

2020 Call for Directors

Open August 19–September 6, 2019



NATIONAL
ASSOCIATION *of*
REALTORS®



SUBMIT YOUR APPLICATION NOW!

Boise Regional REALTORS® (BRR) is the largest local REALTOR® association in Idaho and has two wholly-owned subsidiaries — the Intermountain Multiple Listing Service (IMLS) and the REALTORS® Community Foundation.

The mission of BRR is to bring resources to REALTORS® with the ultimate goal of helping them find success through ethics, professionalism, and connections. To accomplish this, we rely on the experience and expertise of volunteer leaders (like you!) to serve on our Board of Directors, and the boards of the IMLS, Foundation, and state and national associations of REALTORS®. In doing so, you will make decisions on professional standards, education, community engagement, public affairs issues, and more, on behalf of all members.

Through your volunteer service, you will gain valuable industry insights, improved leadership skills, and build professional relationships with other leaders — locally, nationally, and across the state — that, in turn, helps you in your own business and other volunteer commitments.

From August 19–September 6, 2019, BRR is accepting applications for the following leadership positions, with terms beginning in January 2020:

- **Boise Regional REALTORS® Director — four (4) open positions**
- **Boise Regional REALTORS® Vice President — one (1) open position**
- **Boise Regional REALTORS® Treasurer — one (1) open position**
- **Idaho REALTORS® Director from BRR — four (4) open positions**
- **National Association of REALTORS® Director from BRR — one (1) open position**
- **Intermountain MLS Director from BRR — two (2) open positions**
- **REALTORS® Community Foundation Director, Member-at-Large — two (2) open positions**

General descriptions of each position are below, including each positions' responsibilities, qualifications, terms of service, and related meetings. Please contact [Breanna Vanstrom](#), BRR's Chief Executive Officer, with questions.

Thank you for your interest in serving!



Boise Regional REALTORS® Director – Four (4) open positions

A Director of the BRR Board will advise, govern, oversee policy, and assist with the leadership and general promotion of the association, in support of the association's mission.

Term: January 2020–December 2022

Core Responsibilities:

- Be informed about the mission, services, and policies of BRR.
- Approve new member applications, as presented by the Director of Membership.
- Approve an annual budget and any deviations from that budget.
- Establish any dues and fees for services.
- Adhere to Robert's Rules of Order and parliamentary procedures.

Additional Responsibilities:

- Help to promote the value of BRR to members and the community.
- Annually review the association's strategic plan and guide the association accordingly.
- Oversee bylaws and administrative policies and procedures.
- Direct the association's investments based on recommendations by the Treasurer and Financial Advisor.
- Authorize association affiliations with other organizations.
- Elect someone to fill an unexpired term of a Director, in case of a vacancy.
- Responsible for making all decisions not otherwise delegable to a committee or staff person.
- Other duties as directed by the President or membership.

Recommended Activities:

- Serve on at least one (1) BRR committee.
- Participate in local, state, and national legislative calls-to-action.
- Make annual RPAC investment of \$99 or more.
- Make annual contribution to the REALTORS® Community Foundation.

Meetings and Event Attendance:

- Attend Board meetings and come prepared to conduct association business.
- Attend special events, functions, and other association business, as necessary
- Participate in Board service projects, as applicable.

Eligibility Criteria: As noted in Section 11.5(c) of the Association's Bylaws, "all candidates for election to the Association's Board of Directors shall have been an active REALTOR® Member of the Association for the two (2) years immediately preceding the election, shall be a primary member of the Association at the time of application and election and shall maintain primary membership while on the Board, and shall have served on at least one Association or Association subsidiary committee or task force."



Boise Regional REALTORS® Vice President – One (1) open position

In addition to the responsibilities noted for a BRR Director, the Vice President will be the primary liaison between all BRR committees and the Board of Directors. The Vice President will also assume the responsibilities of the President in their absence (and in the absence of the President-Elect) and will assist the President in carrying out the functions of the office.

Term: January 2020–December 2023; One year as Vice President, then progress through the offices of President-Elect in 2021, President in 2022, then Immediate Past President in 2023.

Core Responsibilities:

- Perform all duties noted for BRR Directors.
- Serve as the primary liaison between all BRR committees and the Board of Directors.
- Serve on the Executive Committee.
- Assume the responsibilities of the President in their absence (and in the absence of the President-Elect) and will assist the President in carrying out the functions of the office.
- Perform other duties as assigned by the President.

Meetings and Event Attendance:

- Attend meetings of the Board of Directors and Executive Committee, coming prepared to conduct association business.
- National Legislative Meeting (annually in May).
- National Annual Convention (annually in November).
- State association meetings (annually in April and October).
- BRR Committee meetings, as necessary.
- Attend special events, functions, and other association business, as necessary
- Special events, functions, and other association business, as necessary.
- Participate in Board service projects, as applicable.

Eligibility Criteria: As noted in Section 11.5(c) of the Association’s Bylaws, “all candidates for election to the Association’s Board of Directors shall have been an active REALTOR® Member of the Association for the two (2) years immediately preceding the election, shall be a primary member of the Association at the time of application and election and shall maintain primary membership while on the Board, and shall have served on at least one Association or Association subsidiary committee or task force. **Additionally, candidates for an Officer position shall have served as a Member in good standing on the Board of Directors for at least one (1) year in the three (3) years immediately preceding the election.**”



Boise Regional REALTORS® Treasurer – One (1) open position

In addition to the responsibilities noted for a BRR Director, the Treasurer will serve as chair of the Budget and Finance Committee.

Term: January 2020–December 2021

Core Responsibilities:

- Perform all duties noted for BRR Directors.
- Serve as chair of the Budget and Finance Committee.
- Serve on the Executive Committee.
- Perform other duties as assigned by the President.

Meetings and Event Attendance:

- Attend meetings of the Board of Directors, Executive Committee, and Budget and Finance Committee, coming prepared to conduct association business.
- Other BRR Committee meetings, as necessary.
- Attend special events, functions, and other association business, as necessary
- Special events, functions, and other association business, as necessary.
- Participate in Board service projects, as applicable.

Eligibility Criteria: As noted in Section 11.5(c) of the Association's Bylaws, "all candidates for election to the Association's Board of Directors shall have been an active REALTOR® Member of the Association for the two (2) years immediately preceding the election, shall be a primary member of the Association at the time of application and election and shall maintain primary membership while on the Board, and shall have served on at least one Association or Association subsidiary committee or task force. **Additionally, candidates for an Officer position shall have served as a Member in good standing on the Board of Directors for at least one (1) year in the three (3) years immediately preceding the election.**"



Idaho REALTORS® Director from BRR – Four (4) open positions

The State Director from BRR to Idaho REALTORS® (IR) will advise, govern, oversee policy, and assist with the leadership and general promotion of the state association, in support of IR's mission. More information about their programs is available at idahorealtors.com.

State Directors from BRR are also ex-officio, non-voting directors of the BRR Board or Directors, and while not required, are welcome to attend any BRR Board meeting.

Term: January 2020–December 2022. As noted in BRR's Nominating and Elections Committee's policies, state directors shall serve an initial one (1) year term, renewable up to three (3) years maximum, as the membership count allows.

Meetings and Event Attendance:

- Two (2) IR Board of Directors meetings each year (April and October).
- IR Committee meetings, as necessary.
- Special events, functions, and other association business, as necessary.
- Attend meetings of the BRR Board of Directors (optional).

Recommended Activities:

- Participate in local, state, and national legislative calls-to-action.
- Make annual RPAC investment of \$99 or more.

Eligibility Criteria: As noted in the Nominating and Elections Committee's policies, all candidates for an elected State Director position shall have been an active REALTOR® Member of BRR for the two (2) years immediately preceding the election; shall have attended at least one (1) state association board of directors meeting within the two (2) years immediately preceding the election; shall be a primary member of BRR at the time of application and election and shall maintain primary membership while on the board; and, shall have served on at least one (1) committee, task force, advisory group, board, etc., at BRR, IMLS, the Foundation, state or national associations.



National Association of REALTORS® Director from BRR – One (1) open position

The National Director from BRR to the National Association of REALTORS® (NAR) have duties and responsibilities for governing the association, and the association counts on directors to participate as we deliberate issues that impact members' daily business lives. More information about being a national director and NAR's various programs is available at nar.realtor/national-leadership/board-of-directors/role-of-the-director and nar.realtor.

National Directors from BRR are also ex-officio, non-voting directors of the BRR Board or Directors, and while not required, are welcome to attend any BRR Board meeting.

Term: January 2020–December 2022. As noted in BRR's Nominating and Elections Committee's policies, national directors shall serve an initial one (1) year term, renewable up to three (3) years maximum, if the membership remains above the count required for additional directors.

Meeting/Event Attendance:

- One (1) NAR Region 12 Meeting each year (February or March).
- Two (2) NAR Board of Directors meetings each year (May and November).
- Two (2) IR Board of Directors meetings each year (April and October).
- Special events, functions, and other association business, as necessary.
- Attend meetings of the BRR Board of Directors (optional).

Recommended Activities:

- Participate in local, state, and national legislative calls-to-action.
- Make annual RPAC investment of \$99 or more.

Eligibility Criteria: As noted the Nominating and Elections Committee's policies, all candidates for the National Director position(s), whether elected or appointed, shall have been an active REALTOR® Member of the Association for the five (5) years immediately preceding the election; shall have attended at least one (1) national association board of directors meeting within the five (5) years immediately preceding the election; shall have served on the Association's Board of Directors within the three (3) years immediately preceding the election; shall be a primary member of the Association at the time of application and election and shall maintain primary membership while on the board; and, shall have served on at least one (1) committee, task force, advisory group, board, etc., at the Association, Association subsidiary, state association, or national association.



Intermountain MLS Director from BRR – Two (2) open positions

The Director from BRR to Intermountain MLS (IMLS) will advise, govern, oversee policy, and assist with the leadership and general promotion of the service, in support of IMLS's mission. More information about their programs is available at members.intermountainmls.com.

Term: January 2019–December 2021

Meeting/Event Attendance:

- Attend monthly IMLS Board of Directors meetings.
- IMLS Committee meetings, as necessary.
- Special events, functions, and other MLS business, as necessary.

Eligibility Criteria: As noted in the Nominating and Elections Committee's policies, all candidates for appointment to the MLS board of directors by BRR shall be subscribers or participants in good standing with the MLS and BRR with preference given to participants to ensure the broker/participant majority as required by the MLS Bylaws; shall have been an active REALTOR® Member of BRR for the two (2) years immediately preceding their appointment; shall be a primary member of BRR at the time of application and appointment, and shall maintain primary membership while on the MLS board of directors; and, shall have served on at least one (1) BRR, IMLS, or Foundation committee or task force with preference given to those with service on MLS boards, committees, or task forces.



REALTORS® Foundation Director, Member-At-Large – Two (2) open positions

A Director of the Boise Regional REALTORS® Community Foundation Board will advise, govern, oversee policy, and assist with the leadership and general promotion of the Foundation, in support of the Foundation's mission. More information about their programs is available at boirealtors.com/realtor-foundation.

Term: January 2020–December 2020

Core Responsibilities:

- Be informed about the mission, services, and policies of the Foundation.
- Attend Board meetings and come prepared to conduct Foundation business.
- Approve an annual budget and any deviations from that budget.
- Adhere to Robert's Rules of Order and parliamentary procedures.

Additional Responsibilities:

- Help to promote the value and good works of the Foundation to members and the community.
- Administer the annual grant program.
- Annually review the Foundation's work plan and initiatives.
- Oversee bylaws and administrative policies and procedures.
- Direct the Foundation's investments based on recommendations by BRR Treasurer and Financial Advisor.
- Elect someone to fill an unexpired term of a Director, in case of a vacancy.
- Responsible for making all decisions not otherwise delegable to a committee or staff person.
- Other duties as directed by the President or membership.

Recommended Activities:

- Make annual contribution to the REALTORS® Community Foundation.
- Participate in and help promote all Foundation fundraisers and service projects, as applicable.

Meeting/Event Attendance:

- Four (4) Foundation Board of Directors meetings each year.
- Foundation Committee meetings, as necessary.
- Special events, service projects, functions, and other Foundation business, as necessary.

Eligibility Criteria: As noted in the Foundation's Bylaws, all candidates for appointment to the Foundation board of directors shall be BRR Members in good standing, either REALTORS® or Affiliates.

Frequently Asked Questions

Answers are focused on Directors for Boise Regional REALTORS®, but applicable for those serving on other boards.

Members of the Board of Directors have duties and responsibilities of governing our association, and the association counts on directors to participate as we deliberate issues that impact our members' daily business lives. The following answers to frequently asked questions will help make the role you could play in the growth and development of the association, a rewarding one.

Am I eligible to serve on the Board?

According to BRR Bylaws Section 11.5, all candidates shall have been an active REALTOR® Member of BRR for the two (2) years immediately preceding the election and shall have served on at least one (1) Association or Association subsidiary committee or task force. Additionally, candidates for BRR Vice President and Treasurer shall have the following requirements:

- Will have served as a member in good standing on the Board of Directors for at least one (1) year in the three (3) years immediately preceding the election, and,
- Will agree not to serve in an officer position on another REALTOR® association Board of Directors, or as an officer for IMLS or the Foundation, during their term(s) on the Board of Directors.

What are my responsibilities as a Director?

- Know the issues of importance to your constituency and bring matters of concern to the attention of the Association.
- Know the issues of importance to the Association and report matters of concern or actions taken by the Association back to your constituency.
- Participate in the meetings. The Association depends on the experience, knowledge, judgment, and spirit you bring to the Board of Directors.

Whom do I represent?

As a member of the Board of Directors, you represent all BRR members. This may be challenging because there will be a multitude of viewpoints by the membership on various issues but if you place the welfare of the Association first, the right decision will be made. When a leader takes an action based solely on their brokerage's goals, for example, the results defeat the purpose for having association leaders. Leaders must leave their company hats at the door and separate their real estate business from the work of the association.

How can I prepare and stay informed to serve effectively on the Board of Directors?

- Survey or question members from outside his or her own office, talking not as a competitor but as a concerned, caring leader who is trusted to make decisions for the membership.
- Focus on and discuss RPAC or legislative issues that affect all members.
- Brainstorm and suggest ways that the association might work on improving its public image by becoming involved with community activities.

- Tactfully and reassuringly communicate to each director that his or her votes must reflect the good of the association, not necessarily that of the company.
- Listen, listen, listen to and assimilate the opinions, ideas, suggestions, and needs of other members.
- Use diplomacy, tact, and compromise to solve problems, create new programs, and raise the quality of the association's image, services, and public perception.

What are some of the governing responsibilities and authorities of the Board of Directors?

- Approve expenditures of the Association
- Set dues
- Approve public policy positions and candidate endorsements
- Establish governing policies of the Association
- Approve member programs, products, and services
- Approve amendments to the bylaws and recommend to the Delegate Body Constitution and Code of Ethics

How often does the Board of Directors meet?

During your term as a Director, you will participate in a monthly Board meeting (we tend to skip a summer month and December, so plan for ten meetings), as well as an annual Leadership Orientation session. For those serving in Executive Leadership, attendance at Executive Committee meetings, and state and national meetings may also be required. *Note:* Should a Director be physically absent from two (2) consecutive monthly Board meetings, without an excuse deemed valid by the Board of Directors, that shall be grounds for removal under Section 12.2 of the BRR Bylaws.

How should I prepare for a Board of Directors meeting?

As a Director, you are obligated to understand the business of BRR. Directors should read the agenda, minutes from the previous meeting, and any other materials supplied prior to a meeting, and come prepared for discussions and ready to make decisions.

When do I know if I've been elected?

The full process for electing and appointing volunteer leaders is outlined here: boirealtors.com/become-a-volunteer-leader. Specific to the director elections, this year's timeline is as follows:

- August 16 – September 6, 2019 – Call for Directors Open (online application)
- September 10-12, 2019 – Nominating and Elections Committee to review slate of candidates
- September 19, 2019 – Director Candidates to be approved by the BRR Board at their Meeting; staff to begin working with candidates on profiles, videos, etc.
- September 30, 2019 – Director candidates announced to membership (no campaigning can be done prior to this date; read [BRR's Campaign Guidelines](#))
- October 24 – November 13, 2019 – Online elections will be open
- November 5-7, 2019 – Nominating and Elections Committee to review slate of candidates for IMLS and RCF

- November 14, 2019 – Election results announced at the Annual Membership Meeting, BRR Board approves ILMS Director and RCF Director Appointments

Who can I call if I have more questions? Feel free to contact BRR's Chief Executive Officer, [Breanna Vanstrom](#), or anyone on the current BRR Board of Directors. View the current roster at: boirealtors.com/association-leadership.