice President not attempt to usurp the authority of the Chair or force decisions through the Committee.

HOW CHOSEN

A Divisional Vice President is appointed by the President to a one year term. The appointment is subject to confirmation by the Board of Directors. Exception: The Education Division Vice President elected by the Education Trustees as Chair of the Education Foundation automatically becomes the Education Division Vice President.

BYLAWS PROVISION

The Bylaws Provision providing for the Divisional Vice President is found in ARTICLE VII - Section 4 (A), and reads as follows:

From the slate submitted by the Credentials Committee, the President shall appoint Division Vice Presidents from the REALTOR® Members of CAR in good standing. Such appointments are subject to approval of the DIRECTORS.

1. The function and duty of the Division Vice Presidents shall be to assist the President in the administration of CAR business. They shall be responsible for coordinating the activities of the following divisions:
  - a. Government Affairs
  - b. Law and Policy

Divisional Vice Presidents shall serve at the pleasure of the President and their term of office shall terminate with the end of the term of the President who appointed them. If a Divisional Vice President should, for whatever reason, leave office before the end of the term, the President may appoint a replacement, subject to the approval of the Directors. The President-Elect shall serve as the Divisional Vice President of the Administrative Division.

The Divisional Vice Presidents shall serve as voting members on the Leadership Council and the Board of Directors. If a Divisional Vice President is an elected Director or is a Director by other means described in the Bylaws, they shall have only one vote.

### ACTION ON RECOMMENDATIONS

Programming ideas for the Colorado Association of REALTORS® come from many sources. Ideas that stem from an individual member or an outside source, must first be referred to the appropriate committee for study. After a program is finalized in committee, it may be recommended to the appropriate Divisional Vice President who shall then forward such recommendation to the Leadership Council which may in turn make a recommendation to the Directors to accept or reject the program. In the event monies have been previously budgeted, then the program is presented to the Leadership Council and Directors for final approval. If the program involves an expenditure of money not previously budgeted, then the Leadership Council must first receive a recommendation from the Finance Committee. Any specific recommendation to the Directors shall be submitted to the Directors by the Divisional Vice President or the President of the Association.

### LIAISON TO COMMITTEES

Divisional Vice Presidents are the liaison between the committees for which he/she has responsibility and the Leadership Council. They have the responsibility of assuring that each committee holds adequate meetings, has agenda prepared sufficiently in advance and makes back-up material available to committee members. Each Divisional Vice President acts as the "salesperson" for the ideas approved within their committees and, if needed, will request the presence of the Chairman or specific committee member (subject to prior approval by the President) at the Leadership Council meeting.

### REPORTING

Each Divisional Vice President is responsible for contacting their committee chairs prior to any reporting dates. They are to obtain the status of each committee's activities and summarize a division report. This report shall be submitted to the staff Director for refinement, reproduction and distribution.

### EXPENSES/REIMBURSEMENTS

The Divisional Vice President is allowed reimbursement of expenses incurred in their duties as Divisional Vice President. The travel policy of CAR should be consulted for specific coverage. Expense forms are provided by CAR and should be submitted Directors. Expense forms are provided by CAR and should be submitted within thirty (30) days following each expenditure for approval and reimbursement.

Divisional Vice Presidents are responsible for making their own reservations for registration, ticket functions, transportation and lodging.

### RESPONSIBILITIES

- Each Divisional Vice President will be assigned to a division. It shall be their duty to meet with the committee chairs as often as necessary. They shall attend all scheduled meetings of the Association, the Leadership Council and Board of Directors.
- Any and all requests for items to be placed on the agenda for a Leadership Council and/or Directors' meeting must be received by the President fifteen (15) days prior to said meeting. All requests (agenda items) are subject to the President's approval.
- Divisional Vice Presidents are [is] responsible for all committees in their division. All requests of Committee Chairs requiring information from other divisions must go through their Divisional Vice President. Their Divisional Vice President will contact the appropriate Divisional Vice President of that committee, who in turn will request the chair of such committee to respond. This response will be communicated to the Divisional Vice Presidents who are involved.
- Divisional Vice Presidents shall assist in the dissemination of information to all committee chairs concerning the Association's programs, policies and rationale thereof.
- Thirty (30) days prior to meetings of the Board of Directors, Divisional Vice Presidents shall meet with their appropriate staff Director to review the budget of that particular Department/Division.
- Divisional Vice Presidents should attend the annual Leadership Training Program Orientation session held in September or October.

## SPECIFIC FUNCTIONS

### September/October

- Meet with the outgoing Divisional Vice President during the State Convention to discuss pending issues and/or continuing programs.
- Attend the New CAR Director Orientation of the Colorado Association of REALTORS® and any other special meeting by the President, in preparing for the following year's programs.
- Attend the State Convention.
- Send two pictures and a biography to the State Association (biography form provided by CAR).
- Attend the Leadership Council Retreat.
- Request the chairs to include you on their mailing list for meetings to be held and committee reports.
- Meet as soon as possible with the chairs of their respective committees to bring them up to date on all materials of the Association as they affect their area, the objectives, goals, policies and resources available to perform the duties.
- Complete personal contact with committee chairs by October 15.
- Attend the CAR Leadership Council and Directors' meetings. Meet with the President-Elect, District Vice Presidents, Appointed Past President and other Divisional Vice Presidents prior to the District Forums to discuss agenda items.

### November/December

- Attend the National meetings, make notes on National Committees and other activities which affect Colorado. Any information gained at these meetings should be transmitted to the President-Elect. If attending, the staff Director is to attend all meetings possible pertaining to the division and provide information received to the Divisional Vice President. Guidance on meetings to attend will be directed by the staff Division Director or the Chief Executive Officer.

### January/February

- Attend the CAR Leadership Council and Directors' meetings. Meet with the President-Elect, District Vice Presidents, Appointed Past President and other Divisional Vice Presidents prior to the District Forums to discuss agenda items.
- The Divisional Vice President is to have thorough knowledge of the importance of membership involvement. The staff Director can play a major role in keeping the Divisional Vice President abreast of issues relevant to their division.
- Promote and encourage attendance at the Rocky Mountain Regional Conference.

### March/April/May

- Promote the CAR REALTOR® Day at the Capitol and encourage participation.
- Attend the Leadership Council and Directors' meetings, carry out assigned duties and responsibilities.
- Promote and encourage attendance to the REALTOR® Rally and Summer Conference and other state functions.

### June/July

- Attend the Leadership Council and Directors' meetings, carry out assigned duties and responsibilities as approved.
- Promote the CAR Convention by coordinating committee publicity about the Convention, assuring that each committee chair includes promotion about the Convention in their meetings and contact with their committee member, subject to the wishes and direction of the Convention Chair.
- Attend the Summer Conference and other state functions.

### August/September

- Promote the CAR Convention to assure that every committee chair knows about the Convention and meetings.
- By August 10, provide a list of potential committee leaders to the President-Elect of the Colorado Association of REALTORS® for the upcoming year.

STAFF LIAISON:  
DIVISIONAL DIRECTOR

**e. District Vice President**

A District Vice President is elected to a one year term from each of the geographical districts of the Colorado Association of REALTORS® to serve as official representative from that district to the Colorado Association of REALTORS® and to assure that the programs and services of the Colorado Association are made known and available to the members and boards within the district. The office of the District Vice President is not only one of prestige and honor, but also of responsibility. They are responsible for the activity and strength of every board in his district. They coordinate all state programs in the district and services the local boards as a source of policy and program information. They endeavor to increase communications between the local boards and the State Association and where necessary the NATIONAL ASSOCIATION OF REALTORS®. The District Vice President informs the REALTORS® in their district of educational and professional aims of the local boards, the State Association and the National Association through participation in meetings and forums. They are a vital link between the Colorado Association of REALTORS® and the local boards. The CAR President-Elect serves as liaison between the District Vice Presidents and the CAR President.

HOW CHOSEN

The Credentials Committee recommends candidates for the position from applicants who possess the credentials for the position. The candidates are then voted on by the Board of Directors from each district in conjunction with the Director's meeting prior to the Annual General Membership meeting. The time and place of this special meeting to be determined by the Directors. They shall then begin his official term of office commencing in October following the installation banquet at the annual meeting.

BYLAWS PROVISIONS

The Bylaws provision providing for the District Vice Presidents is found in Article VI, Section 2 (D) and reads as follows:

The District Vice Presidents shall coordinate the work of CAR in their respective districts and act as the representative of the President in such matters as may be assigned to them. In case of a vacancy in the office of any District Vice President, it shall be filled by appointment by the President and confirmation by the Board of Directors for the unexpired term. Such appointee shall be from the District in which the vacancy occurs.

The District Vice Presidents serve as members of the Leadership Council and the Board of Directors.

LIAISON TO LOCAL BOARDS

As liaison, each District Vice President shall report to the President-elect the activities of the local Boards in their District. They have the responsibility of assisting in the operations of their boards and serves as a vital link between the Association and the local Boards.

## REPORTING

Each District Vice President is responsible for contacting their local Board Presidents to obtain the status of their activities. The District Vice President summarizes and reports, at the Leadership Council Dinner & to the Board of Directors, local activities to include an update on membership, status of current programs, pending issues, and activities on any other item as requested by the CAR President-elect.

## EXPENSES/REIMBURSEMENTS

The District Vice President is allowed reimbursement of expenses incurred in their duties as District Vice President. The Travel Policy of CAR should be consulted for specific coverage. Expense forms are provided by CAR and should be submitted each month for approval and reimbursement.

The District Vice President is responsible for making their own reservations for registration, ticket functions, transportation and lodging.

## RESPONSIBILITIES

1. The District Vice President is responsible to the leadership of the boards in their district to assure that their needs and desires are properly transmitted to the Association and that their position on matters is properly expressed. The District Vice President is responsible to the officers and Directors of the Colorado Association of REALTORS® and provides constant feedback to the local boards within the district. They explain Association policies and programs and encourage the boards and members to participate and take advantage in those programs and services.
2. The District Vice President is responsible to the Association. There are many different viewpoints in the Association and sound reasons to support each of them. In evaluating a position, the District Vice President must keep in mind that the Board of Directors is responsible for all members and must place the welfare of the total Association ahead of geographical or fractional consideration.
3. Any and all requests for items to be placed on the agenda for a Leadership Council and/or Directors' meeting must be received by the President-elect fifteen (15) days prior to said meeting. All requests (agenda items) are subject to the President's approval.
4. When the District Vice President is elected, they assume the duty to visit the local boards in their district during the regular Directors or membership meetings as often as may be necessary, but not less than twice a year. They shall assist in the organization of new boards and perform such other duties as may be assigned to them by the President, President-elect or the Board of Directors. They shall attend all stated meetings of the Association, its Leadership Council and the Board of Directors. The District Vice President is to conduct Forums within their district in conjunction with the Board visits.
5. They serve as a member of the Leadership Council, attending all regular and specially called meetings.
6. The District Vice President disseminates information to all boards in the district concerning the Association's programs, policies and rational thereof.
7. They act as liaison between the local boards and the State Association to provide state support of local programs, as needed and/or requested.
8. They meet or contact each board in the district prior to regularly scheduled Directors' meetings and reports the results of such meeting, in writing, to the CAR President-elect within fifteen days (15) prior to the Directors' meeting. Problems or misunderstandings

should be communicated immediately to the Chief Executive Officer who will follow through to correct the problem or misunderstanding.

9. They urge all local boards in their District to present an orientation program.
10. On request, the District Vice President visits the local boards with the State President-elect and other officers and participates in the BOARD OUTREACH in their district. At such visits the Vice President should assure that proper protocol in conjunction with the President-elect's appearance is followed.
11. It is the responsibility of the District Vice President to assist with planning BOARD OUTREACH in their district. It is the consensus of the leadership that a direct link to the local board is best obtained through BOARD OUTREACH. Therefore, it is imperative that the District Vice President stress the importance of these visits by leadership to the local boards. It is the intent to make a CARVAN available to every board. The structure of the program to be given to local boards is to be flexible, i.e., some boards may elect to have a leadership visit only program. The success of BOARD OUTREACH will greatly hinge on the flexibility of these presentations. It is a must that local boards in each district coordinate the scheduling of BOARD OUTREACH with the District Vice President. This allows leadership to plan and visit each local board in a district without duplication of travel.
12. They attend the Installation Banquets in their district.
13. Each District Vice President is responsible for serving as Chair in the District Forum at the scheduled CAR meetings.

#### SPECIFIC FUNCTIONS

September/October

1. During the State Convention, meet with the outgoing Vice President to discuss pending issues and/or continuing problems.
2. Attend the New CAR Director Orientation of the Colorado Association of REALTORS® and any other special leadership meetings called by the President, in preparing for the following year's programs.
3. Attend the Inaugural Banquet at the State Convention.
4. Request the president of the local boards in your district to include you on their mailing lists for board bulletins and newsletters.
5. Meet and offer personal service to the presidents of the local boards in the district. Assist in setting their goals for the coming year.
6. Attend the CAR Leadership Council and Directors' meeting. Meet with the President-elect, Divisional Vice Presidents, Appointed Past President and other District Vice Presidents prior to the District Forums to discuss agenda items.
7. Attend the Leadership Council Retreat scheduled by CAR.
8. Contact every local board president in the district and encourage them to attend the state sponsored New CAR Director Orientation Program scheduled by CAR. Those boards with president-elects already selected should also be encouraged to attend.
9. In the event the board presidents or president-elects are unable to attend the New CAR Director Orientation, it is the duty of the District Vice President to meet as soon as possible with the board president so they are brought up to date on all materials presented at the Orientation and the objectives and goals established at the conference.

10. Obtain feedback on the from the board presidents and provide feedback to the President-elect of CAR the first of January.

#### November

1. Attendance is encouraged at the National meetings as well as taking notes on the National Committees and other activities which affect Colorado. Any information so gained at these meetings should be transmitted to the President-elect.
2. Remind the board presidents and other officers that dues should be paid and forwarded to CAR by January 1.

#### December/January/February

1. Attend the CAR Leadership Council and Directors' meeting. Meet with the President-elect, Divisional Vice Presidents, Appointed Past President and other District Vice Presidents prior to the District Forums to discuss agenda items.
2. Each District Vice President is responsible for their District Forum and will chair these meetings. Each District Vice President is requested to submit in writing, a report to the President-elect regarding activities of each board in their district. This report should be submitted to the CAR headquarters fifteen (15) days prior to the scheduled District Forum. The CAR President-elect will provide written guidelines to each District Vice President as to what should be covered in the report.
3. The District Vice President is to have thorough knowledge of PSF and stress to the board Presidents the importance of membership financial support.
4. They are to attend and encourage members in their district to participate in the Legislative Reception.
5. Attendance is encouraged for District Vice Presidents to attend NAR committee meetings as possible and if attending to participate in caucus meetings.
6. Complete first personal visits to the boards by February 28.
7. Check each board to ensure dues are paid by January 1.
8. Attend CARVAN visits, as scheduled, with CAR President-elect and others.

#### March/April/May

1. Promote the REALTOR Day at the Capitol and encourage participation.
2. Promote and encourage attendance at the Metro and Summer Conference and other state functions.
3. Attendance is encouraged at the NAR Legislative Conference in Washington, DC and if attending, participate in the caucuses.

#### June/July

1. Attend the Summer Conference and other State Functions.
2. Attend the CAR Leadership Council and Directors' meetings. Meet with the President-elect and other District Vice Presidents prior to the District Open Forums to discuss agenda items that will be covered in those meetings.
3. Each District Vice President is responsible for their District Forum and will chair these meetings. At the summer meeting, the District Vice President will conduct the election of District Vice President and District Vice President-elect for their district for the next fiscal year.

4. Begin to promote the Convention by coordinating local board publicity about the Convention, assuring that each local board includes promotion about the Convention in its publication, subject to the wishes and direction of the Convention Chairman.

#### August

1. Promote the CAR Convention and assure that every local board in your district knows about the Convention and meetings.
2. Attend the CAR Leadership Council and Directors' meetings. Meet with the President-elect and other District Vice Presidents prior to the District Open Forums to discuss agenda items that will be covered in those meetings.

#### STAFF LIAISONS:

CHIEF EXECUTIVE OFFICER  
OPERATIONS MANAGER

#### **f. District Vice President-Elect**

District Vice President-Elects are elected to one year terms from each of the geographical districts of the Colorado Association of REALTORS® to assist the District Vice President, to prepare to serve as official representative from that district to the Colorado Association of REALTORS® and to assure that the programs and services of the Colorado Association are made known and available to the members and boards within the district.

#### HOW CHOSEN

The Credentials Committee determines the qualification of candidates who have applied for election for the position from applicants who possess the credentials for the position. The candidates are then voted on by the Board of Directors from each district in conjunction with the Director's meeting at the Summer Conference. The time and place of this special meeting to be determined by the Directors. They shall then begin their official term of office commencing in October following the installation banquet at the annual meeting and become District Vice Presidents at the next year's official elections.

#### BYLAWS PROVISIONS

Although the Bylaws do not specifically authorize the District Vice President-Elect position, it is the intent that this position serve as the training ground for individuals who assume the responsibility of the District Vice President. The Bylaws provision providing for the District Vice Presidents is found in Article VI, Section 3 (D) and reads as follows:

The District Vice Presidents shall coordinate the work of CAR in their respective districts and act as the representative of the President in such matters as may be assigned to them. In case of a vacancy in the office of any District Vice President, it shall be filled by appointment by the President and confirmation by the Board of Directors for the unexpired term. Such appointee shall be from the District in which the vacancy occurs.

#### LIAISON TO LOCAL BOARDS

As liaison, each District Vice President-Elect shall assist the District Vice President in keeping abreast of the activities of the Local Boards in their District.

#### EXPENSES/REIMBURSEMENTS

The District Vice President-Elect becomes eligible for reimbursement of expenses incurred in their duties once they are elected to the position of District Vice President. The Travel Policy of CAR should be consulted for specific coverage. Expense forms are provided by CAR and should be submitted within thirty (30) days following each expenditure for approval and reimbursement

District Vice President-Elects are responsible for making their own reservations for registration, ticket functions, transportation and lodging.

## RESPONSIBILITIES

- The District Vice President-Elect is responsible to the Association. There are many different viewpoints in the Association and sound reasons to support each of them. In evaluating a position, the District Vice President-Elect must keep in mind that the Board of Directors is responsible for all members and must place the welfare of the total Association ahead of geographical considerations.
- Any and all requests for items to be placed on the agenda for a Leadership Council and/or Directors' meeting should be delivered to the District Vice President who is responsible for providing these to the President-Elect fifteen (15) days prior to said meeting. All requests (agenda items) are subject to the President's approval.
- Whenever possible, the District Vice President-Elect should accompany the District Vice President in visits to local boards in their district. They shall attend all appropriate meetings of the Association in order to keep abreast of the issues.
- Upon request, the District Vice President-Elect visits the local boards with the State President-Elect and other officers through the BOARD OUTREACH in their district.
- Upon request, they attend the Installation Banquets in their district.
- The District Vice Presidents-Elect serve a one-year term on the CARHOF Board of Directors.

## DISTRICT VICE PRESIDENT-ELECT SPECIFIC FUNCTIONS

September/October

- Attend the New CAR Director Orientation of the Colorado Association of REALTORS® and any other special leadership meetings called by the President, in preparing for the following year's programs.
- Attend the Inaugural Banquet at the State Convention.

November/December/January/February

- Attend CARVAN visits, as scheduled, with CAR President-Elect and others
- Attend the CAR meetings.

March/April/May

- Promote the REALTOR® Day at the Capitol and encourage participation.

June/July

- Attend the Summer Conference and other State Functions.

## STAFF LIAISONS:

CHIEF EXECUTIVE OFFICER

EXECUTIVE ASSISTANT

### **g. CAR Director**

CAR Directors shall be elected or appointed annually, by and from each Board, for one, two or three year terms. The term of office of the Directors shall start immediately following their installation at the Inaugural Dinner at the annual CAR State Convention. Each Director shall serve until their replacement has been duly elected and installed.

## HOW CHOSEN

On or before September 1, each Board shall elect or appoint its designated number of Directors; procedures for election or appointment shall be as provided by the Bylaws or Rules and Regulations of the Board.

Each Board will certify to CAR, on or before September 1 of each year, the names of the Directors so elected or appointed in order for such new Directors to be installed during the installation banquet at the State Convention. In the event a Board fails to certify the names of the new Directors on or before September 1, such new Directors will be installed by the Presiding officer at the next regular DIRECTOR meeting. In such event, a vacancy or vacancies shall exist on the Board of Directors until the new DIRECTOR(s) are installed.

Boards will elect or appoint only REALTOR® Members in good standing as Directors.

If a DIRECTOR is appointed or elected to a second office or position which also carries designation as a DIRECTOR, they shall serve only as one DIRECTOR with one vote per issue and no vacancy shall be created on the Directors because a DIRECTOR serves in more than one capacity unless they resign one of their Directorships for the full term of that office.

A Director who resigns will do so for their full term of office. In such case, the vacancy can be filled for the unexpired term by a recommended, qualified, REALTOR® Member from the Board concerned, or as otherwise provided in the CAR Bylaws.

Any Director who shall be absent from two consecutive regular meetings of the Directors shall automatically forfeit their office unless the Leadership Council waives this provision after receiving a satisfactory written explanation for said absences.

Those Officers and Directors whose terms have expired do not have the right to make motions or vote.

### RESPONSIBILITIES

1. The Directors shall have sole authority to appropriate money but should not unreasonably obligate CAR beyond its tenure of office.
2. Set dues.
3. Set public policy position as it pertains to the real estate industry.
4. Establish governing policies of the Association.
5. Approve member programs, products and services.
6. Certify members qualifying for REALTOR® status who are not within a Member Board's jurisdiction.
7. Define Local Board jurisdictions
8. Create districts (currently there are six).

A Director of the Colorado Association of REALTORS® has a dual responsibility. They are responsible to attend ALL Directors' meetings, to weigh all recommendations coming to the Directors and vote on those recommendations in the best interest of the Colorado Association of REALTORS®.

A Director must know the issues of importance to the Association. Every Director of the Association should be a source of information to the Local boards and individual members concerning Association programs and policies. By studying the packets of information made available at the Directors' meeting and by listening to the discussion and keeping track of the decisions made, every CAR Director can be thoroughly knowledgeable about the organization and has the specific responsibility to do so.

A Director must know the issues of importance to their constituency and bring matters of their concern to the attention of the Association. The Director is responsible to their Local Board to obtain Local Board input on all issues affecting the Colorado Association of REALTORS® prior to their making a decision on how to vote on any issue. It is recognized that some issues will arise at a meeting and must be voted on at that moment without the opportunity for the Director to discuss the issue with their Board leadership and in such instances the Director is required to use their judgment in weighing the needs of the Association and the Local Board.

As members of the Association's governing body, a Director's major responsibility is to represent the entire membership of the Colorado Association of REALTORS®. The Director has the specific responsibility to report on the activities of the Colorado Association of REALTORS® to his Local Board. A Director should understand how the Association works and should read and know the bylaws, policies, etc.

## AGENDA

Agendas are prepared by the Chief Executive Officer with final approval by the President. The agendas and back-up materials, available on the CAR website: [www.colorealtor.org](http://www.colorealtor.org), are printed and available to the Directors at the CAR business meetings.

## MINUTES

The Chief Executive Officer is responsible for assigning proper staff personnel to take minutes at the meetings. The function of minutes is to record the action of an organization, not the conversation of the participants in the meeting, and since all actions approved by the Board of Directors become property of the Directors, makers and seconders of motions are not recorded. Minutes are kept in a permanent file at the CAR Offices and copies are available for the Board of Directors.

## MEETING SCHEDULE

The Directors shall meet upon the call of the President or upon written petition of one- third of the Director members. It shall be the policy of the Directors to hold three business meetings each year.

One third of the Directors shall constitute a quorum for the transaction of CAR business.

## BUSINESS MEETINGS

1. The first meeting of a season is held in October immediately following the annual State Convention meeting. At this meeting, the new leadership, installed on the final evening of the convention, begin their term as Director.
2. The second meeting is held in February. This meeting is held in conjunction with the REALTOR® Day at the Capitol.
3. The third meeting, the Summer Conference, is held in June. This is an election meeting where the CAR President-elect is confirmed as President, the CAR President-Elect, Treasurer and the District Vice Presidents and District Vice Presidents-elect are elected. At this election meeting the NAR Directors are elected. A Regional Vice President is also elected at this meeting.

General Membership Meetings may be called by the Directors or representation of at least 50 percent of the Boards. Any call for such meeting shall state the purpose, time and place of the meeting and shall be issued at least fifteen (15) days in advance of the date of such meeting.

NOTIFICATION: Where notification to Members is required, the Colorado REALTOR® publication shall suffice.

At the meetings, each Director should follow the agenda, and the back-up materials as the Divisional Vice Presidents, District Vice Presidents, President and other officers make their reports. Motions should be made in support of or opposition of the recommendations as stipulated, and any Director is entitled to the floor when recognized to discuss the pros and cons of any particular issue.

## STAFF LIAISONS:

CHIEF EXECUTIVE OFFICER

EXECUTIVE ASSISTANT

## **FREQUENTLY ASKED QUESTIONS**

1. **WHO DO I REPRESENT-** As members of the Association's governing body, a Director's major responsibility is to represent the entire membership of the Colorado Association of REALTORS®. When Directors place the welfare of the Association first, ultimately the right decision will be made.

2. **WHAT IS MY LIABILITY AS A DIRECTOR OF CAR-** A well informed Board of Director seldom makes mistakes, but just in case, the Association carries errors and omissions liability insurance which provides blanket coverage to protect Directors should any litigation result from actions taken by the Board.
3. **HOW WILL I EVER KEEP UP WITH ALL THE BUSINESS OF THE ASSOCIATION-** The answer is the great Association staff! You can count on them to keep you up to date and informed.
4. **HOW FAR IN ADVANCE SHOULD I MAKE MY TRAVEL AND HOTEL ARRANGEMENTS-** You will receive advance information on hotel accommodations. Be sure to schedule your arrival to attend the District Open Forums, the Board of Directors meeting and committee meetings of interest to you.
5. **MUST I ATTEND ALL DIRECTOR MEETINGS-** Your presence is required at every meeting, for the entire meeting. As stated in the bylaws, you will automatically forfeit your office if you are absent from two consecutive meetings without a satisfactory explanation.
6. **HOW SHOULD I PREPARE FOR THE DIRECTOR POSITION** - As a Director, you are obligated to understand the business of the Colorado Association of REALTORS®. You should read more about it in the following Association publications:
  - Bylaws
  - Strategic Plan
  - *Colorado REALTOR® Magazine*
  - Policy Manual
  - Standard Operating Procedures
7. **WHEN AND WHERE DO I RECEIVE MY DIRECTOR MATERIALS-**Meeting information, including agendas, minutes, schedule, etc., is available on the CAR website: [www.colorealtor.org](http://www.colorealtor.org). Additional handouts will be available at the business meetings.
8. **HOW DO I FIND OUT ABOUT THE CURRENT ISSUES AND THE MOST UP-TO-DATE AGENDA OF THE DIRECTOR MEETING-** Be sure to attend and participate in the District Open Forums. This is vitally important to your role as a Director, as is your participation in all meetings you attend. Share ideas, get input, ask questions.
9. **WHERE DO I SIGN IN PRIOR TO THE START OF THE MEETINGS-** Look for the registration table. Be sure to sign the sign-in sheet so you are recorded as present. During election meetings, you will receive your ballot when you sign in.
10. **HOW IS THE SEATING DESIGNED-** Seating is open during the Director meetings except during the June meeting. During the June meeting, election of officers is held and voting Directors are requested to sit in their district areas. Your district will be designated by a large sign.
11. **ARE THE MEETINGS EASY TO FOLLOW-** Usually, however, because you have an obligation to understand the business of the Board, please ask staff or the committee chairman to explain anything you don't understand or need clarified, or interrupt the proceedings, if appropriate (see "ask for a point of information" or "raise a question of privilege" in ROBERT'S RULES.
12. **HOW DO I GET RECOGNIZED TO ADDRESS AN ISSUE OR PRESENT A QUESTION OR MOTION DURING THE DIRETOR MEETING-** If you wish to address an issue or make a motion from the floor, stand behind one of the microphones located in the aisles. When the chairman recognizes you, be sure to announce your name and Local Board before addressing an issue or reading a motion. A written copy of your motion must be presented to the recording secretary so it may be incorporated into the minutes.

- 13. I AM A LITTLE “RUSTY” ON MY PARLIAMENTARY PROCEDURE...** Information can be found in “Robert’s Rules of Order Newly Revised”. **Robert’s Rules of Order**, last edition, is the authority governing all meetings. A parliamentarian is on hand, but you should be familiar with parliamentary procedures in order to help expedite the business of the meeting.
- 14. WHO SHOULD I CONTACT AT CAR IF I HAVE A CONCERN OR QUESTION ABOUT AN ISSUE OR A MEETING-** Refer to your Leadership Directory or the staff roster on the website for the specific staff and departments, or call CAR.
- 15. DO I HAVE THE RESPONSIBILITY TO SERVE ON A CAR COMMITTEE-** Accomplishment of the mission and objectives of the Colorado Association of REALTORS® starts at the committee level. You are encouraged to serve on at least one committee.
- 16. IF I AM A DIRECTOR, WHY IS IT SO IMPORTANT THAT I SERVE ON A COMMITTEE-** Through committee service you share expertise and gain knowledge which improves your decision making capabilities at the Board of Directors meetings. It also provides leadership opportunities which will help to evaluate future roles within the Association.
- 17. HOW DO DIRECTORS GET APPOINTED TO A COMMITTEE-** A committee request form is sent to each of the Directors, on which you should indicate your first, second and third choices for a committee assignment, as well as your experience. Every Director is strongly encouraged to serve as a member of at least one CAR committee. Attendance at Forums is open to all members so it is not necessary to sign up. The majority of Colorado Association of REALTORS® committee meetings are open and you are welcome to attend the committee meetings that interest you.

**h. State Allocated NAR Director**

**(Any reference in this section to “NAR Director” shall be deemed to mean “State Allocated NAR Director)**

NAR Directors act as liaison to the Colorado Association of REALTORS® with regard to NAR programs and policies. NAR Directors should give an update on activities and programs at their assigned District Forums in conjunction with the CAR Board of Directors’ meetings.

TERMS EXPIRING: No NAR Director shall be elected for more than two (2) uninterrupted 2 or 3 year terms or a total of more than six consecutive years.

CAR PRESIDENT: The CAR President serves as a NAR Director during that year by virtue of the office.

HOW CHOSEN

The Credentials Committee of the Colorado Association of REALTORS® reviews candidate applications and recommendations from Local Boards and individual members concerning NAR Directorships, verifies that the candidates for such positions meet the qualifications set forth in Section VII above and makes recommendations accordingly. Their recommendations are confirmed by the Board of Directors and then transmitted to the Nominating Committee of the NATIONAL ASSOCIATION OF REALTORS®.

SOURCE OF INFORMATION

Every NAR Director should be a source of information to the Local Boards and individual members concerning NAR programs and policies. By studying the packets of information made available at the Directors’ meeting and by listening to the discussion and keeping track of the decisions made, every NAR Director can be thoroughly knowledgeable about the organization and has the specific responsibility to do so.

Each NAR Director should act as liaison to the Colorado Association of REALTORS® with regard to NAR programs and policies. NAR Directors should give an update on activities and programs at their assigned District Forums in conjunction with the CAR Board of Directors’ meetings.

### RESPONSIBILITIES TO NAR

- Attendance at every NAR meeting is extremely important. The state association depends on the experience, knowledge and judgment of each NAR Director. Should a NAR Director miss a combination of two (2) consecutive State or National Directors' meetings, without submitting written explanations which are approved by the CAR Board of Directors, the office is automatically forfeited.
- Prior to each NAR Director's meeting, Regional Presidents schedule a caucus for NAR Directors from their respective regions. At that time, they will preview the items on the Directors' agenda; they will brief Directors on issues to be considered.
- The President-Elect of the Colorado Association of REALTORS® requests that NAR Directors attend the Colorado Caucus at the NAR meetings and report on NAR Committee Meetings of which they may be a member or have attended.
- NAR Directors report directly to the President-Elect of the Colorado Association of REALTORS® and through them to the other Colorado NAR Directors and President. The Director is responsible to the total membership of the NATIONAL ASSOCIATION OF REALTORS®.
- NAR Directors should serve on at least one (1) NAR Committee.

### RESPONSIBILITIES TO CAR

- NAR Directors are voting members of the Colorado Association of REALTORS® Board of Directors. They are requested to attend all of the CAR Board of Directors' meetings; attend their assigned District Open Forum, and to update and inform the Association of activities, issues and policies of the NATIONAL ASSOCIATION OF REALTORS®.
- NAR Directors serving on a NAR Committee, must serve on the similar committee on the state level if available.
- Each NAR Director should act as liaison to the Colorado Association of REALTORS®, with regard to NAR programs and policies. NAR Directors should give an update on activities and programs at their assigned District Forums in conjunction with the CAR Board of Directors' meetings.

### EXPENSES / REIMBURSEMENT

NAR Directors are responsible for making their own reservations for registration, ticket functions, transportation and lodging for all NAR and CAR meetings / functions.

NAR Directors are allowed a specific amount for reimbursement of expenses incurred in their duties as NAR Directors. This amount is determined by the Finance Committee in concurrence with the Board of Directors. Expense forms are provided by CAR and should be submitted within thirty (30) days following each NAR meeting. NAR Directors are reimbursed in accordance with the Colorado Association of REALTORS® Travel Policy as approved by the CAR Board of Directors each year.

### MEETING SCHEDULE

Two (2) regular NAR meetings and three (3) regular CAR meetings are scheduled each year. In addition, special meetings may be called by the NAR President or twenty-five (25) members of the NAR Board of Directors, representing at least five (5) states or four (4) and the District of Columbia in the case of a NAR meeting and on call of the NAR President or upon written petition of one third (1/3) of the Directors in the case of a CAR meeting. NAR Directors will receive written notice in advance of all meeting - regular or special.

### STAFF LIAISONS:

CHIEF EXECUTIVE OFFICER  
EXECUTIVE ASSISTANT

## IX. Sample Candidate Application

**CANDIDATE APPLICATION**  
**For CAR President, President-Elect, Treasurer, Division Vice President, District Vice President, District Vice President-elect, NAR Regional Vice President, State Allocated NAR Director**



Use Tab Key to navigate from one field to the next.  
**When completed, "SAVE" and send or print the saved file.**

\*PROCESS: The Colorado Association of REALTORS® (CAR) Credentials Committee shall rely upon information contained in the written applications and information learned from interviews with the candidates. At the discretion of the Credentials Committee, it may arrange a financial and/or legal audit of one or more candidates which may include a public records check for current or past financial, civil, criminal, license law and ethics matters. On the basis of that information, the Credentials Committee may then arrange a more thorough background investigation of the candidate.

I have read and understand this process (please insert initials) .

Questions regarding this form should be directed to Paige Ortmeier at the CAR office.  
[portmeyer@coloradorealtors.com](mailto:portmeyer@coloradorealtors.com) or 303-790-7099/800-944-6550. Ext. 105.

**A separate form is required for each desired position**

Today's Date

Candidate's Name  Designations  Email Address

Real Estate License Number

Firm Name

Firm Address  City  State  Zip

Business Phone (  )  Business Fax (  )

Position Desired (please use mouse to click one):

- President-Elect/President
- Treasurer
- District Vice President-Elect/District Vice President
- Division Vice President
- NAR Director
- NAR Regional Vice President
- Other

### GENERAL INFORMATION

Primary Member Board/Association

Secondary Board/Association(s)

Board/Association in which your office is located

Number of years with real estate license

How long have you been a REALTOR® member?

Real estate specialty:

- |  |   |
|--|---|
| <input type="checkbox"/> Appraisal     | <input type="checkbox"/> Property Management        |
| <input type="checkbox"/> Auction       | <input type="checkbox"/> Relocation                 |
| <input type="checkbox"/> Commercial    | <input type="checkbox"/> Residential                |
| <input type="checkbox"/> International | <input type="checkbox"/> Resort                     |
| <input type="checkbox"/> Land          | <input type="checkbox"/> Other <input type="text"/> |

Ability to attend, if applicable, all the CAR Leadership Council, CAR Board of Directors' and NAR meetings as required  Yes  No

I am seeking this office because

Should I be elected or appointed to this office, my goals and objectives are

**REALTOR® HISTORY & CONTRIBUTIONS**

**Member Board/Association, Position, Year**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Colorado Association of REALTORS®, Position, Year**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**National Association of REALTORS®, Position, Year**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**LEADERSHIP POSITIONS OR MEMBERSHIP IN OTHER VOLUNTARY ORGANIZATIONS**

**Organization, Position, Year**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

FINANCIAL / HEALTH / LEGAL

1. Do you have any known health problems that could impair your ability to serve as a CAR officer?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_
2. Are you presently using any illegal drugs?  
 Yes     No
3. If you have used illegal drugs in the past, when was the last time that you did so?
4. Do you currently have adequate health insurance?  
 Yes     No    If you answered "No", please explain. \_\_\_\_\_
5. Do you have any past or pending federal, state, county or city litigation involving you or your office?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_
6. Do you have any past or pending Regulatory actions filed or resolved against you?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_
7. Have there been any judgments entered against you or a firm in which you are a principal, partner or corporate officer?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_
8. Have you ever been found in violation of the Code of Ethics?  
 Yes     No    If you answered "Yes", please explain \_\_\_\_\_
9. Do you currently have commitments with any other Boards, Public Offices or other organizations that may cause a Conflict of Interest?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_
10. Are you currently involved in any controversy with any other institutions you are involved with?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_
11. Have you ever been arrested, indicted, convicted, or pled guilty to a felony?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_
12. Do you presently have a current valid driver's license?  
 Yes     No    If you answered "No", please explain. \_\_\_\_\_
13. Have you received any traffic violations, other than parking tickets, within the last five (5) years?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_
14. Have you or the firm of which you are a principal claimed bankruptcy within the last three (3) years?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_
15. Are you or your firm in the process of or anticipating filing bankruptcy?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_
16. Are you currently involved in Foreclosure or debt collections?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_
17. Do you have any known financial problems that could impair your ability to serve as a CAR Officer?  
 Yes     No    If you answered "Yes", please explain \_\_\_\_\_
18. Is there anything else that you think might affect your ability to serve as a CAR Officer or anything in your background that might be an embarrassment to you or to CAR if it were to become public?  
 Yes     No    If you answered "Yes", please explain. \_\_\_\_\_

If you answered "YES" to any of the above items under Health / Legal / Financial, The Colorado Association of REALTORS® may ask you to provide additional information and participate in an audit of previous matters or matters pending against you. The purpose of the audit is to evaluate any matters that would negatively reflect on CAR and its members should any of these issues become public. All information you are asked to submit will be reviewed by the chairman of the Credentials Committee and CAR's legal counsel. If determined by the committee chairman and CAR's legal counsel that this audit information should be reviewed by the full Credentials Committee, then said information will be provided

to the members of the Credentials Committee. Any items provided should be sent in an envelope marked "Personal and Confidential" to the attention of Paige Ortmeyer at CAR (see page 5 for mailing instructions). The Credentials Committee may on a case by case basis supplement this legal / financial information by conducting a public records check and a background investigation. You will be advised should the Credentials Committee choose to take this course of action. This information will not be distributed with the Candidate Application and will be treated as confidential. However, the information may be disclosed during a Board of Directors meeting at which you are a candidate in the election process.

Please initial, as an applicant I further hereby certify that I meet the following general qualifications for the position I seek: (Please read and type initials)

1.  I am a member in good standing with my local Board/Association, CAR and NAR.
2.  My principal residence is located in Colorado.
3.  Neither I nor any real estate firm in which I am sole owner, general partner, or corporate officer has been or is involved in any bankruptcy or insolvency proceedings, or has been adjudicated bankrupt in the past three years; and
4.  I have not been found by a court, licensing authority or other lawful authority to be in violation of any civil rights laws, any real estate/appraisal license/certification laws, other laws prohibiting unprofessional conduct, and/or the REALTORS Code of Ethics if such violation resulted in the suspension or expulsion from a local Board/Association of REALTORS.
5.  I understand there is a requirement that candidates to serve on CAR's Leadership Council must be current and remain current in Professional Standards Training during each year of service on the Council.
6.  I understand it is CAR's policy that as an applicant, I am required to copy CAR's CEO with any campaign materials/information.

If I am elected or appointed, please send announcements to the following publications:

PROCESS: The Credentials Committee shall rely upon information contained in the written applications and information learned from interviews with the candidates. At the discretion of the Credentials Committee, it may arrange a financial and/or legal audit of one or more candidates which may include a public records check for current or past financial, civil, criminal, license law and ethics matters. On the basis of that information, the Credentials Committee may then arrange a more thorough background investigation of the candidate.

Candidate Name:  Date:

**Please mail one (1) current headshot photo and resume to:**

Colorado Association of REALTORS®  
 309 Inverness Way South  
 Englewood, CO 80112-5818

Attn: Paige Ortmeyer

**CANDIDATE ACKNOWLEDGMENT**

*Please return with your Candidate Application. You may contact Paige at the CAR office for a copy of the Job Description and Travel Reimbursement Policy*

I have received, read and understand the Colorado Association of REALTORS® Travel Reimbursement Policy and the job description for the position I seek.

I further understand that (please initial):

Any written reports for which I am responsible are due at CAR within seven (7) days after a reimbursable meeting has concluded.

Expense reimbursement reports are due at CAR within 30 days of the reimbursable meeting. If I do not file my expense report within the 30 day period, my expenses will not be reimbursed.

This acknowledgment will be added to your application file.

**The deadline for this application is April 1, 2009. Interviews will be held in mid-April. Please return the completed application by April 1, 2009 to:**

Paige Ortmeier  
Colorado Association of REALTORS®  
309 Inverness Way South  
Englewood, CO 80112  
[portmeyer@coloradorealtors.com](mailto:portmeyer@coloradorealtors.com)  
FAX to: (303) 790-7299 or (800) 317-3689.

Name:  Position Sought:  Date:

**Candidate Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*To be signed at interview*

**IX. Announcement of Candidacy and Campaign Materials**

Candidates may formally announce their candidacy *and begin distribution of campaign materials* only after they have been found qualified by the Credentials Committee *and been formally informed of such decision*. *Copies of all campaign materials sought to be distributed must be forwarded to the CAR CEO prior to initial distribution.*

**XII. Post Election Guidelines**

Candidates who have been elected to an office shall avoid use of their title in written communications until they have been formally installed into office.

**Slate of Candidates**

- i. The Credentials Committee submits the slate of qualified candidates seeking election as President, President-Elect, Treasurer and State Allocated NAR Directors to the CAR Board of Directors.
- ii. The Credentials Committee submits the slate of qualified candidates seeking election as Law and Policy and Government Affairs Division Vice Presidents to the CAR President for his or her consideration.
- iii. The Credentials Committee submits the slate of qualified candidates seeking election as Education Division Vice President to the CAR Education Trustee Committee, for their consideration. The Trustees annually elect a qualified candidate to serve as Chair of the Education Trustee Committee; such individual then automatically serves at Education Division Vice President.

**X. Candidate Forum**

- a. CAR shall schedule a block of time at a date and time during the business meetings deemed appropriate by the Credentials Committee to hold an open candidate forum for Directors to meet with those seeking positions as State Allocated NAR Director, CAR President, CAR President-Elect, CAR Treasurer and Regional Vice President (when applicable). The Credentials Committee Chair will moderate the forum. Candidates are expected to present themselves to the Directors in a professional and business-like manner.

**XI. Nominations from the Floor**

- a. Regarding nominations from the floor for the position of President, President-Elect, Treasurer and Division Vice Presidents, the Bylaws provide that “Additional names of candidates who meet the Credentials Committee criteria may be added to the slate at this meeting (regular summer meeting) by nominations from the floor by DIRECTORS together with two seconds; however no nominations will be made without prior consent of the nominee. Nominees from the Floor are subject to the formal application and Credentials Committee review process within ten days of election.

**XII. Election and Installation**

- a. A record of all elections, including a tally of the votes, will be retained for all CAR elections; however the ballots will be destroyed immediately following the election.
- b. Elected Leadership is restricted from using their new title until after their official Installation.

**XIII. Frequently Asked Questions – State Allocated NAR Director Position**

- **HOW MANY DIRECTORS ARE THERE** - There are NAR Directors from each state in the United States as well as Guam, the Virgin Islands, Puerto Rico, and the District of Columbia. The allotment of NAR Directors is based on the membership status of each Association.
- **HOW MANY NAR DIRECTORS ARE THERE FROM THE ROCKY MOUNTAIN REGION** - This figure is based on individual State Association membership status and can vary from year to year. Our region is currently allocated approximately 40 Directors, including State Allocated NAR Directors and large association and large firm NAR Directors.

- **HOW MANY NAR DIRECTORS ARE FROM THE STATE OF COLORADO** - This number is based on the membership status and can vary from year to year and could change with NAR policy.
- **HOW MANY NAR DIRECTOR'S MEETINGS AM I OBLIGATED TO ATTEND** - The Association depends on the experience, the knowledge and judgment which each Director brings to the Board. Attendance at every meeting is extremely important. Should a Director miss two (2) consecutive regular meetings without satisfactory written explanation which is approved by the Board, the office is automatically forfeited.
- **ARE THERE ADDITIONAL MEETINGS AND MUST I ATTEND** -
  1. State Director's meetings are scheduled three (3) times a year. Refer to the Schedule of Events (approved by the directorate) for specific dates.
  2. District Open Forums are held in conjunction with the Colorado Association of REALTORS® Board of Director's meetings and attendance at these additional meetings is extremely important for each Director, as well as the State Association.
- **WHO DO WE REPRESENT** - As members of the Association's governing body, a Directors' major responsibility is to represent the entire membership of the NATIONAL ASSOCIATION OF REALTORS®, consider the following suggestions:
  1. There are many different viewpoints in the association and sound reason to support each of them. In evaluating a position, keep in mind that the Board of Directors is responsible to all members and must place the welfare of the total Association ahead of geographic or fractional considerations.
  2. Each Director is unique and contributes special talents to the successful management of the Association. It is very important, therefore, that the Directors express their viewpoints and share their opinion on issues before the Association.
  3. Criticism can be important to the growth and development of the Association providing it is of the constructive variety. Directors should consider the needs and feelings of others and deal with issues and facts.
  4. Directors will find that much importance is being attached to their remarks, both on and off the record. Discretion protects credibility, discourages rumors, gossip and unjustified criticism.
  5. NAR Directors are required to a binding vote (block vote) on NAR Officer recommendations, as directed by the CAR Board of Directors.
- **HOW ARE THE NAR DIRECTORS ELECTED** - Refer to bylaws provisions - ARTICLE VIII - Section 4.
- **DO I NEED TO PREPARE** - Prior to each Director's meeting, Regional Vice Presidents schedule a caucus for Directors from their respective regions. At that time, they will preview the items on the Directors agenda, and they will brief Directors on issues to be considered. Since all Directors should serve on a NAR committee, they should bring to the attention of the caucus items that will come from their respective committee to the Board of Directors.
- **WHAT SHOULD I DO WHEN I ARRIVE AT THE MEETING** - Go to the Directors' regional area. There you will receive a copy of the agenda and your badge. You must sign in when attending a Directors' meeting. Many of the issues discussed at the Board of Directors' meeting will emanate from committee meetings held prior in the Directors' meeting. While this material cannot be included in the agenda, it will be forthcoming in the committee reports.
- **WHEN I ATTEND THE DIRECTORS' MEETING, DO I ATTEND OTHER MEETINGS** - Most committee meetings are open and you may attend any that would be beneficial to your Association. The President-Elect assigns Directors specific committee meetings for the purpose of broader coverage for our Association. Naturally, you attend these committee meetings of which you are a member.
- **WHERE DO I SIT AT THE DIRECTORS' MEETINGS** - Only Directors are permitted in the assigned seating area. The area reserved for the region will be designated by a large sign. The Colorado NAR Directors sit within their region.
- **WHAT IS THE LEGAL LIABILITY OF SERVING AS A DIRECTOR** - The Association carries errors and omission insurance which provides blanket coverage to protect Directors from litigation that may result from actions taken by the Board of Directors.

- **WHAT BENEFITS DO I DERIVE FROM SERVING AS A DIRECTOR** - During your term as a NAR Director you will:
  1. Serve out Membership
  2. Broaden your knowledge or real estate nationwide
  3. Have the opportunity to make friends and gain fellowship with people from all over the state.
- **TERMS OF DIRECTOR** – January 1 – December 31 (Generally a three year term).