



Greater Lakes Association of REALTORS®

# Nominations Information And Application



**Thank you for your consideration on the GLAR Board of Directors. The following is information on the composition Board of Directors. Please fill out the application and email to [Dolly@GreaterLakesRealtors.com](mailto:Dolly@GreaterLakesRealtors.com). Once the applications are reviewed by the Nominating Committee, you may be asked to interview.**

**Board responsibilities in a nutshell:**

- 1.) Attend all Board of Directors Meeting and any special meetings called by the President.
- 2.) Support all decisions made by the Board of Directors.
- 3.) Attend a Leadership Conference
- 4.) Attend as many GLAR functions as you can. Your support encourages members support.
- 5.) Attend as many MNAR meeting as possible
- 6.) Attend the National Association of REALTORS® Convention in November (1<sup>st</sup> year) and Mid-Year Convention in May (2<sup>nd</sup> year). *Convention expenses are paid by the Board; Convention Registration, Airfare, Hotel and Per Diem. You will be given a schedule of meetings to attend will and you are required to write a report on the meetings you attended.*
- 7.) Each Director is assigned to Chair one of the standing committees.

**President**

The President is the executive head of the Greater Lakes Association of REALTORS® and is responsible to the Board of Directors. He/she shall preside at all meetings, appoint special committee/work groups, subject to approval of the Board of Directors and is ex-officio member of all committees/work groups. He/she is expected to perform such duties as may be assigned by the Board of Directors.

The President is the major spokesperson for the association and must stay informed on association projects, industry-related developments, and state and national events.

To gather ideas for new programs and solutions, the president is expected to attend other local, state, and national meetings. The president is expected to be visible to the membership as well.

The President may be called on to sign certain legal and banking documents as needed.

Basic Function: Serves as President of the Association, representing the entire membership. Directs other officers, presides as Chair over board actions and may act as chief spokesperson for the Association.

**Specific Responsibilities**

1. Presides at all meetings of the Association's Board of Directors and Executive Committee.
2. Working with the Association Executive Director, schedules and prepares the agenda for meetings of the Board of Directors and Executive Committee.

3. Keeps the Board of Directors and Association Committees informed on the conditions and operations of the Association.
4. Selects and recommends approval of Chairs for all Association Committee and task forces. Outlines the purposes and duties of the Committees and monitors their progress.
5. Directs the Board of Directors in formulating policies and programs that will further the goals and objectives of the Association.
6. Conducts an annual review of organizational performance and effectiveness. When necessary, recommends changes in Association structure (board, committees, etc.) to the Board of Directors.
7. Acts as spokesperson for the Association to the public, press legislative bodies, and other related organizations as approved by the Board of Directors.
8. Monitors Association expenditures to assure operation within the annual budget.
9. Promotes active participation in the Association on the part of the membership. Reports the activities of the Board and Association to the membership in the newsletter and/or in an annual presentation to the general membership.
10. Works to achieve goals and objectives of the Association as defined in the Association Strategic Plan.
11. Supports all decisions made by the Board of Directors.

### **President Elect**

Basic Function: Assumes the responsibility of the President in his or her absence. Assists the President in carrying out the functions of that office and performs specific duties delegated by the President.

#### **Specific Responsibilities**

1. Assumes the duties of the President in his or her absence.
2. Serves as a member of the Board of Directors and the Executive Committee.
3. Performs duties assigned by the President including serving as Chair of the Nominating Committee.
4. Assists the President in the performance of his or her duties, whenever requested to do so.
5. Attends annual meeting and special meetings as directed by the President.
6. Represents the Association with other association and organizations as requested by the President.
7. Acts as spokesperson for the Association to the public, press legislative bodies, and other related organizations in the absence of the President.
8. Works to achieve goals and objectives of the Association as defined in the Association Strategic Plan.
9. Supports all decisions made by the Board of Directors.

### **Secretary ( CURRENT POSITION FILLED)**

Basic Function: Ensures the integrity of the fiscal affairs of the Association. Serves on the Board of Directors.

### Specific Responsibilities

1. Serves as a member of the Board of Directors.
2. Takes minutes of the Board of Directors meetings.
3. Works to achieve goals and objectives of the Association as defined in the Association Strategic Plan.
4. Supports all decisions made by the Board of Directors.

### **Treasurer**

The duties of the Treasurer: presents the association's financial statements to the Board of Directors. To do that, the Treasurer must become familiar with the statement format and content. The Treasurer is Chairperson of the Budget Committee.

#### Specific Responsibilities

1. Serves as a member of the Board of Directors and the Executive Committee.
2. Works to achieve goals and objectives of the Association as defined in the Association Strategic Plan.
3. Supports all decisions made by the Board of Directors.

### **Past President**

The Past President shall serve on the Board of Directors. The primary role of this individual is to advise and recommend to the Board based upon the experience gained as a Board president.

### **Board of Directors**

The primary responsibility of the Board of Directors is to serve as the governing body of the Greater Lakes Association of REALTORS®, Inc. It has the authority above all committees/work groups to carry out all duties, expressed or implied, that are included within the management jurisdiction of the Association. The Board of Directors approves policies and plans that provide the framework within which major Board operations must be accomplished. Although the Board of Directors is responsible for the general overall management of the Board affairs, it is not responsible for the day-to-day operations.

Basic Function: To set policies which will ensure that the Greater Lakes Association of REALTORS® fulfills its legal and professional responsibilities to its membership and sets the tone for dynamic and aggressive leadership of the Association.

#### Specific Responsibilities

1. Serves as a member of the Board of Directors.
2. Is assigned to a Committee(s) or project(s) as the Liaison and is responsible to attend those meetings and report to the Board of Directors.
3. Ensures that the needs of the membership are met.

4. Is knowledgeable of the affairs and activities of the Association and approves and evaluates programs and activities.
5. Participates in planning the future direction of the Association.
6. Considers and establishes board policies to guide the operation of the Association and works to achieve the goals and objectives of the Association as defined in the Strategic Plan.
7. Supports all decisions made by the Board of Directors.

## **Committees**

The Board has the following Standing Committees:

Budget  
Bylaws  
Education  
Governmental Affairs  
Membership  
MLS/Lockbox  
Personnel Committee  
Public Relations  
RPAC  
Special Events  
Technology

- a.) Budget: Reviews and sets the budget for the year. Reviews the financials monthly.
- b.) Bylaws: Reviews the bylaws and changes, if necessary, keeping in compliance with the National Association of REALTORS® policies. Sends to the Board for approval then on to NAR for approval.
- c.) Education: The committee reviews all educational classes. Sets the education schedule for the following year. Recommends to Board of Directors costs of education card and per hour fee for members and non-members.
- d.) Governmental Affairs: respond to local government activities that pertain to real estate. Use the Call to Action software.
- e.) Membership: Provides members services, special projects, promotion of member benefits.
- f.) MLS/Lockbox Committee: Reviews issues that pertain to MLS/Lockbox, make suggestions to the MLS /LocboxVendor.
- g.) Public Relations: Educate the public on real estate related issues, support and promote using REALTORS®
- h.) Personnel Committee: Members of the Board of Directors and the Executive Committee (Pres, Pres Elect and Treasurer)
- i.) RPAC: Keep members informed of the Call for Actions and raise funds for the REALTOR Party Action Committee for local, state, and national.

j.) Special Events: The committee sets the special events for the year with Board approval. Promote networking amongst members (REALTORS®, Appraisers, Affiliate Members.)

k.) Technology: Keep members abreast of the new technologies available for real estate, redesign of website and or addition of website content, promoting other committee events through technology.

# GLAR OFFICER/DIRECTOR APPLICATION 2020

**Applications Due September 18, 2020 by 12:00pm (TENTATIVE)**

***Join the GLAR Leadership Team!***

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President Elect \_\_\_\_ Affiliate Director \_\_\_\_ Director \_\_\_\_ (2 director positions available)

Name: \_\_\_\_\_ Primary Board: \_\_\_\_\_

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

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

Phone #: (Bus.) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Number of years in the real estate profession: \_\_\_\_\_

Areas of specialization:

Residential Sales \_\_\_\_, Commercial Sales \_\_\_\_, Appraisal \_\_\_\_, Farm & Land \_\_\_\_,  
Property Management \_\_\_\_, Mortgage \_\_\_\_, \*Other \_\_\_\_

If \*Other: What areas of specialization?

\_\_\_\_\_

Local, State, National REALTOR® Association experience - (Committee Member, Director, etc.)

Local: \_\_\_\_\_

State: \_\_\_\_\_ National: \_\_\_\_\_

Professional designations attained: \_\_\_\_\_

Community involvement: \_\_\_\_\_

What do you see as the primary purpose of this Association? \_\_\_\_\_

\_\_\_\_\_

What goals and objectives would you like to see pursued by this Association over the next two years?

\_\_\_\_\_

\_\_\_\_\_

As a member of the Leadership Team, you will have to be able to devote the time necessary to attend meetings and review meeting information before the meetings. The Board meets once a month and special meetings may be called by the President.

By my signature below I certify I am a member in good standing of the Greater Lakes Association of REALTORS®; acknowledge I have read the job description of the position I have applied for and agree to fulfill the specified duties and responsibilities to the best of my ability if nominated and selected.

\_\_\_\_\_  
**Type/Print Name**

\_\_\_\_\_  
**Signature**

**Today's Date:** \_\_\_\_\_

*Any additional information you wish to be considered by the Nominating Committee.*

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**Attachment Requirements:**

- Photo (*photo must be attached*)     Attach Bio for ballot (*Bio must be attached*)

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**Submit applications to:** Greater Lakes Association of REALTORS®  
Nominations Committee  
15344 Pearl Drive  
Baxter, MN 56425

**or email to:** [Dolly@GreaterLakesRealtors.com](mailto:Dolly@GreaterLakesRealtors.com)