

## REALTOR® ASSOCIATION OF SOUTHEASTERN MASSACHUSETTS 2022 OFFICER/DIRECTOR CANDIDATE APPLICATION

This form is for individuals who wish to be considered by the Nominating Committee as an officer or Director for the REALTOR® Association of Southeastern Massachusetts. *All Applications must be received by July 30, 2021 and submitted to RASEM Nominating Committee, 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. Duties of the various officer and director positions are outlined at the end of this application.

---

---

DATE: \_\_\_\_\_

### SEEKING OFFICE OF:

\_\_\_\_\_ PRESIDENT-ELECT \_\_\_\_\_ SECRETARY/TREASURER

\_\_\_\_\_ DIRECTOR

=====

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  
Nominating Committee  
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](mailto:paul@rasem.realtor) to ensure that the submitted application was received.

### ***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 Secretary/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 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.