

The Greater Providence Board of REALTORS® (GPBOR) is seeking nominations from REALTORS® interested in serving as a Director of the Board.

Director Responsibilities Include:

1. Determining the organization's mission and goals.
2. Supporting the Executive Officer and staff of the GPBOR.
3. Ensuring adequate resources and managing them effectively.
4. Determining, strengthening and assessing programs and services.
5. Enhancing the organization's public image.
6. Ensuring legal and ethical integrity, enforcing the Three-Way Agreement of the REALTOR® Association and compliance with the Bylaws of the GPBOR, RI Association of REALTORS® and National Association of REALTORS® and the REALTOR® Code of Ethics.
7. Maintaining accountability with clear and pertinent Board policies and procedures.
8. Recruiting and orienting new Board members.
9. Participating in approximately 5 Board meetings per year.

The following 3 Officer positions are also available to any individual who has served as a Director:

2020 Corporate Secretary

2020 Treasurer

2020 President-Elect

(see attached position descriptions)

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

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

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

Your NRDS Member ID Number: \_\_\_\_\_

Number of Years in the business: \_\_\_\_\_

Business Specialty: \_\_\_\_\_

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

Best Phone Number for you: \_\_\_\_\_

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

Your website: \_\_\_\_\_

Your social media sites: \_\_\_\_\_

Statement of candidate/reason for seeking position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other experience with business, professional, civic, volunteer and non-profit groups:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please feel free to attach a biography or resume.

I submit the following individuals as references:

\_\_\_\_\_

Certification of candidate: I know of no conflict of interest or any other reason I would not be able to fulfill the duties of the position I seek. \_\_\_\_\_ (signature & date)

Please return this to our office by 5:00 p.m. on May 10, 2019.

Greater Providence Board of REALTORS®

Questions? Please call Suzanne Silva, CEO at:

Attention: Nominating Committee

2178 Mendon Rd. Ste 400 Cumberland, RI 02864

Email: [ssilva@gpbor.realtor](mailto:ssilva@gpbor.realtor)

Phone: 401-274-8383 Fax: 888-909-6406



[www.gpbor.realtor](http://www.gpbor.realtor)



GREATER PROVIDENCE  
BOARD OF REALTORS®  
ETHICS • PROFESSIONALISM • INTEGRITY

The Greater Providence Board of REALTORS® is a chartered member Board of the National Association of REALTORS®. We are one of 1300 REALTOR® Associations across the USA. Established in 1907, we are the oldest and largest in Rhode Island serving real estate and appraisal licensees.

GPBOR - successfully implementing tools & innovative technologies helping to cultivate leaders in their real estate communities as well as fosters and promotes an inclusive environment and welcomes diversity in our organization.

The annual nomination & election of Directors of the GPBOR is an open process in which REALTORS® may self-nominate or nominate fellow REALTORS®.

Nomination forms must be received at our office by 5:00 p.m. on May 10, 2019. No extensions.

Applicants must be REALTOR® members in good standing with the REALTOR® Association. GPBOR is an inclusive organization and welcomes diversity in its candidates.

The GPBOR Nominating Committee is responsible for reviewing all nominations to ensure candidates meet the requirements of the position they have been nominated to & may require nominee interviews. All inquiries & submissions will be kept confidential.

Timeline:

**May 10<sup>th</sup>** – Applications Due

**May 22<sup>nd</sup>** – Candidate Interviews

**June 19<sup>th</sup>** - Slate of Candidates presented to Board of Directors for approval.

**September 18<sup>th</sup>** – Annual Meeting with vote on proposed 2020 Slate followed by Installation

**October Date TBD** - Director Orientation

**November Date TBD** - First Meeting of the 2020

GPBOR Officers & Directors



# GREATER PROVIDENCE BOARD OF REALTORS®

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## **POSITION DESCRIPTION: 2020 CORPORATE SECRETARY**

### Responsibilities include:

- Serving as a leader for the Board of Directors. Attend and participate in approximately 4 Directors' meetings per year.
- Serving on our Finance Committee (meets approximately 2 times per year).
- Serving on our Executive Committee (meets approximately 3 times per year).
- Attending other Board meetings and events (i.e. Annual Meeting).
- Reviewing and approving annual budget.
- Reviewing new members processed for membership.
- Reviewing and approving Bylaw changes.
- Receiving and taking action on recommendations received from staff, committees and task forces.
- Working to ensure the Board is meeting its mission and goals and updating our Strategic Plan as required.
- Representing the Greater Providence Board of REALTORS® in the REALTOR® community and the general public.
- Adhering to the highest standards of professional conduct and the Code of Ethics of the National Association of REALTORS®.
- Becoming familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- Disclosing any personal conflicts of interest.
- May be considered for leadership positions at the Rhode Island Association of REALTORS® and Statewide Multiple Listing Service
- Calling the roll and recording votes at Directors' meetings
- Ensuring that the minutes of all Directors' meetings are kept – review the minutes and initial them.
- Authorizing certain legal documents with official GPBOR seal.

*Attendance Policy: Absence from two (2) regular meetings per year may subject the Officer/Director to dismissal at the discretion of the Board of Directors.*

***GPBOR - successfully implementing tools & innovative technologies helping to cultivate leaders in their real estate communities.***



## **POSITION DESCRIPTION: 2020 PRESIDENT-ELECT**

### Responsibilities include:

- Serving as a leader for the Board of Directors. Attend and participate in approximately 4 Directors' meetings per year.
- Serving on our Executive Committee (meets approximately 3 times per year)
- Serving on our Finance Committee (meets approximately 2 times per year)
- Serving on our Nominating Committee (meets approximately 2 times per year)
- Serving on our Executive Personnel Committee (meets approximately 2 times annually)
- Serving on our Shared Services Committee (may meet quarterly)
- Reviews the NAR Core Standards Certification Compliance Tool along with the CEO and Board President prior to annual submission.
- Attending other Board meetings and events (i.e. Annual Meeting)
- Approving annual budget.
- Reviewing new members processed for membership.
- Reviewing and approving Bylaw changes.
- Receiving and taking action on recommendations received from staff, committees and task forces.
- Working to ensure the Board is meeting its mission and goals and updating our Strategic Plan as required.
- Representing the Greater Providence Board of REALTORS® in the REALTOR® community, to the general public and the media (when authorized as a backup to the Board President).
- Adhering to the highest standards of professional conduct and the Code of Ethics of the National Association of REALTORS®.
- Becoming familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- Disclosing any personal conflicts of interest and shall sign an annual conflict of interest policy.
- Directors have a fiduciary duty to the Board and shall act at all times in the best interest of the Board and REALTOR® Association.
- Filling in for the President as needed.
- May be asked to attend the NAR Midyear Meetings in May 2020 (Washington, DC)
- Attend the NAR Leadership Summit in Chicago, August 2020, along with the Board's CEO.
- Attend the New England REALTOR® Conference September 2020 (Vermont).
- Attends leadership training sessions organized either by the Greater Providence Board, the Association of REALTORS® or the National Association of REALTORS®. This includes Professional Standards training.

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## **POSITION DESCRIPTION - 2020 TREASURER**

### Responsibilities include:

- Serving as a leader for the Board of Directors. Attend and participate in approximately 4 Directors' meetings per year.
- Serves as an authorized signer under the Board's Financial Policies; co-signs checks.
- Chairs the Finance Committee (2 meetings per year).
- Reviews bank statements and annual tax returns as prepared by CPA.
- Serving on our Executive Committee (approximately 3 meetings per year)
- Attending other Board meetings and events (i.e. Annual Meeting)
- Approving annual budget, along with the Finance Committee.
- Reviewing new members processed for membership.
- Reviewing and approving Bylaw changes.
- Receiving and taking action on recommendations received from staff, committees and task forces.
- Working to ensure the Board is meeting its mission and goals and updating our Strategic Plan as required.
- Representing the Greater Providence Board of REALTORS® in the REALTOR® community and the general public.
- Adhering to the highest standards of professional conduct and the Code of Ethics of the National Association of REALTORS®.
- Becoming familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- Disclosing any personal conflicts of interest and signing an annual conflict of interest policy.
- Officers and Directors have a fiduciary duty to the Board and shall act at all times in the best interest of the Board and REALTOR® Association.
- May be considered for leadership positions at the Rhode Island Association of REALTORS® and Statewide Multiple Listing Service
- May be asked to attend leadership training meetings organized by the Greater Providence Board, the Association of REALTORS® or the National Association of REALTORS.

*Attendance Policy: Absence from two (2) regular meetings per year may subject the Officer/Director to dismissal at the discretion of the Board of Directors.*

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