



## Join WAAR's Board of Directors

*Set the direction and make the decisions for YOUR Association*

**POSITION: President**

The President-elect automatically assumes the Office of President the following year: WAAR's President must meet the following requirements:

- ✓ Must have been a REALTOR® member of WAAR for at least 5 consecutive years preceding the deadline for BOD application.
- ✓ Must have previously served on WAAR's Board of Directors, possibly as president-elect.
- ✓ Must not have had any finding of violation against their license by the Virginia Real Estate Board within the 2 years prior to the BOD application deadline.
- ✓ Must not have had any violation of the Code of Ethics within the 2 years prior to the BOD application deadline.
- ✓ Must sign a pledge at the time of application, that, if found in violation of the Code of Ethics or a violation against their license by the Virginia Real Estate Board, the President must report the violation to the Board of Directors and shall be disqualified from service on the Board of Directors.

*The President serves a 1-year term.*

### **Duties & Obligations:**

- Chair regular meetings of the Leadership Team and Board of Directors as well as the Strategic Planning, Budget & Finance and Nominating Committees.
- Serve as an ex-officio member of all other WAAR Committees and workgroups.
- Work with President Elect to appoint Committee Chairs and Vice Chairs as well as participating in Committee member appointment process.
- Support Association and the work of its committees by participating in as many events as possible. The President is often called upon to make remarks at events.
- Partner with CEO to achieve Strategic Planning goals and NAR Core Standards requirements.

- Conduct annual CEO evaluation, with input from WMLS President and other WAAR leaders (typically end of October).
- Participate in both VAR Conferences annually- January Leadership Summit in Richmond and Fall Convention in different locations. Serve as VAR Delegate (WAAR pays for travel expenses to attend these events).
- Participate in both NAR Conferences annually- May Legislative Conference in Washington, DC and November Convention in different locations. (WAAR pays for travel expenses to these events).
- Participate in other VAR meetings (Broker Council) whenever possible.
- Contribute to RPAC annually (\$99 minimum).
- Encourage service on WAAR Committees; recruit future Board members.
- Serve as the primary WAAR spokesperson.
- Members of the Board of Directors agree:
  1. To act in the best interests of, and fulfill their fiduciary obligations to, the Williamsburg Area Association of REALTORS, the Williamsburg Multiple Listing Service and its members;
  2. To act honestly, fairly, ethically and with integrity;
  3. To conduct themselves in a professional, courteous and respectful manner;
  4. To comply with all applicable laws, rules, policies, and regulations of the Association and its subsidiaries;
  5. To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
  6. To act in a manner to enhance and maintain the reputation of the organization;
  7. To disclose potential conflicts of interest that they may have regarding any matters that may come before the Board, and abstain from discussion and voting on any matter, in which the director has or may have a conflict of interest;
  8. To make available to and share with directors any information that may be appropriate to ensure proper conduct and sound operation of the organization's governance and management;
  9. To respect the confidentiality of information relating to the affairs of the Association and its subsidiary MLS, in the course of service, except when authorized or legally required to disclose such information; to not use information acquired in the course of service for personal advantage; to not violate any federal, state or local laws governing the

Association and to understand and adhere with all governing documents applicable to the Association and its subsidiaries.



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### **POSITION: President-Elect**

All applicants for the President-elect position on WAAR's Board of Directors must meet the following requirements:

- ✓ Must have been a REALTOR® member of WAAR for at least 4 consecutive years preceding the September 2nd deadline for BOD application.
- ✓ Must have served as a member in good standing of a WAAR Committee, Council, Task Force or Work Group within the 10 years prior to the BOD application deadline.
- ✓ Must have previously served on WAAR's Board of Directors.
- ✓ Must not have had any finding of violation against their license by the Virginia Real Estate Board within the 2 years prior to the BOD application deadline.
- ✓ Must not have had any violation of the Code of Ethics within the 2 years prior to the BOD application deadline.
- ✓ Must sign a pledge at the time of application, that, if elected and found in violation of the Code of Ethics or a violation against their license by the Virginia Real Estate Board, the President must report the violation to the Board of Directors and shall be disqualified from service on the Board of Directors.

*The President-Elect serves a 1-year term.*

### **Duties & Obligations:**

- Participate in regular meetings of the Leadership Team and Board of Directors as well as the Strategic Planning, Budget & Finance and Nominating Committees.
- Work with President to appoint Committee Chairs and Vice Chairs as well as participating in Committee member appointment process (typically Oct/Nov).
- Support Association and the work of its committees by participating in as many events as possible; encourage others to support WAAR events.

- Participate in both VAR Conferences annually- January Leadership Summit in Richmond and Fall Convention in different locations. Serve as VAR Delegate (WAAR pays for travel expenses to attend these events).
- Participate in both NAR Conferences annually- May Legislative Conference in Washington, DC and November Convention (after becoming President) in different locations. (WAAR pays for travel expenses to these events).
- Participate in NAR Leadership Summit (August in Chicago) with CEO. (WAAR pays for travel expenses to attend this event)
- Contribute to RPAC annually (\$99 minimum).
- Encourage service on WAAR Committees; recruit future Board members.
- Serve as the WAAR spokesperson when President unavailable.
- Members of the Board of Directors agree:
  1. To act in the best interests of, and fulfill their fiduciary obligations to, the Williamsburg Area Association of REALTORS, the Williamsburg Multiple Listing Service and its members;
  2. To act honestly, fairly, ethically and with integrity;
  3. To conduct themselves in a professional, courteous and respectful manner;
  4. To comply with all applicable laws, rules, policies, and regulations of the Association and its subsidiaries;
  5. To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
  6. To act in a manner to enhance and maintain the reputation of the organization;
  7. To disclose potential conflicts of interest that they may have regarding any matters that may come before the Board, and abstain from discussion and voting on any matter, in which the director has or may have a conflict of interest;
  8. To make available to and share with directors any information that may be appropriate to ensure proper conduct and sound operation of the organization's governance and management;
  9. To respect the confidentiality of information relating to the affairs of the Association and its subsidiary MLS, in the course of service, except when authorized or legally required to disclose such information; to not use information acquired in the course of service for personal advantage; to not violate any federal, state or local laws governing the Association and to understand and adhere with all governing documents applicable to the Association and its subsidiaries.



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### **POSITION: Treasurer**

The Treasurer must meet the following requirements:

- ✓ Must have been a REALTOR member of WAAR for at least 2 consecutive years preceding the Board of Directors September 2<sup>nd</sup> application deadline.
- ✓ Must have served as a member in good standing of a WAAR Committee, Council, Task Force or Work Group within the 10 years prior to the BOD application deadline.
- ✓ Must not have had any finding of violation against their license by the Virginia Real Estate Board within the 2 years prior to the BOD application deadline.
- ✓ Must not have had any violation of the Code of Ethics within the 2 years prior to the BOD application deadline.
- ✓ Must sign a pledge at the time of application, that, if elected and found in violation of the Code of Ethics or a violation against their license by the Virginia Real Estate Board, the President must report the violation to the Board of Directors and shall be disqualified from service on the Board of Directors.

***The Treasurer serves a 2-year term.***

### **Duties & Obligations:**

- Attend regular meetings of the Leadership Team and the Board of Directors.
- Serves as a member of the Budget & Finance and Investment Committees.
- Partners with the CEO to oversee the development of high-level financial policies.
- Ensures that the Board of Directors regularly monitors the Association's financial performance alerts it to any important discrepancies between planned and actual figures.
- Makes an annual financial report to the membership via video or in-person at the annual meeting or Installation.
- Assists the CEO to ensure that the Association maintains appropriate financial books and records and that these are accurate and up to-date.

- Support Association and the work of its committees by participating in as many events as possible; encourage others to support WAAR events.
- Contribute to RPAC annually (\$99 minimum).
- Encourage service on WAAR Committees; recruit future Board members.
- Members of the Board of Directors agree:
  1. To act in the best interests of, and fulfill their fiduciary obligations to, the Williamsburg Area Association of REALTORS, the Williamsburg Multiple Listing Service and its members;
  2. To act honestly, fairly, ethically and with integrity;
  3. To conduct themselves in a professional, courteous and respectful manner;
  4. To comply with all applicable laws, rules, policies, and regulations of the Association and its subsidiaries;
  5. To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
  6. To act in a manner to enhance and maintain the reputation of the organization;
  7. To disclose potential conflicts of interest that they may have regarding any matters that may come before the Board, and abstain from discussion and voting on any matter, in which the director has or may have a conflict of interest;
  8. To make available to and share with directors any information that may be appropriate to ensure proper conduct and sound operation of the organization's governance and management;
  9. To respect the confidentiality of information relating to the affairs of the Association and its subsidiary MLS, in the course of service, except when authorized or legally required to disclose such information; to not use information acquired in the course of service for personal advantage; to not violate any federal, state or local laws governing the Association and to understand and adhere with all governing documents applicable to the Association and its subsidiaries.



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**POSITION: Director**

All applicants for a director position on WAAR's Board of Directors must meet the following requirements:

- ✓ Must have been a REALTOR® member of WAAR for at least 2 consecutive years preceding the September 2<sup>nd</sup> deadline for BOD application.
- ✓ Must have served as a member in good standing of a WAAR Committee, Council, Task Force or Work Group within the 10 years prior to the BOD application deadline.
- ✓ Must not have had any finding of violation against their license by the Virginia Real Estate Board within the 2 years prior to the BOD application deadline.
- ✓ Must not have had any violation of the Code of Ethics within the 2 years prior to the BOD application deadline.
- ✓ Must sign a pledge at the time of application, that, if elected and found in violation of the Code of Ethics or a violation against their license by the Virginia Real Estate Board, the President must report the violation to the Board of Directors and shall be disqualified from service on the Board of Directors.

*Two Directors serve a 2-year term and Two Directors serve a 1-year term.*

### **Duties & Obligations:**

- Participate in regular meetings of the Board of Directors.
- Support the Association and the work of its committees by participating in as many events as possible; encourage others to support WAAR events.
- Contribute to RPAC annually (\$99 minimum).
- Encourage service on WAAR Committees; recruit future Board members.
- Members of the Board of Directors agree:
  1. To act in the best interests of, and fulfill their fiduciary obligations to, the Williamsburg Area Association of REALTORS, the Williamsburg Multiple Listing Service and its members;
  2. To act honestly, fairly, ethically and with integrity;



3. To conduct themselves in a professional, courteous and respectful manner;
4. To comply with all applicable laws, rules, policies, and regulations of the Association and its subsidiaries;
5. To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
6. To act in a manner to enhance and maintain the reputation of the organization;
7. To disclose potential conflicts of interest that they may have regarding any matters that may come before the Board, and abstain from discussion and voting on any matter, in which the director has or may have a conflict of interest;
8. To make available to and share with directors any information that may be appropriate to ensure proper conduct and sound operation of the organization's governance and management;
9. To respect the confidentiality of information relating to the affairs of the Association and its subsidiary MLS, in the course of service, except when authorized or legally required to disclose such information; to not use information acquired in the course of service for personal advantage; to not violate any federal, state or local laws governing the Association and to understand and adhere with all governing documents applicable to the Association and its subsidiaries.



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### **POSITION: Immediate Past President**

The President automatically assumes the Office of Immediate Past President the following year. WAAR's Immediate Past President must meet the following rerequisites:

- ✓ Must sign a pledge at the time of application, that, if elected and found in violation of the Code of Ethics or a violation against their license by the Virginia Real Estate Board, the President must report the violation to the Board of Directors and shall be disqualified from service on the Board of Directors.

*Immediate Past President serves a 1-year term.*

### **Duties & Obligations:**

- Attend regular meetings of the Leadership Team and the Board of Directors.
- Serves as a member of the Budget & Finance, Strategic Planning and Nominating Committees.
- Partners with the CEO to certify Board of Directors election results.
- Support Association and the work of its committees by participating in as many events as possible; encourage others to support WAAR events.
- Contribute to RPAC annually (\$99 minimum).
- Encourage service on WAAR Committees; recruit future Board members.
- Members of the Board of Directors agree:
  1. To act in the best interests of, and fulfill their fiduciary obligations to, the Williamsburg Area Association of REALTORS, the Williamsburg Multiple Listing Service and its members;
  2. To act honestly, fairly, ethically and with integrity;
  3. To conduct themselves in a professional, courteous and respectful manner;
  4. To comply with all applicable laws, rules, policies, and regulations of the Association and its subsidiaries;

5. To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
6. To act in a manner to enhance and maintain the reputation of the organization;
7. To disclose potential conflicts of interest that they may have regarding any matters that may come before the Board, and abstain from discussion and voting on any matter, in which the director has or may have a conflict of interest;
8. To make available to and share with directors any information that may be appropriate to ensure proper conduct and sound operation of the organization's governance and management;
9. To respect the confidentiality of information relating to the affairs of the Association and its subsidiary MLS, in the course of service, except when authorized or legally required to disclose such information; to not use information acquired in the course of service for personal advantage; to not violate any federal, state or local laws governing the Association and to understand and adhere with all governing documents applicable to the Association and its subsidiaries.