



## DIRECTOR DUTIES

### Specific Duties:

- Approve annual budget, proposed bylaw changes, policies, membership initiatives.
- Assist in identifying future leaders.
- Promote active participation in the Association on the part of the Membership; serve as Board ambassadors.
- Review and act on recommendations from committees, task forces, and staff that advance the Board's mission and Strategic Plan goals.
- Adhere to the highest standards of professional conduct and the Code of Ethics of the National Association of REALTORS®.
- Become familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- Agree to enforce the Bylaws of the Greater Providence Board of REALTORS®, RI Association of REALTORS® and National Association of REALTORS®, the Code of Ethics and Professional Standards procedures of the National Association of REALTORS®.
- Have a duty of care, loyalty and obedience and shall act at all times in the best interest of the Board, its members, and the REALTOR® Association. This duty of care includes preparing in advance of meetings, including reviewing documents prior to meetings. These documents are confidential and may not be shared or distributed.
- Attend Leadership Development Sessions, as scheduled.
- Directors must be members in good standing and must sign the volunteer leadership agreement.
- New Directors must complete two (2) *online course before December 31<sup>st</sup> when first appointed*:  
Intro to NAR's Core Standards: <https://learning.realtor/diweb/catalog/item?id=9230438>  
REALTORS® Excelling in Association Leadership (REAL):  
<https://learning.realtor/diweb/catalog/item?id=9234541>