

# Policy Quick Reference Guide to BRR Volunteer Leadership

*Updated October 2025*

## Volunteer Leadership Expectations

### Before your term begins:

- Accept/Decline each Committee appointment by October 15. Failure to do so may result in forfeiture of appointment.
- Complete the annual BRR Virtual Leadership Training. Failure to do so may result in forfeiture of appointment.

### During your term:

- Demonstrate leadership, communication skills, and proficient technology/social media use.
- Review materials before meetings and participate fully.
- Missing two consecutive meetings may result in forfeiture unless excused.
- Resign or be removed for violations of fiduciary duties, conflict of interest, or harassment policies.
- Chairs/Vice Chairs: Work with staff to set measurable goals, advance committee work, and ensure smooth transitions.
- Understand how committee/board purpose supports BRR Strategic Plan and Core Standards.
- Prepare for engaging meetings and encourage meaningful discussion.
- Follow BRR policies, procedures, and understand the annual budget process.
- Support identification of future leaders.

## Communications – Quick Reference

- **Stay Connected:** Maintain current email/cell phone; use Volunteer Leadership title only in official association communications.
- **Update Contact Info:** Keep your contact information current by emailing [Membership@boirealtors.com](mailto:Membership@boirealtors.com).
- **Engage:** Participate in leadership surveys and discussions to provide feedback on BRR business.
- **Stay Informed:** Subscribe to newsletters and publications.
- **Communicate Responsibly:** Avoid public statements that could harm BRR's reputation; support BRR policies and mission.

## Attendance Policy – Quick Reference

- **Expectation:** Members should attend meetings consistently. Missing two consecutive meetings without a valid excuse may trigger follow-up.
- **Follow-Up:** The committee chair or vice chair will reach out via phone or email to discuss a member's ability to continue serving. If the chair or vice chair is the one absent, the President or President-Elect will reach out.
- **Removal from Roster:** Members who cannot commit to attending regularly may be removed from the active roster to ensure quorums can be met.

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## Social Media Policy – Quick Reference

- **Be Professional & Respectful:** Avoid offensive language, harassment, threats, or personal attacks. Engage respectfully and focus on ideas, not individuals.
- **Share Relevant & Accurate Content:** Post only BRR-related news, events, advocacy, or mission-related content. No personal promotions, listings, or solicitations. Ensure accuracy; do not share false or spam content.
- **Confidentiality:** Never share sensitive, financial, or proprietary BRR information online.
- **Volunteer Leaders & Staff:** Only designated spokespeople (President, CEO, Communications Staff) speak officially for BRR. Include disclaimers when posting personal views and model professionalism online.
- **Policy Enforcement:** BRR may remove or require correction of posts, block repeat offenders, and take disciplinary action against volunteer leaders or staff for violations.

## BRR Leadership Code of Conduct – Quick Reference

- **Follow the Rules:** Comply with BRR policies, Bylaws, Articles of Incorporation, and all applicable laws.
- **Act in Good Faith:** Conduct all BRR business with honesty, integrity, and professionalism.
- **Maintain Confidentiality:** Protect sensitive or proprietary information; confidentiality continues after your term.
- **Avoid Personal Gain & Conflicts:** Do not use BRR resources, relationships, or information for personal benefit; disclose and recuse from conflicts of interest.
- **Lead by Example:** Model professionalism, uphold BRR's mission, and follow the Social Media Policy and NAR Code of Ethics.
- **Respect Subsidiary Governance:** Recognize that IMLS and the Community Foundation are governed by their own Boards and staff.
- **No Employee Solicitation:** Do not recruit BRR or subsidiary employees for outside opportunities.

## Harassment Policy – Quick Reference

- **Professional Environment:** BRR prohibits all forms of harassment, including physical, verbal, written, pictorial, sexual, or other unwelcome behaviors, especially related to protected characteristics (race, sex, religion, disability, familial status, sexual orientation, gender identity, national origin, etc.).
  - *Why it matters: Everyone should feel safe and respected, allowing full focus on BRR activities.*

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- **Reporting:** Any member or staff who experiences or witnesses harassment must report it immediately to the President (or next highest-ranking Officer if the President is involved).
  - *Why it matters: Timely reporting ensures issues can be addressed before they escalate.*
- **Investigation:** All reports are investigated promptly and confidentially; the reporting individual will be informed of the outcome.
  - *Why it matters: Fair, thorough investigations protect both the accuser and the accused.*
- **Disciplinary Action:** Confirmed harassment may result in reprimand, probation, suspension, or expulsion. Investigations involve the President, President-Elect/CEO, a neutral Board member, and legal counsel. Senior leaders named in complaints are replaced in the process.
  - *Why it matters: Clear consequences uphold BRR's standards and protect the Association's reputation.*
- **No Retaliation:** Members and staff who report or participate in investigations are protected from retaliation.
  - *Why it matters: Encourages open communication and ensures members feel safe reporting concerns.*
- **Reference:** More details are in Article 6 of the Bylaws.

### BRR Conflict of Interest – Quick Reference

- **Act in BRR's Best Interest:** Always prioritize the organization over personal gain.
- **Recognize Conflicts:** Applies to relationships with vendors, donors, competitors, family, or other organizations.
- **Disclose & Recuse:** Fully disclose any potential conflict to the CEO or Board President and step aside from related decisions.
- **Fair Transactions:** Ensure competitive bids or valuations; Board must approve transactions as in BRR's best interest.
- **No Personal Benefit:** Do not use BRR resources or information for personal gain; minor gifts under \$50 that cannot be refused are allowed.