



POSITION DESCRIPTION
PRESIDENT-ELECT
CONTRA COSTA ASSOCIATION OF REALTORS®
BOARD OF DIRECTORS

PREAMBLE

As a part of the nation's largest trade association, the Contra Costa Association of REALTORS® (CCAR) has a proud legacy of service. Over the years, thousands of members have unselfishly contributed their time and talents to this great Association, and in so doing, have given something back to the industry in consideration of the benefits derived from their successful endeavor in the field of real estate. Serving as a CCAR Director is an opportunity to continue this tradition of excellence.

CCAR Mission Statement provides: The Contra Costa Association of REALTORS® the leading resource and advocate for real estate professionals and the communities we serve.

I. BENEFITS OF SERVICE

- A. Personal Growth: Serving as a Director is a way to hone the leadership and communication skills essential to a successful real estate career.
- B. Influence: There are few better ways to have a meaningful, positive impact on the real estate business. Directors enjoy the satisfaction of knowing that they are making a direct contribution to guiding the future of the industry from which they derive their livelihood.
- C. Opportunity: Directors have the unique opportunity to network with other high-quality real estate professionals.
- D. Exposure: In addition to dealing with some of the more routine aspects of the Association, service on the Board of Directors (BOD) offers exposure to new ideas, trends, and issues on the cutting edge of real estate practice and technology.

II. DUTIES AND EXPECTATIONS

Subject to the limitations specified in the Bylaws, the Board of Directors conducts the activities and affairs of the Association, and all the management powers are exercised by or under the direction of the Board of Directors.

- A. Representation: Members of the Board of Directors are expected to represent the entire membership. Directors are responsible to all members and must place the welfare and goals of the total Association ahead of factional or personal considerations.
 - 1. Directors:
 - Will be assigned a District to act as liaison between the Board of Directors and the district members, conveying their concerns to the Board and communicating back to the District members. Each Director will give a report as to their assigned District/Area communications at the Board of Directors meetings.
 - Directors serving on the CCAR Board of Directors shall be assigned to serve as a Director Committee liaison to a specific committee by the President- Elect prior to their year of liaison service. The President-Elect may take into consideration a director's special skills, primary interest, knowledge, or past involvement with certain committees.

- Director Committee Liaisons should become familiar with CCAR's Mission and Vision statements. They should also be knowledgeable with regard to CCAR's Strategic Plan and the Strategic Initiatives as determined each year by the Executive Committee and/or the Board of Directors, and should become familiar with CCAR policies relating to their assigned committee.
- Responsibilities of Director Committee Liaisons include:
 - Attend your assigned committee meetings for the purpose of enhancing communication to and from the Board of Directors regarding committee business. If unable to attend a meeting, schedule another Director to cover the meeting for you.
 - Provide input to Committees during their meetings as may be requested or may be appropriate.
 - Identify and promote future leadership.
 - Work closely with the Committee Chair and the Committee Staff liaison. When appropriate the Director Liaison has the discretion to have the Chair present to the Board.
 - When appropriate, prepare a brief committee report for the Board on any relevant, additional insight into your committee's activities. Please notify administration staff prior to the Executive Committee meeting whether you have a Director Liaison Report and who will be presenting (Director Liaison or Chair) and it will be added to the Agenda.
- Represent and "serve as the voice" for the interests and needs of the diverse areas within CCAR's jurisdiction.
- Complete assigned tasks as directed by the President.

Non-Voting Affiliate Liaison:

- Act as liaison between the Board of Directors and the Affiliate membership, conveying their concerns to the Board and communicating back to the Affiliate membership.
- B. Participation in Discussion, Debate, and Decisions: Directors are expected to weigh all recommendations considered by the BOD, including those from operating committees, and to vote on those recommendations in the best interest of all Association members. Each Director is unique and contributes special talents and should therefore express his/her viewpoints and share their opinions. Successfully serving as a Director requires an ability and willingness to engage in critical thinking on substantive issues of concern to the Association, and a willingness to engage in open and frank dialogue and debate in a respectful and professional manner.
1. Advance Review of Meeting Materials: Approximately 4-5 days prior to each meeting, the BOD is emailed an extensive packet of background information as well as an agenda. All Directors are expected to review their packets before every meeting, and contact the CEO, COO, or the President if they have any questions or desire clarification.
- C. Discretion: The BOD addresses many sensitive and important issues. Directors must, therefore, be cognizant of the needs and feelings of others and deal only with issues and facts. Discretion, therefore, protects credibility and discourages rumors, gossip, and criticism. Directors shall exercise care not to disclose information deemed to be confidential.
- D. Participation in CCAR Activities: Directors are to attend at least three (3) CCAR events per year but are strongly encouraged to attend as many Association activities and events as possible. Attending CCAR functions can be very important to facilitating communication with the membership.
- E. State and National Associations: To the greatest extent possible, Directors are expected to become familiar with the policies of the National Association of REALTORS® and the California Association of REALTORS®, as they relate to the operation of a local real estate association, in addition to other topics such as association finances. The BOD, of course, relies on Association staff for guidance in many of these areas.

- F. Strategic Plan and Budget: The Strategic Plan in many ways is the cornerstone of the Association. It guides the development and delivery of programs, products and services to the members. In evaluating and making decisions on proposed CCAR activities and programs, Directors must therefore take into account the provisions of the CCAR Strategic Plan and annual budget.
- G. Leadership Resource: Directors should be actively engaged in identifying, recommending, recruiting, and mentoring potential volunteer leadership throughout the year.
- H. Resource Oversight: The Board is responsible for resource and fiscal oversight to ensure adequate resources for the Association to fulfill its mission.

III. REQUIREMENTS OF PRESIDENT-ELECT

- A. Attendance: The BOD is required to meet at least four times annually, but usually meets monthly at a designated date and time. Meetings typically last three to four (3-4) hours. Occasional "special call" or Executive Session meetings may be held to review critical and/or time-sensitive issues. Directors are expected to attend each meeting and set aside the allotted amount of time to adequately give the proper attention each meeting deserves. Per the Bylaws, absence from four (4) regularly scheduled meetings in one year is grounds for Removal for Cause.
- B. Term of Office: The President, President-Elect and the Past President shall serve one-year terms.
- C. The President-Elect shall automatically ascend to the presidency at the end of his or her term as President-Elect unless for some reason he or she were stripped of office while President-Elect. The Past President shall serve by designation and shall not be elected by the members.
- D. Directors are to follow all virtual meeting policies as outlined:
 - 1. All CCAR Committee members and New Member Orientation participants are required to activate their video cameras during virtual meetings in order to be visible and confirm that they are fully engaged during the entire session, unless prior approval has been granted from the Chair for extenuating circumstances.
 - 2. All CCAR committee members, due to safety, liability, and confidentiality reasons, that committee members are not allowed to participate in committee meetings while in a moving vehicle or while in an environment that does not provide for maintaining confidentiality of committee business discussions.
 - 3. Attendees at all meetings, whether on Zoom or in person, must wear appropriate business attire while attending a meeting.
- E. Professional Standards/Arbitration: Because Directors may be appointed to serve on review tribunals pertaining to grievance and/or professional standards matters, all Directors and Officers are required to attend annual professional standards training sessions. The Non-Voting Affiliate Liaison, however, is excluded from any and all matters pertaining to Grievance and/or Professional Standards.

IV. PREREQUISITES OF PRESIDENT-ELECT

- A. Any member serving as an Officer or Director, Non-Voting Affiliate Liaison excluded, must possess a current, valid California real estate license, or appraisal certification or licensure from an appropriate regulatory agency of the State of California.
- B. Any member serving as President-Elect must have been a REALTOR® member of the Association for three (3) years immediately preceding nomination. No more than three elected Directors, including elected Officers, from any one office, firm, partnership, corporation, franchise organization, or company using the same business name, dba, or logo, shall serve on the Board of Directors at any one time. Contra Costa Association of Realtors® recognizes committee service at other local Associations of Realtors® to be the same as Contra Costa Association of Realtors®.
- C. Any member serving as an Officer or Director must be a member in good standing whose financial obligations to the Association are paid in full and whose dues are current.

- D. Have completed any two (2) years of uninterrupted service as a Director prior to taking office as President-Elect.
- E. Any member serving as an Officer or Director must not serve concurrently as an Officer or Director of another Board/Association of REALTORS® or its MLS.
- F. Any member serving as an Officer or Director must be of sound professional character conducting business in compliance with the NAR Code of Ethics and the CA DRE.
- G. Anyone who has been found in violation of the Code of Ethics on two or more occasions within the past two years wherein a discipline of a fine, suspension or expulsion was included as part or all of the discipline is ineligible to run for office.
- H. Have served at least one (1) year on the Budget and Finance Committee prior to assuming office as President. (effective January 2012)

I hereby certify that I have read and agree to abide by the Contra Costa Association of REALTORS® Policy and Procedures for Election of Officers and Directors.

Signature

Date

Please return signed President-Elect Position Description with Board of Directors Application by April 16, 2024 at 5pm.

Mail completed forms to CCAR, 1870 Olympic Blvd., Suite 200 Walnut Creek, CA 94596 or email to gail@ccartoday.com.