

**REALTOR® ASSOCIATION OF SOUTHEASTERN MASSACHUSETTS
2019 OFFICER/DIRECTOR PETITION APPLICATION**

This form is for individuals who wish to submit a petition application for officer or Director for the REALTOR® Association of Southeastern Massachusetts. *All Applications must be received by September 28, 2018 and submitted to RASEM, C/O Paul Chasse, 651 Orchard Street, Suite 101, New Bedford, MA 02744. Although not mandated, it is recommended that officer candidates should have previous REALTOR® association officer or director experience and director candidates should have previous REALTOR® association officer, director or committee experience.* A member may declare a candidacy for no more than one office or directorship. Duties of the various officer and director positions are outlined at the end of this application.

DATE: _____

SEEKING OFFICE OF:

_____ DIRECTOR _____ SECRETARY _____ TREASURER

_____ VICE-PRESIDENT _____ PRESIDENT-ELECT

=====

NAME OF CANDIDATE: _____

FIRM NAME: _____

ADDRESS: _____

FIRM PHONE: (____) _____ FAX: (____) _____

HOME PHONE: (____) _____ E-mail: _____

BECAME A MEMBER IN: _____ (please give year)

NUMBER OF YEARS AS A REALTOR®: _____

LICENSED SALESPERSON OR BROKER: _____ OTHER (EXPLAIN) _____

ACHIEVEMENTS AND CONTRIBUTIONS

**Please be sure to answer any applicable sections, giving years of activity when possible:*

1. ***Activity at Local Association*** (offices held, committee work, attendance and participation at RASEM events, other leadership roles, please include dates of service whenever possible).

2. ***Activity at State Association*** (offices held, committee work, attendance and participation at MAR events, other leadership roles, please include dates of service whenever possible).

3. ***Activity at National Association*** (offices held, committee work, attendance and participation at NAR events, other leadership roles, please include dates of service whenever possible).

4. ***Activity in Civic Affairs*** (local, state and national level participation/leadership in civic and service organizations; charitable activities; political commissions or committees; etc. Please include dates of service whenever possible).

5. ***List REALTOR® Institutes, Societies and Councils*** in which you hold membership and any designations received, if any. (Please include year designation was received):

6. ***Business Accomplishments*** (public recognition of business conduct; awards; service to public; rehab work; etc. Please include dates of service whenever possible)

7. Are you aware of the responsibilities and time requirements of service as an elected officer?

_____ YES _____ NO

8. Do you satisfy the recommended criteria for the office, which you are seeking, as stated in the beginning of this application?

_____ YES _____ NO

9. **Additional information** - Have you ever been involved in any activity, which would have caused you to have been reprimanded, suspended, by the Massachusetts Board of Registration of Real Estate Brokers and Salesperson, or had your real estate license revoked? If so, explain circumstances.

_____ YES _____ NO

10. **Remarks by the candidate** (give any other information you desire)

11. **Candidate's Signature:** _____

Please mail to: REALTOR® Association of Southeastern Massachusetts
C/O Paul Chasse
651 Orchard Street
Suite 101
New Bedford, MA 02744

****Please Note:** It is the responsibility of the applicant to contact the office at 508-993-0406 or by email at paul@rasem.realtor to ensure that the submitted application was received.

RASEM CANDIDATE PETITION SIGNATURE FORM

CANDIDATE'S NAME: _____

CANDIDATE FOR OFFICE OF: _____

I, being a member of the REALTOR® Association of Southeastern Massachusetts, hereby support the petition of this candidate for the office as stated above, for a term beginning *January 1, 2019*.

5% of RASEM Member signatures are required for a petition candidate to be placed on a ballot.

NAME (<i>please print</i>)	SIGNATURE	OFFICE
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NAME *(please print)*

SIGNATURE

OFFICE

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NAME (*please print*)

SIGNATURE

OFFICE

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NAME (*please print*)

SIGNATURE

OFFICE

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Responsibilities and Duties of the President

The President serves as chief elected officer of the organization, representing the entire Membership; directs other Officers and presides as Chairperson over Association actions.

Specific Duties:

1. Presides at all membership meetings of the organization and presides at all Board of Directors meetings.
2. Keeps the Board of Directors, Committees and the Membership informed on the conditions and operations of the organization.
3. With input from the Leadership Team, selects members for all Committees, Subcommittees, Task Forces, Work Groups and Presidential Advisory Groups of the organization.
4. Directs the Board of Directors in formulating policies and programs that will further the goals and objectives of the organization.
5. Acts as one of the spokespersons for the organization to the public, press, legislative bodies and other related organizations.
6. Acts as the Liaison for the Leadership Team when conducting a annual review of the Chief Executive Officer.
7. Promotes active participation in the organization on the part of the Membership.
8. Presents the organization's Annual Report at the Annual Meeting of the General Membership.
9. Is an Ex-Officio Member of all Committees of the organization
10. Shall make every effort to attend major RASEM events.
11. The President shall represent the organization at all NAR and MAR Leadership Meetings, as so directed by the Board of Directors. In addition, the President shall keep the Directors and the Membership informed of actions taken at these meetings.

Responsibilities and Duties of the President-Elect

The President-Elect is the automatic successor to the President and reports to the President; assumes the responsibilities of the President in his or her absence and assists the President in carrying out the functions of that office.

Specific Duties:

1. Assumes the duties of the President in his or her absence.
2. Assists the President whenever and wherever possible.
3. Becomes familiar with the activities and programs, in progress or projected, in order to ensure continuity.
4. Acts as one of the spokespersons for the organization to the public, press, legislative bodies and other related organizations.
5. Shall make every effort to attend major RASEM events.
6. Represents the organization at Local, State and National meetings when so directed by the President and/or the Board of Directors

Responsibilities and Duties of the Vice-President

The Vice-President performs specific duties delegated by the President.

Specific Duties:

1. Performs specific duties as designated by the President.
2. Assists the President wherever and whenever possible.
3. Serves as the Chair for membership recruitment activities.
4. Provides leadership, in conjunction with other Officers, to obtain the best possible performance through Committee Members whenever necessary.
5. Acts as one of the spokespersons for the organization to the public, press, legislative bodies and other related organizations.
6. Shall make every effort to attend major RASEM events.
7. Represents the organization at Local, State and National meetings when so directed by the President and/or the Board of Directors

Responsibilities and Duties of the Treasurer

The Treasurer ensures the integrity of the fiscal affairs of the organization and serves as Chair of the Finance Committee.

Specific Duties:

1. Serves as Chair of the Finance Committee.
2. Ensures that the organization maintains accurate financial records.
3. Ensures that the financial policies are carried out as set forth in the approved Fiscal Policy procedures.
4. Reviews organization expenditures and the financial status of the Association.
5. Ensures that the financial reports are submitted to the Board of Directors and presents an Annual Budget to the Board of Directors.
6. Works with the Chief Executive Officer in the preparation of the Annual Budget for approval by the Board of Directors
7. Ensures that the investment policies are carried out as set forth in the approved Investment Policy procedures.
8. Ensures that the investment reports are submitted to the Board of Directors semi-annually.
9. Shall make every effort to attend major RASEM events.
10. Represents the organization as assigned by the President.

Responsibilities and Duties of the Secretary

The Secretary ensures the keeping of accurate records of the organization.

Specific Duties:

1. Works with the Chief Executive Officer to ensure the taking of minutes at all Board of Directors Meetings.
2. Works with the Chief Executive Officer to ensure the taking of minutes at the Annual Membership Meeting.

3. Attests to all legal documents, as requested by NAR, MAR, local/state/federal government or any additional entity requiring the Secretary's affirmation.
4. Ensures that the Bylaws and Policies of the Association are being followed.
5. Shall make every effort to attend major RASEM events.
6. Represents the organization as assigned by the President.

Responsibilities and Duties of the Immediate Past-President

The Immediate Past President serves on the Board of Directors for one year after their Presidency to ensure continuity.

Specific Duties:

1. Serves on the Board of Directors for one additional year after their Presidency to ensure continuity.
2. Appointed as RASEM's nominee for MAR Southeast Regional Vice-President, and if elected, adheres to all of the responsibilities and duties of that position, as described in the MAR Policy Manual. If he or she cannot commit to the MAR RVP Position, the President, with consultation from the Leadership Team, will appoint a nominee.
3. Report back the actions of the MAR Executive Committee to the Board of Directors.
4. Stay informed on MAR and NAR decisions.
5. Act as one of the spokespersons for the organization to the public, press, legislative bodies and other related organizations.
6. Shall make every effort to attend major RASEM events.
7. Assists the President whenever and wherever possible.

Responsibilities and Duties of RASEM Directors

Directors represent the RASEM membership and are the decision makers for the association.

1. Make decisions based on the Bylaws and Policies of the organization.
2. Make Bylaw recommendations to the general membership.
3. Stay informed on all local, state and national association actions and decisions.
4. Identify new leadership among RASEM members.
5. Consider being a Director Level, or higher, RPAC Contributor.
6. Shall make every effort to attend major RASEM events.