



# Nomination & Election Process for 2018 Officers & Directors



**REALTOR®**  
**ASSOCIATION**  
*of Central Massachusetts*

# REALTOR® Association of Central Massachusetts Nomination and Election Process for 2018 Officers & Directors

The annual nomination and election of officers and directors for the Realtor® Association of Central Massachusetts® and state directors to the Massachusetts Association of REALTORS is intended to be an open process in which members may nominate themselves or fellow members.

Within this information packet, you will find the job description and candidate qualifications for each elected office, as well as the nomination form which must be completed and submitted to the RACM Nominating Committee in order to be eligible for consideration for office in 2017. Importantly, in completing the nomination process, please be aware that three industry references are required when submitting a nomination entry.

Nominations must be submitted by **July 1, 2017**. Nomination forms should be mailed to:  
Realtor® Association of Central Massachusetts®, 492 Washington Street, Auburn, MA 01501.

The RACM Nominating Committee is responsible for reviewing all nominations to ensure candidates meet the qualifications of the position they have been nominated to serve, and may require interviews of nominees.

Prior to September 1, the Nominating Committee will vote on a recommended slate of officers and directors for the association for 2018, which will be presented to the RACM Board of Directors for approval at their annual meeting, which is scheduled to occur in October 2017.

For questions regarding the nomination or election process, contact RACM Executive Vice-President Colleen Pappas at 508-832-6600 or [cpappas@realtorscentralma.org](mailto:cpappas@realtorscentralma.org)

# POSITION OVERVIEWS

## POSITION OVERVIEW: PRESIDENT

The President of RACM is elected annually for a one-year term as part of the Slate of Officers voted on by the Board of Directors at their annual meeting. The President acts as the primary spokesperson for the association and presides at all meetings of the association's Board of Directors and Executive Committee. The President, by virtue of their position, receives an automatic seat as a director with the Massachusetts Association of REALTORS®. The President must understand and agree to abide by the REALTOR® Code of Ethics and other membership policies adopted by RACM, MAR and NAR, as well as be familiar with the mission statements and strategic plans of RACM, MAR and NAR.

**Duties & Responsibilities.** The specific local, state and national association duties and responsibilities of the President are as follows:

- Represent the Board and its members, act in its name and best interest, subject to its declared policies.
- Be knowledgeable and conversant relative to Board objectives, Board Strategic Plan, programs and activities at local, state and national levels.
- Maintain close working relationship with the Executive Vice President, being cognizant of respective differing areas of responsibility.
- Serve as the spokesperson for the Board and represent the interests and objectives of the Board dealings with the news media, allied organizations and industries, local, state and federal legislators, the general public and the State and National associations.
- With the assistance of the Officers and Executive Vice President, guide the business affairs of the Board.
- Exercise personal leadership in the motivation of other Officers, Board members, committee members, and membership.
- Work with the Executive Vice President in changing, planning, formulating and presenting to the Board of Directors for consideration, basic policies and/or policy changes, which are in concert with the Board's Strategic Plan, that will further goals and objectives of the Board.
- Establish annual goals for the Board, which are in concert with the Strategic Plan and carry out it with other Officers, Directors, members and staff.
- Preside at all meetings of the Board of Directors and general membership
- Review agendas for meetings of the Board of Directors and general membership with the Executive Vice President.
- Appoint committee chairpersons and recommend committee members. Outline the purpose, goals and duties of committees (as established by the Board) and monitor their progress in meeting stated objectives.
- Serve as an ex-officio member of all committees of the Board.
- With assistance of the Treasurer and Executive Vice President, monitor the Association's expenditures to assure operations are within the annual budget and keep Officers and members informed on the condition and operation of the association.
- Serve as a State Director.

**The President Shall Be Familiar with the following:**

- Current bylaws, rules, regulations and policies of the Board.
- The Board's Strategic Plan
- Robert's Rules of Order and basic parliamentary procedures
- Legislative activity and litigation affecting the industry and the Board on a local, state and national level

**The President also has the following obligations:**

- Preside at all RACM Board of Directors meetings.

- Tape Monthly President Message
- Attend all RACM Leadership Functions
  - Award Ceremony
  - Annual Affiliate Appreciation Night
  - Annual Golf Tournament
  - Annual Meeting
  - Legislative Breakfast
  - Installation
- Participate as a member of the following RACM Committees:
  - Finance and Budget
  - Board Nominating
  - Strategic Planning
- Attend the following MAR Functions:
  - MAR Presidents' Forums held at MAR's director meetings. (May, September, November)
  - MAR Director Caucuses (3)
  - MAR Monthly Conference Call to discuss Local Market Conditions
  - REALTOR® Day on Beacon Hill (June)\*\*
  - Leadership Training and Media Training (January)\*\*
  - MAR Convention and Professional Awards Program (Fall)\*\*
  - MAR Installation of Officers and Directors Program (November)\*\*
- Attend the NAR Mid-Year meeting in Washington D.C. (May)\*\*
- Attend the New England REALTORS® Conference – NERC\*\* (Fall)

*\*\* RACM reimburses expenses for registration, air fare, hotel, ground transportation and meals in accordance with RACM Expense Reimbursement Policies & Procedures.*

#### **Qualifications**

- Candidate should have been a REALTOR® member in good standing for a minimum of three years.
- Candidate should have served as a member of at least one committee and as a chairperson of at least one committee
- A candidate's thorough knowledge of the Board operations may be substituted for 1 & 2 above.
- Must be a licensed real estate agent or broker in Massachusetts and acknowledge to the RACM Nominating Committee any prior record of a license suspension, revocation, or other disciplinary action from the Massachusetts Board of Registration of Real Estate Brokers & Salespersons or other real estate licensing authority in another state;
- Candidate should be familiar with and have a working knowledge of the Board's Strategic Plan, Committees and Governing documents
- Candidate should understand the expectations of the Board and indicate a willingness to make the necessary commitment.

**The President reports to and is responsible for their actions to the Board of Directors.**

## **POSITION OVERVIEW: PRESIDENT ELECT**

The President -elect of RACM is elected annually for a one-year term as part of the Slate of Officers voted on by the Board of Directors at their annual meeting. The President Elect shall perform the duties and accept the responsibilities of the President in the event of the President's absence or incapacity. The President Elect may be charged with the supervision and coordination of certain committees, committee objectives, programs and activities of the Board. If requested to act as liaison, the President Elect will present committee requests and recommendations to the Board of Directors for consideration and action. This position serves as an orientation for succession as the future Chief Elected Officer.

**Duties & Responsibilities.** The specific local, state and national association duties and responsibilities of the President are as follows:

- Assume all duties of the President in the event of their incapacity, absence, removal from office or resignation.
- Serve on the Board of Directors.
- The President-elect must understand and agree to abide by the REALTOR® Code of Ethics and other membership policies adopted by RACM, MAR and NAR, as well as be familiar with the mission statement and strategic plan of RACM, MAR and NAR.
- Attend all regular and special meetings as requested by the President.
- Represent the Board to other associations and organizations as requested by the President.
- Accept special assignments, upon request of the President and/or Board of Directors.
- Maintain close working relationship with the Executive Vice President, being cognizant of the respective differing areas of responsibility.

**The President Elect Shall Be Familiar with the following:**

- Current bylaws, rules, regulations and policies of the Board.
- The Board's Strategic Plan
- Robert's Rules of Order and basic parliamentary procedures
- Legislative activity and litigation affecting the industry and the Board on a local, state and national level

**The President-Elect also has the following obligations:**

- Attend all RACM Leadership Functions
  - Award Ceremony
  - Annual Affiliate Appreciation Night
  - Annual Golf Tournament
  - Annual Meeting
  - Legislative Breakfast
  - Installation
- Participate as a member of the following RACM Committees:
  - Executive Committee
  - Finance and Budget
  - Strategic Planning
- Attend the following MAR/NAR Functions:
  - REALTOR® Day on Beacon Hill (June)\*\*
  - MAR Convention and Professional Awards Program (Fall)\*\*
  - MAR Installation of Officers and Directors Program (November)\*\*
  - Attend the NAR Mid-Year meeting in Washington D.C. (May)\*\*
  - Attend the NAR Annual Convention\*\* (November)

*\*\* RACM reimburses expenses for registration, air fare, hotel, ground transportation and meals in accordance with RACM Expense Reimbursement Policies & Procedures.*

**Qualifications**

- Candidate should have been a REALTOR® member in good standing for a minimum of three years.
- Candidate should have served as a member of at least one committee and as a chairperson of at least one committee
- A candidate's thorough knowledge of the Board operations may be substituted for 1 & 2 above.
- Must be a licensed real estate agent or broker in Massachusetts and acknowledge to the RACM Nominating Committee any prior record of a license suspension, revocation, or other disciplinary action from the Massachusetts Board of Registration of Real Estate Brokers & Salespersons or other real estate licensing authority in another state;

- Candidate should be familiar with and have a working knowledge of the Board's Strategic Plan, Committees and Governing documents
- Candidate should understand the expectations of the Board and indicate a willingness to make the necessary commitment.

**The President Elect reports to and is responsible for their actions to the Board of Directors.**

## POSITION OVERVIEW: VICE-PRESIDENT

The Vice President of RACM is elected annually for a one-year term as part of the Slate of Officers voted on by the Board of Directors at their annual meeting. Election to this position does not provide for automatic succession to higher office, however in the event that the office of President Elect becomes vacant prior to the expiration of their term, the Vice President will fulfill their own duties as well as those of the president-elect until the conclusion of the year. Individuals may seek election to consecutive terms to this office.

**Duties & Responsibilities.** The specific local, state and national association duties and responsibilities of the Vice President are as follows:

- Assume all duties of the President Elect in the event of their incapacity, absence, removal from office or resignation.
- Serve on the Board of Directors.
- The Vice-President must understand and agree to abide by the REALTOR® Code of Ethics and other membership policies adopted by RACM, MAR and NAR, as well as be familiar with the mission statement and strategic plan of RACM, MAR and NAR.
- Attend all regular and special meetings as requested by the President.
- Represent the Board to other associations and organizations as requested by the President.
- Accept special assignments, upon request of the President and/or Board of Directors.
- Maintain close working relationship with the Executive Vice President, being cognizant of the respective differing areas of responsibility.

**The Vice President Shall be Familiar with the Following:**

- Current bylaws, rules, regulations and policies of the Board.
- The Board's Strategic Plan.
- Robert's Rules of Order and basic parliamentary procedures.
- Legislative activity and litigation affecting the industry and the Board on a local, state and national level.

**The Vice President also has the following obligations:**

- Attend monthly meetings of RACM Board of Directors.
- Participate as a member of the following RACM Committees:
  - Executive Committee
  - Finance/Budget
- Attend all RACM Leadership Functions
  - Award Ceremony
  - Annual Meeting
  - Legislative Breakfast
  - Installation
- Attend the following MAR/NAR Functions:
  - REALTOR® Day on Beacon Hill (June)\*\*
  - MAR Installation of Officers and Directors Program (November)\*\*
  - Attend the NAR Annual Convention\*\* (November)

*\*\* RACM reimburses expenses for registration, air fare, hotel, ground transportation and meals in accordance with RACM Expense Reimbursement Policies & Procedures.*

## **Qualifications**

- Candidate should have been a REALTOR® member in good standing for a minimum of three years.
- Candidate should have served as a member of at least one committee and as a chairperson of at least one committee
- A candidate's thorough knowledge of the Board operations may be substituted for 1 & 2 above.
- Must be a licensed real estate agent or broker in Massachusetts and acknowledge to the RACM Nominating Committee any prior record of a license suspension, revocation, or other disciplinary action from the Massachusetts Board of Registration of Real Estate Brokers & Salespersons or other real estate licensing authority in another state;
- Candidate should be familiar with and have a working knowledge of the Board's Strategic Plan, Committees and Governing documents
- Candidate should understand the expectations of the Board and indicate a willingness to make the necessary commitment.

**The Vice President reports to and is responsible for their actions to the President and the Board of Directors.**

## **POSITION OVERVIEW: SECRETARY**

The Secretary shall oversee all minutes and records of the Board to ensure that a permanent record of Board activities is maintained. He/she may assign certain duties of their office to the Executive Vice President, subject to approval of the Board of Directors.

**Duties & Responsibilities.** The specific duties and responsibilities of the Secretary are as follows:

- Ensure that all records and correspondence of the Board are maintained in good order.
- Ensure that a permanent record of all meetings is maintained by the Board.
- Ensure that copies of all meeting minutes are provided to the Board of Directors.
- Sign all orders or resolutions (including bank resolutions) passed by the Board of Directors, when authorized by the Board of Directors.
- Ensure that advance notice of all meetings and copies of all pertinent documents are mailed to all members.
- Serve as Chairperson of, or liaison to one or more Board Committees, if requested by the President or the Board of Directors.

### **The Secretary Shall be Familiar with the Following:**

- Current bylaws, rules, regulations and policies of the Board.
- The Board's Strategic Plan
- Robert's Rules of Order and basic parliamentary procedures
- Legislative activity and litigation affecting the industry and the Board on a local, state and national level.

### **The Secretary also has the following obligations:**

- Attend monthly meetings of RACM Board of Directors
- Participate as a member of the following RACM Committees:
  - Executive Committee
  - Finance/Budget
- Attend all RACM Leadership Functions
  - Award Ceremony
  - Annual Meeting
  - Legislative Breakfast
  - Installation

## **Qualifications**

- Candidate should have been a REALTOR® member in good standing for a minimum of three years.
- Candidate should have served as a member of at least one committee and as a chairperson of at least one committee
- A candidate's thorough knowledge of the Board operations may be substituted for 1 & 2 above.
- Must be a licensed real estate agent or broker in Massachusetts and acknowledge to the RACM Nominating Committee any prior record of a license suspension, revocation, or other disciplinary action from the Massachusetts Board of Registration of Real Estate Brokers & Salespersons or other real estate licensing authority in another state;
- Candidate should be familiar with and have a working knowledge of the Board's Strategic Plan, Committees and Governing documents
- Candidate should understand the expectations of the Board and indicate a willingness to make the necessary commitment.

**The Secretary reports to and is responsible for their actions to the President and the Board of Directors.**

## **POSITION OVERVIEW: TREASURER**

The Treasurer shall oversee the funds and securities of the Board and shall render all financial reports at all meetings of the membership and Board of Directors. He/she may assign, subject to approval of the Board of Directors, certain duties of their office to the Executive Vice President.

### **Duties & Responsibilities. The specific duties and responsibilities of the Treasurer are as follows:**

- Serve as Chairperson of the Finance and Budget Committee and as a member of the Board of Directors.
- Present monthly financial reports to the Board of Directors and annual budget to the membership
- In conjunction with the Executive Vice President and President, have custody of all funds/securities of the corporation.
- Ensure that all funds are deposited in the name of the corporation and that proper accounting procedures are in effect.
- Make recommendations for investment of Board reserves to earn highest dividend, while maintaining financial integrity of the Board.
- Prepare, with the President, President-Elect, Executive Vice President and Budget Committee, an annual budget and present it for approval to the Board of Directors and general membership.

### **The Treasurer Shall be Familiar with the Following:**

- Current bylaws, rules, regulations and policies of the Board.
- The Board's Strategic Plan.
- Robert's Rules of Order and basic parliamentary procedures.
- Legislative activity and litigation affecting the industry and the Board on a local, state and national level.

### **The Treasurer also has the following obligations:**

- Attend monthly meetings of RACM Board of Directors.
- Participate as a member of the following RACM Committees:
  - Executive Committee
  - Finance/Budget
- Attend all RACM Leadership Functions
  - Award Ceremony
  - Annual Meeting
  - Legislative Breakfast
  - Installation

## **Qualifications**

- Candidate should have been a REALTOR® member in good standing for a minimum of three years.

- Candidate should have served as a member of at least one committee and as a chairperson of at least one committee
- A candidate's thorough knowledge of the Board operations may be substituted for 1 & 2 above.
- Must be a licensed real estate agent or broker in Massachusetts and acknowledge to the WRAR Nominating Committee any prior record of a license suspension, revocation, or other disciplinary action from the Massachusetts Board of Registration of Real Estate Brokers & Salespersons or other real estate licensing authority in another state;
- Candidate should be familiar with and have a working knowledge of the Board's Strategic Plan, Committees and Governing documents
- Candidate should understand the expectations of the Board and indicate a willingness to make the necessary commitment.

**The Treasurer reports to and is responsible for their actions to the President and the Board of Directors.**

## **POSITION OVERVIEW: RACM Director**

Members of the RACM Board of Directors are elected by the Board at its October meeting, and shall serve for a term of three years, beginning on January 1 of the year following their election. Directors shall be representative of the membership and be selected based on factors that reflect residential practice within the Association such as geography, general and specialized practice or representation and affiliation.

**The major responsibility of a member of the Board of Directors is to represent the entire membership. Some of the following suggestions may help the Director better understand their role as a representative of membership.**

- There are many different viewpoints in the Board and sound reasons to support each. In evaluating each viewpoint, keep in mind that the Board of Directors is responsible to all members and must place the welfare of the total group and membership ahead of geographic or fractional considerations.
- Each Director is unique and contributes special talents to the successful management and operation of the Board. It is important, therefore, that Directors express their viewpoints and share their opinions on issues before the group.
- Criticism can be important to the growth and development of any Board, provided that it is of the constructive variety. Consider the needs and feelings of others. Deal with issues and facts, not personalities.

**The Directors of the Board compromise the governing body of RACM. Specific responsibilities of the Board of Directors are as follows.**

- Serve as the governing body of the Board
- Participate in all Board meetings as a representative of the members, to review, revise and establish policies for the mutual benefit of the membership
- Overall policy responsibility, including but not limited to the following: Membership, Grievance, Professional Standards, Mediation, Public Relations, Legislation, Education, Budget, Publications, Meetings and Awards
- Review and approve/disapprove RACM annual budget and any adjustments thereto
- Authorize audit of RACM financial records, if deemed necessary
- Act on committee reports/recommendations and approve all committee action reports and finances
- Serve as an appellate body and final decision level to Professional Standards cases
- Ensure adherence to the NAR Code of Ethics and Arbitration Manual in all Mediation and Professional Standards matters
- Approve new applicants for membership and establish membership dues and privileges
- Establish and approve program priorities for each fiscal year
- Approve proposed amendments to bylaws prior to submission to membership

- Appoint any special committees deemed necessary to aid the Board in the performance of its functions
- Authorize association affiliations with other organizations
- Elect replacements to fill un-expired terms in the event of a vacancy, in accordance with the Bylaws
- Approve employment contract and position description of the Executive Vice President
- Approve employment of an accounting firm and legal counsel for RACM
- Assume responsibility for making all decisions not otherwise delegable

**Each Director shall be familiar with the following:**

- Current bylaws, rules, regulations and policies of the Board.
- The Board's Strategic Plan
- Robert's Rules of Order and basic parliamentary procedures
- Legislative activity and litigation affecting the industry and the Board on a local, state and national level.

**Qualifications**

- Candidate should have been a REALTOR® member in good standing for a minimum of three years.
- Candidate should have served as a member of at least one committee and as a chairperson of at least one committee
- A candidate's thorough knowledge of the Board operations may be substituted for 1 & 2 above.
- Must be a licensed real estate agent or broker in Massachusetts and acknowledge to the RACM Nominating Committee any prior record of a license suspension, revocation, or other disciplinary action from the Massachusetts Board of Registration of Real Estate Brokers & Salespersons or other real estate licensing authority in another state;
- Candidate should be familiar with and have a working knowledge of the Board's Strategic Plan, Committees and Governing documents
- Candidate should understand the expectations of the Board and indicate a willingness to make the necessary commitment.

**Each Director reports to and is responsible for their actions to the President and entire Board of Directors.**

## **POSITION OVERVIEW: RACM Alternate Director**

Alternate Members of the RACM Board of Directors are elected by the Board at its October meeting, and shall serve for a term of one year, beginning on January 1 of the year following their election. Directors shall be representative of the membership and be selected based on factors that reflect residential practice within the Association such as geography, general and specialized practice or representation and affiliation.

The major responsibility of an Alternate member of the Board of Directors is to stay informed on Association policy and business and shall perform the duties and accept the responsibilities of a Director in the event of a Directors' resignation or removal. This position serves as an orientation for possible succession as a future Director.

**The specific duties and responsibilities of the Alternate Director are the same as a Director and are outlined in the previous section.**

## **POSITION OVERVIEW: MAR DIRECTOR**

RACM shall elect REALTORS® as voting members of the Massachusetts Association of REALTORS® Board of Directors, in accordance with the Bylaws of MAR. The major responsibility of a State Director is to represent RACM and its entire membership by voting in accordance with the directives of RACM, whenever issued. When no directive or direction is given by RACM, the State Director shall vote their conscience, in the best interest of the entire membership.

**Specific responsibilities are:**

- Attend and vote at all meetings of the MAR Board of Directors. (May, September, November)
- Attend any special and Central Massachusetts meetings that may be called by the MAR Regional Vice President for Central Massachusetts. There are 3 local caucuses per year, held a few days in advance of regularly scheduled Directors meetings. The purpose of local caucuses is to review and discuss MAR financial reports and information and business items to be considered and voted upon at the forthcoming Directors meeting;
- Furnish updates and reports to the RACM Board of Directors, as may from time to time be required.
- Notify the Board office promptly in the event of inability to attend any meeting so that a replacement may be secured.
- Participate in special MAR programs and events, including the annual Awards program, Installation of Officers and Directors program, and REALTOR® Day on Beacon Hill
- Respond to “Calls to Action” on critical legislative and regulatory issues from all three levels of the REALTOR® organization
- Support RPAC and the MAR Charitable Foundation;

**Procedure:**

- Notices are emailed by the Massachusetts Association of REALTORS® directly to each State Director.
- When notice is received, call the Board Office and confirm that you will, or will not, be in attendance.
- Reservations for ALL State Directors are made by the Board Office.

**Qualifications**

- Candidate should have been a REALTOR® member in good standing for a minimum of three years.
- Candidate should have served as a member of at least one committee and as a chairperson of at least one committee
- A candidate’s thorough knowledge of the Board operations may be substituted for 1 & 2 above.
- Must be a licensed real estate agent or broker in Massachusetts and acknowledge to the RACM Nominating Committee any prior record of a license suspension, revocation, or other disciplinary action from the Massachusetts Board of Registration of Real Estate Brokers & Salespersons or other real estate licensing authority in another state;
- Candidate should be familiar with and have a working knowledge of the Board’s Strategic Plan, Committees and Governing documents
- Candidate should understand the expectations of the Board and indicate a willingness to make the necessary commitment.

**Each MAR Director reports to and is responsible for their actions to the President and entire Board of Directors.**

*2018 Candidate Nomination Form found on following pages*

## 2018 CANDIDATE NOMINATION FORM

The Candidate Nomination form provides Nominating Committee members a uniform way to document candidate credentials and serves as a useful reference document during the committee's discussions and deliberations. Completion of nomination form is mandatory. (Deadline: July 1, 2017)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position In Firm: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

HomeAddress: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

What office/position do you seek to hold:

RACM President Elect  RACM VP  RACM Director  RACM Treasurer  RACM Secretary

RACM Committee Chair  MAR Director

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Years as a Realtor: \_\_\_\_\_ Years as a RACM Member: \_\_\_\_\_

Years As a Licensed Real Estate Professional: \_\_\_\_\_

Professional Designations Earned: \_\_\_\_\_

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Association Involvement & Contributions (Local, state, national):

Business Experience, Credentials & Reputation:

Civic and Community Involvement & Contributions:

Have you ever been involved in any activity which has led to your license being revoked or suspended by the Massachusetts Board of Registration of Real Estate Brokers & Salespersons or have you otherwise been disciplined or fined by the real estate licensing authority in Massachusetts or any other state? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, please explain.)

REALTOR®/ RACM References (list at least 3)

Candidate Remarks (Optional)

Signature of Candidate or Person Nominating Candidate:

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Please Use Additional Pages if Necessary