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Dear REALTORS<sup>®</sup>,

Next year promises to be both innovative and exciting for the Fayette County Board of REALTORS<sup>®</sup>. President-elect, Kaley Butcher has been working diligently to plan ahead.

Per Kaley, *“I am looking forward to the new opportunities 2022 will bring, and I invite you to join in helping to direct our Board. Our leadership team is a dedicated group of volunteers, each bringing their own time and talents in service to our members. Please consider volunteering YOUR time and talents!”*

In accordance with the Bylaws of the Fayette County Board of REALTORS<sup>®</sup>, a Nominating Committee has been appointed by 2021 President Renee Goemaere and approved by the Board of Directors for the express purpose of proposing a slate of officers and directors for the **2022 Leadership Year**. The members of this year’s Nominating Committee are:

**Martin Wise, Chair**

**Mary Watts, Active Past President**

**Sheree Gripper, Current State Director**

**Ginna Masters, Member At-Large**

**Brent Sullenberger, Member At-Large**

**Sherry Blackmon, Member At-Large**

**Angie Brady, Member At-Large**

In an effort to ensure that all those members who would like to serve in a Board leadership position have equal consideration, attached please find a **Leadership Interest Form, Nominee Checklist, Position Descriptions and Qualifications**. If you are interested in helping guide your Board in the year 2022 and beyond, I encourage you to complete these forms and return them to the Board office no later than:

**Friday June 18, 2021**

**Don't be reluctant about expressing your interest in serving in a leadership capacity!** The success of our Board rests with those individuals who are genuinely interested in guiding the Board. If you have any questions, please feel free to contact me at martin@martinwise.com. I look forward to receiving your Leadership Interest Form.

**Again**, this year, the Nominating Committee will conduct an interview process. You'll have the opportunity to have a discussion about the position with the Committee members and tell the committee about your qualifications. Please keep your calendar open for **Thursday, June 24<sup>th</sup> from 10am to 2pm**. You'll be notified with your specific time.

Sincerely,

**Martin Wise**, Chair

2021 Nominating Committee

# LEADERSHIP INTEREST FORM



Please check all positions for which you would like to serve and complete short narrative.

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

Firm: \_\_\_\_\_

Contact Phones: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_ # Years in Real Estate \_\_\_\_\_

I am interested in serving as:

- |       |                              |               |
|-------|------------------------------|---------------|
| _____ | President-elect              | (1-year term) |
| _____ | VP, Member Services          | (1-year term) |
| _____ | VP, Professional Development | (1-year term) |
| _____ | VP, Administration & Finance | (1-year term) |
| _____ | VP, Governmental Affairs     | (1-year term) |
| _____ | State Director               | (2-year term) |
| _____ | Local Director               | (3-year term) |

I would like to be part of the Fayette Realtors Leadership Team because: \_\_\_\_\_

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*Signature / Date* \_\_\_\_\_

**Please complete and return no later than **Friday, June 18th at 4:00pm****

Fayette County Board of Realtors, 101 Devant Street, Suite 706, Fayetteville, 30214

# NOMINEE CHECKLIST

(For: President-elect, Vice Presidents, Local Directors and State Directors)



**Thank you** for applying for an FCBR Leadership position. We want to make sure that all of your questions are answered and that you know the process for applying to become an Officer or Director. Please review the guidelines, sign, and date and return this checklist along with your Leadership Interest Form to the Association Executive ([ae@FayetteRealtors.com](mailto:ae@FayetteRealtors.com)) no later than **Friday, June 18, 2021**

## Things You Need to Know:

- You will be contacted in a timely manner by the Nominating Committee Chair to schedule an interview on either **June 24<sup>th</sup> from 10am -2pm.**
- Please **do not** contact members of the Nominating Committee for the specific purpose of seeking their endorsement of your nomination.
- Please **do not** bring gifts and/or food to the Nominating Committee.
- Please **do not** bring individuals to speak on your behalf to the interview.
- A violation of any of these could result in disqualification of being selected as an Officer or Director.

## Please read and initial each of the following statements:

- \_\_\_\_ I have read and understand the job description of the position for which I am applying
- \_\_\_\_ I have read and understand the FCBR Bylaws
- \_\_\_\_ I have read and understand the FCBR Policies and Procedures
- \_\_\_\_ I have read and understand the FCBR Strategic Plan
- \_\_\_\_ I will not contact any member of the Nominating Committee before or after the interview for the specific purpose of seeking their endorsement, advice or counsel, nor engage anyone else to contact members of the Nominating Committee on my behalf
- \_\_\_\_ I understand that after the nominee interviews, I will be notified of the Nominating Committee's decision electronically or by phone

The Board's Bylaws, Policy & Procedures manual and the Strategic Plan can all be found online at the Board's website ([www.FayetteRealtors.com](http://www.FayetteRealtors.com)) under Documents / Governing Documents.

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

Signature: \_\_\_\_\_

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

If you have any questions regarding this checklist or the nominating process, please contact the Chair of the Nominating Committee by email at [martin@martinwise.com](mailto:martin@martinwise.com).

## Fayette County Board of Realtors® – Officer Qualification Guidelines

### Local Director Qualifications:

1. Has been a REALTOR® for a minimum of 3 years
2. Has served on 1 or more committees
3. Has served as Chair on 1 or more committees, **OR** Vice-chaired a minimum of 2 committees, **OR** graduated from FCBR Leadership Academy
4. Consistently attends FCBR's General Membership Meetings
5. 3 professional references required from the following – managing broker, business professional, personal reference

### State Director Qualifications:

1. Has been a REALTOR® for a minimum of 3 years
2. Has served on 1 or more committees
3. Has served as Chair on 1 or more committees, **OR** Vice-chaired a minimum of 2 committees, **OR** graduated from FCBR Leadership Academy
4. Consistently attends FCBR's General Membership Meetings
5. Able to attend 2 GAR Conferences (Legislative and Annual)
6. 3 professional references required from the following – managing broker, business professional, personal reference

### Vice President Qualifications:

1. Has been a REALTOR® for a minimum of 3 years
2. Has served on 1 or more committees
3. Has served as Chair on 1 or more committees, **OR** Vice-chaired a minimum of 2 committees, **OR** graduated from FCBR Leadership Academy
4. Consistently attends FCBR's General Membership Meetings
5. Must have served as a Local **OR** State Director for a minimum of 2 years.
6. Willing to serve in the various Vice President positions with the possibility of serving as President
7. 3 professional references required from the following – managing broker, business professional, personal reference

### President-Elect Qualifications:

1. Has been a REALTOR® for a minimum of 3 years
2. Has served on 1 or more committees
3. Has served as Chair on 1 or more committees, **OR** Vice-chaired a minimum of 2 committees, **OR** graduated from FCBR Leadership Academy
4. Consistently attends FCBR's General Membership Meetings
5. Has served as a Local or State Director for a minimum of 2 years
6. Has served in 1 or more Vice President positions for FCBR
7. Willing to make a (3) year commitment to FCBR as President-elect, President and Immediate Past President
8. 3 professional references required from the following – managing broker, business professional, personal reference

## Section 1. Board of Directors

As prescribed in the Bylaws of the Board, the Board of Directors serves as the governing body of the Board and consists of the elected officers and 10 (ten) REALTOR members of the Board. Additionally, 5 (five) non-voting Directors of the Georgia Association of REALTORS (State Directors) sit on the Board. The Officers and the Immediate Past President of the Board serve on the Executive Committee and as voting members of the Board of Directors.

### **Officers:**

- **President** serves a one-year term having been President-Elect.
- **President-Elect** serves a one-year term and shall succeed to the office of President.
- **Vice President of Administration and Finance** serves a one-year term.
- **Vice President of Governmental Affairs** serves a one-year term.
- **Vice President of Member Services** serves a one-year term.
- **Vice President of Professional Development** serves a one-year term.

Article XV - Fiscal and Elective Year of the BYLAWS of the Board, Section 1 provides "The elective year for Officers shall be November 15 to November 14". At the November Executive Committee Meeting, the current President or other duly authorized person shall administer the Oath of Office and install the incoming officers. There will be a formal Installation Ceremony for Officers and Directors at the December General Membership Meeting.

### **Local Directors**

Ten Local Directors. Eight shall serve a rotational three-year term. Two shall serve a one-year term based on their position as the Immediate Past President of the Board and as the current President of the Fayette Women's Council of REALTORS.

### **State Directors**

Five state Directors authorized by the Georgia Association of REALTORS shall serve a rotational two-year term. In addition, the current President of the Board serves a one-year term as a State Director.

## **Section 2. Responsibilities and Duties**

### **President**

The President is responsible for and accountable to the Board to:

1. act as Chief Executive Officer and serve as Chair of the Board of Directors;
2. serve as official spokesperson for the Board in all forums;
3. see that the basic policies, general activities and programs are planned, formulated and presented to the Board;

4. see that the membership is kept informed on the condition and operations of the Board;
5. preside at and attend all general membership meetings and meetings of the Board of Directors;
6. conduct monthly or as needed (Triad) with Association Executive and President-Elect to discuss all matters and decisions pertinent to sustaining Board operations; (i.e. upcoming Board meetings and events, membership updates, outside correspondence, possible publications for newspaper, calendar items, staffing issues, etc.
7. promote interest and active participation in the Board;
8. serve as an ex-officio member of all committees except the Executive, Nominating, and Strategic Planning committees;
9. appoint a Chair and Vice-Chair for each committee, except Executive, Nominating and Professional Standards. The President also, may appoint such other sub-committees, task forces and presidential advisory groups as needed;
10. promote good will, create a favorable public image, articulate the real estate position of the Board and develop credibility in matters relating to the real estate industry;
11. perform such other duties as directed by the Board of Directors or the Executive Committee.

### **President-Elect**

The President-Elect shall, in the absence of the President, inability of the President to act, or at any time when requested to do so by the President discharge the duties of the President. The President-Elect shall succeed to the office of the President.

The President-Elect is responsible for and accountable to the Board to:

1. serve as Chair of the Strategic Planning Committee and the Leadership Development Program,
2. serve as liaison between the Board of Directors and State Directors;
3. serve as a member of the Budget & Finance Committee
4. prepare annual Leadership Orientation
5. serve as an ex-officio member of all committees except the Executive, Grievance, Nominating, Professional Standards and Strategic Planning committees;
6. assist the President by recommending the Vice-Chairs of the committees;
7. attend all general membership meetings and meetings of the Board of Directors
8. Participate in Triad meetings (monthly or as needed) with Association Executive and President-Elect to discuss all matters and decisions pertinent to sustaining Board operations; (i.e. upcoming Board meetings and events, membership updates, outside correspondence, possible publications for newspaper, calendar items, staffing issues, etc.)
9. perform such other duties as directed by the Board of Directors or the Executive Committee.

## **Immediate Past President**

The Immediate Past President is responsible for and accountable to the Board to:

1. discharge the duties of the President in the absence of the President and President-Elect;
2. serve as Chair of the Executive Committee and Chair of the Nominating Committee;
3. serve for one-year as a Local Director on the Board of Directors immediately following their term as President;
4. attend all general membership meetings and meetings of the Board of Directors
5. serve a one-year term on the Board of Directors of Caring Realtors of Fayette, Inc. (501c3) and be the liaison between Caring Realtors of Fayette and the Board.
6. serve (if needed) as a mediator to resolve any exceptional differences/issues between the staff and the Association Executive.
7. perform such other duties as directed by the Board of Directors or the Executive Committee.

## **Vice President of Administration and Finance**

The Vice President of Administration and Finance shall be the Chief Financial Officer of the Board, the Secretary/Treasurer of the Fayette County Board of REALTORS, and shall serve as liaison between the Budget & Finance, Bylaws and Policy and the Executive Committee.

The Vice President of Administration and Finance is responsible for and accountable to the Board to:

1. cause the minutes of all proceedings of the Board of Directors to be recorded;
2. cause proper notice of all meetings of the Board of Directors to be issued;
3. be responsible for authenticating the records of the Board;
4. attend all general membership meetings and meetings of the Board of Directors
5. cause full and accurate accounts of the receipts, disbursements and investment of the funds of the Board to be kept;
6. deposit, or cause to be deposited, all monies and other valuable effects in the name of and to the credit of the Board in such depository as may be designated by the Board of Directors, or by the President, and take proper vouchers for such disbursements to be deposited;
7. cause a detailed record of income and expenses and render a statement of the Board accounts to the Board of Directors, to be included in their meeting packets, at their scheduled meetings to be kept;
8. shall cause the Budget & Finance Committee to prepare an annual budget for the Board to be approved by the Board of Directors;
9. serve as the primary contact between the Executive Committee, the Investment Managers, the Custodian of the Board's Fund Assets (Investments), Board's Accounting Firm and Board's Audit/Review Firm.

10. render to the Executive Committee or Board of Directors, whenever they may require, an accounting of all transactions and the financial condition of the Board;
11. review the Investment Policy, the Investment Accounts and the Investment Advisor's Performance Policy at least annually and make such recommendations as are necessary to the Board;
12. actively support the work of their committees and (when practical) attend committee meetings and report the activities of said committees to the Executive Committee;
13. perform such other duties as directed by the Board of Directors, Executive Committee or the President.

### **Vice President of Governmental Affairs**

The Vice President of Governmental Affairs shall serve as liaison between the Political Action and Public Relations committees and the Executive committee.

The Vice President of Governmental Affairs is responsible for and accountable to the Board to:

1. actively support the work of their committees and (when practical) attend committee meetings and
2. report the activities of said committees to the Executive Committee;
3. attend all general membership meetings/events and meetings of the Board of Directors
4. perform such other duties as directed by the Board of Directors, Executive Committee or the President.

### **Vice President of Member Services**

The Vice President of Member Services shall serve as liaison between the, Awards, Communications, Expo and Programs committee's; and Spring Ball sub-committee's; and the Executive Committee.

The Vice President of Member Services is responsible for and accountable to the Board to:

1. actively support the work of their committees and (when practical) attend committee meetings and
2. report the activities of said committees to the Executive Committee;
3. attend all general membership meetings and meetings of the Board of Directors
4. perform such other duties as directed by the Board of Directors, Executive Committee or the President.

### **Vice-President of Professional Development**

The Vice President of Professional Development shall serve as liaison between the, Education and, Membership Development Committees and the Executive Committee.

The Vice President of Professional Development is responsible for and accountable to the Board to:

1. actively support the work of their committees and (when practical) attend committee meetings and report the activities of said committees to the Executive Committee;
2. attend all general membership meetings/events and meetings of the Board of Directors
3. perform such other duties as directed by the Board of Directors, Executive Committee or the President.



### **Local Directors**

The Local Director shall serve as liaison between the membership of the Fayette County Board of REALTORS® and the Board of Directors and is responsible for and accountable to the membership to:

1. be familiar with the Board's Bylaws, Policies and Procedures, Committee Structures, Strategic Plan, Budget, Programs and Services;
2. attend all meetings of the Board of Directors, participate in discussions and report on real estate-related situations in evidence within their constituency;
3. be familiar with proper parliamentary procedure;
4. be available to meet with Board on their programs and educational conferences;
5. encourage REALTOR® Members to develop their professional skills and enroll as candidates for the various professional designation of the Institutes, Societies, and Councils of the National Association; and
6. be available to serve as a Board's representative at meetings of allied organizations.
7. Visit Realtor offices at least annually as directed by the President.

### **State Directors**

The State Director shall serve as liaison between the membership of the Fayette County Board of REALTORS® and the membership of the Georgia Association of REALTORS, and is responsible for and accountable to the membership of both organizations to:

1. be familiar with GAR's Constitution and Bylaws, Policies and Procedures, Strategic Plan, Budget, Programs and Services;
2. attend all general membership meetings and meetings of the Board of Directors
3. attend all meetings of the local and state Board of Directors' meetings, participate in discussions and report on real estate-related situations in evidence within his or her Member Board or Region;
4. be familiar with proper parliamentary procedure;
5. be available to meet with GAR on their programs and educational conferences;
6. encourage members to participate in all GAR meetings and conventions, as well as any National
7. Association or GAR educational seminars being conducted within the proximity of the Fayette County Board of REALTORS®;
8. encourage REALTOR® Members to develop their professional skills and enroll as candidates for the various professional designation of the Institutes, Societies, and Councils of the National Association;
9. be available to serve as Georgia Association representative at meetings of allied organizations.