



## RRC Board of Directors and First Vice President – Position Description and Eligibility Requirements

The RRC Board of Directors consists of the Officers of the Council (President, President Elect, First Vice President, and Immediate Past President) four at-large members each serving a two (2)-year staggered term, and one outside voting member serving a two (2)-year term. Board of Directors at-large and the outside Board of Director shall not serve consecutive terms. In addition, the Council's Chief Executive Officer serves as an ex-officio, non-voting member of the Board of Directors.

The Council's volunteer structure includes:

- the Board of Directors
- the Leadership Development Committee
- the Finance Committee
- three Mastermind Divisions
- ad hoc task forces and workgroups

The RRC Board of Directors is accountable for the oversight and control of the properties, funds, and activities of the Council. The Board of Directors also have the authority to:

- a) Establish objectives, and assign responsibility for the programs and activities of the Council.
- b) Initiate, formulate, and adopt statements of official policy for the Council.
- c) Establish, alter or amend, as required, rules, policies and procedures governing the proceedings and meetings of the Board of Directors which are not inconsistent with the Bylaws, or Constitution, Bylaws or policies of NAR.
- d) Establish, dissolve, and determine the size and responsibilities of all committees, divisions, workgroups and taskforces other than committees specified by the Bylaws.
- e) Assume responsibility for other duties and functions customarily incumbent upon the governing Board of a corporation, or enumerated in the Bylaws, or imposed by law.
- f) Select, retain, support and discharge the Chief Executive Officer.
- g) Determine annual membership dues.

The First Vice President serves as Chair of the Finance Committee and performs other duties as are assigned by these Bylaws or the Board of Directors.

### **INDIVIDUAL BOARD MEMBER RESPONSIBILITIES**

The board sets policies, makes decisions, and oversees organizational performance within the context and scope of its role and authority. Each board member will assume the following responsibilities:

- assessing and demonstrating the organization's benefit to the community and other stakeholders;
- appropriately participating during meetings;
- helping to create a culture that fosters high standards of ethics, and behaving in a fair and ethical manner toward other board and staff members;
- preparing prior to board meetings, and demonstrating having done so through questions and discussions;

- meeting attendance requirements per bylaws, and attending all required RRC annual events;
- remaining current on issues that impact the real estate industry;
- consistently developing and sustaining cooperative working relationships;
- identifying and analyzing problems, and distinguishing between relevant and irrelevant information to make logical decisions;
- demonstrating the ability and willingness to support and motivate management, while holding management fully accountable for results;
- sustaining an organizational culture that encourages management to provide the quality of service essential for high performance, enabling management to acquire the tools and support needed to execute decisions and improve performance;
- guiding the organization toward a spirit of service and meaningful contributions to the accomplishment of its mission; and
- demonstrating the willingness to devote the time necessary for board work, including board education.

#### **REQUIRED QUALIFICATIONS**

Directors shall be committed to supporting and advancing the vision and mission of the Council. With the exception of one outside member, all directors must maintain active membership in the NATIONAL ASSOCIATION OF REALTORS®, hold Certified Residential Specialist (CRS) Designee status and must be actively engaged in the daily practice of buying and selling of residential real estate. Directors cannot be employees of the Council.

#### **PREFERRED QUALIFICATIONS**

- verification from your broker that you were in the top 25% of your market within the last 3-5 years

#### **KEY EXPERIENCE**

The ideal candidate for First Vice President or Board of Directors will have over ten years of experience as a real estate professional and at least five years as a CRS Designee. He or she should also have:

- history of involvement with RRC on a local/state/national level;
- have attended at least one NAR annual meeting and one Sell-a-Bration before the term of the office begins;
- experience serving on other boards outside the real estate profession;
- proven leadership experience (participation in leadership academies is a plus);
- a business background;
- knowledge of human resources (e.g. the hiring and management of employees);
- experience building and leading a dynamic organization;
- demonstrated commitment to the role professional education plays in business success;
- strong communication skills, including interpersonal etiquette and body language;
- skill in finance and strategic planning;
- personal integrity and objectivity, including no conflicts of interest that would prevent him or her from discharging responsibilities;
- recommendation from State/Region RRC Network; and
- highly suggested that the candidate be a RPAC Major Investor.

### **PERSONAL CHARACTERISTICS**

In addition, the ideal board member should be:

- enthusiastic,
- a thought leader and forward-thinking,
- passionate,
- committed,
- a relationship-builder and team player,
- a tactful communicator, and a good listener with the ability to engender consensus,
- willing to be flexible in the commitment of time resources beyond the organization's three annual meetings,
- able to both appreciate the way things have been done in the past and to challenge the status quo going forward,
- willing to make choices that are best for the whole membership, regardless of how they affect personal relationships, and
- able to exercise independent and sound judgement on difficult issues.

### **ELECTION PROCESS**

The formal RRC application process for the First Vice President and Board of Director open seats starts on November 1, 2021; all interested and qualified candidates must submit their applications by January 5, 2022. Subsequent to the application process, the most qualified candidates will be invited for further interviewing.