



**Affiliate Member
Nomination Form 2020
Board of Directors
Deadline: Friday, November 8, 2019**

The Board of Directors has a position open for an affiliate member. This is a 2-year, voting position.

Nominee Information:

Name: _____

Firm: _____

Email: _____

Please list your North Bay Association volunteer activities:

Please list your North Bay Association Chapter activities:

Please list community/other organization activities:

Why would you make a good Director for the North Bay Association?

Additional comments:

I acknowledge that I am an affiliate member in good standing with the North Bay Association of REALTORS and accept the responsibilities for serving on the Board of Directors.

Date: _____ Signature: _____

References may be attached to the Nomination

Form. Return to:

North Bay Association of REALTORS®
Attn: Tracy Huotari
465 Aviation Blvd, Suite 220
Santa Rosa, CA 95403
Fax: 707.542.1008
Email: Tracy@NorthBayREALTORS.org



DIRECTOR JOB DESCRIPTION

Responsibilities & Requirements for All Directors

The Board of Directors is comprised of active North Bay Association members and forms one voice, which governs the Association in accordance with Bylaws. A Director serves as an essential component of the main decision-making body of the Association. The primary duty of a Director is to meet monthly with the Officers and other Directors to approve, establish, prioritize and evaluate the programs and services of the Association to be sure that they serve the mission of the Association. While a Director need not be involved in the day-to-day administrative details and operations, he/she should be sufficiently informed to represent the members in ensuring the continuity of the Association by planning for the future, establishing and reviewing major policies and programs and making sure the organization is fiscally sound.

Directors are responsible to:

- Determine direction of Association operations through strategic vision and planning.
- Guide, direct and monitor actions of committees and North Bay Association staff in goal development and implementation.
- Represent the Association in cooperative efforts with the community, State & National Associations.
- Assure Association's finances are sound through careful financial planning & decision making.
- Maintain awareness of all internal and external forces which may affect Association members and to communicate and act on those matters when requested.
- Identify and nurture future Association leaders.
- Vote on annual budget.
- Review and accept reports from committees.
- Act on recommendations from all committees.

Meeting & Commitments

Monthly

North Bay Association Board of Directors (typically the 4th Monday of the month)

Annually

Annual Meeting and
Installation Annual
Leadership Training
C.A.R. Legislative Day
Region IV President's Dinner