



# Nomination Form 2021 Board of Directors Deadline: Friday, November 6, 2020

The following positions are open on the North Bay Association of REALTORS® Board of Directors:

**Officers:** 1-year term: President-elect (become President the following year); 1-year term: Treasurer  
1-year term: First Vice President.

**Directors:** 6 2-year terms.

The Nominating Committee shall consider regional areas in nominating Officers and Directors for the Association.

Region	Director representatives
Mendocino/Lake County	1
Napa County	2
Northern Sonoma County	2
Western Sonoma County	2
Southeastern Sonoma County	5

If no qualified candidates are nominated to represent a region, the Nominating Committee may nominate a member from another region to fill the position.

The roles and responsibilities for these positions are attached.

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Nomination for the following position (check all that apply):

**Officer:**

- 1-year term: President-elect (become President the following year)
- 1-year term: Treasurer
- 1-year term: First Vice President

**Director:**

- 2-year term

**Nominee Information:**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Email: \_\_\_\_\_

Region: \_\_\_\_\_

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 have an unrestricted real estate license in the State of California, am a member in good standing of 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



# PRESIDENT-ELECT JOB DESCRIPTION

## Roles and Responsibilities of the President-Elect

- Position Description:** An officer on the Executive Committee and a member of the Board of Director's directly collaborates with the President. Automatically succeeds to the position of President.
- Term:** 1 Year and succeeds to President, Immediate Past President
- Budget Responsibility:** Review financial statements and ensures budget aligns with Strategic Plan.
- Budgeted Funds:** Travel
- Membership Interface:** Communications with members and allied organizations when requested by the President.
- Committee Relations:** Serve as a member of the Executive and Finance Committees.

### **Specific Responsibilities:**

- Prepare to perform duties of the President when need arises.
- Voting member of the Board.
- Attend all meetings of the Executive Committee and Finance Committee.
- Attend all meetings of the North Bay Association Board of Directors.
- Understand governing documents and strategic plan.
- Contribute to review of the Association Executive Officer.
- Prepare for the year prior to installation.
- Promote and protect the interests of the Association.
- Make appointments to committees for the Presidential year.
- Liaison to committees and Chapter Councils.
- Attend the Annual Meeting.
- Travel required attending meetings in preparation for assuming the Presidency.
- Other responsibilities as appointed.

## Meetings & Travel Commitments

### **Monthly**

Executive Committee (typically the 3<sup>rd</sup> Monday of the month)

North Bay Association Board of Directors (typically the 4<sup>th</sup> Monday of the month)

**As Scheduled** Finance Committee Chapter Leadership

C.A.R. Legislative Day and Board of Directors

### **Annually**

Annual Meeting

Annual Leadership Training

C.A.R. Leadership Training

C.A.R. Legislative Day

NAR Mid-Year Meetings (Washington D.C.)

NAR Annual Conference (Location varies year to year)

Region IV President's Dinner



# TREASURER JOB DESCRIPTION

## **Roles and Responsibilities of the Treasurer**

- Position Description:** An officer on the Executive Committee and a member of the Board of Directors.
- Term:** 1 Year
- Budget Responsibility:** Oversees and reviews budget and financial statements. Ensures budget aligns with Strategic Plan.
- Membership Interface:** Communication with members and allied organizations when requested by the President.
- Committee Relations:** Chairs the Finance Committee.

### **Specific Responsibilities:**

- Hold Finance Committee meetings throughout year to oversee and review budget, financial statements and investment policies of the Association.
- Preside at all meetings of the Finance Committee.
- Voting member of the Board.
- Attend all meetings of the Executive Committee and North Bay Association Board of Directors.
- Contribute to the performance review of the Association Executive Officer in accordance with policies.
- Recommend budget for upcoming year to Board of Directors for approval.
- Promote and protect the interests of the Association.
- Ensure understanding and compliance with all governing documents (articles, bylaws, policies)

## **Meetings & Travel Commitments**

### **Monthly**

Executive Committee (typically the 3<sup>rd</sup> Monday of the month) North Bay Association Board of Directors (typically the 4<sup>th</sup> Monday of the month)

### **Annually**

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

### **As Needed**

Finance Committee



# FIRST VICE PRESIDENT JOB DESCRIPTION

## Roles and Responsibilities of the First Vice President

- Position Description:** A member of the Board of Director's and an officer on the Executive Committee. Supportive of the President and President-Elect, and an ambassador of the Association.
- Term:** 1 Year
- Budget Responsibility:** Review financial statements and ensures budget aligns with Strategic Plan.
- Budgeted Funds:** None
- Membership Interface:** Serve as an ambassador to members to represent Board positions when requested.

### **Specific Responsibilities:**

- Promote and protect the interest of the Association.
- Attend all Executive Committee and Board meetings.
- Mentor new Board members.
- Ensure the safety and accuracy of all board records
- Review board minutes
- Assume responsibilities of the chair in the absence of the board president or president-elect.
- Proactively serve as a liaison between Association and strategic allies.
- Contribute to the performance review of the Association Executive Officer in accordance with policies.
- Attend the Annual Meeting.

## Meetings & Travel Commitments

### **Monthly**

Executive Committee  
North Bay Association  
Board of Directors

### **Annually**

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



# 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 4<sup>th</sup> Monday of the month)

### ***Annually***

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