

**FRAR ELECTION QUALIFICATIONS**

To qualify for nomination, candidates must meet requirements as set forth below.

1. President:
  - A. Candidate must hold a valid Real Estate License.
  - B. Candidate must have had at least three (3) years REALTOR® membership in FRAR, with the current membership comprising at least two (2) full years of this requirement.
  - C. Candidate must have served as an officer and/or member of the Board of Directors for at least two (2) consecutive years.
  - D. Candidate will be required to have completed the Texas REALTORS® Leadership Program.
  
2. President-Elect:
  - A. Candidate must hold a valid Real Estate License.
  - B. Candidate must have served as an officer and/or member of the Board of Directors for at least one (1) year.
  - C. Candidate must have held a REALTOR® membership in FRAR for at least two (2) years.
  - D. Candidate will be required to have completed or be actively enrolled in the Texas REALTORS® Leadership Program.
  
3. Treasurer:
  - A. Candidate must hold a valid Real Estate License.
  - B. Candidate must have served as an officer and/or member of the Board of Directors for at least one (1) year.
  - C. Candidate must have held a REALTOR® membership in FRAR for at least two (2) years.
  - D. Candidate will be strongly encouraged to have completed or be actively enrolled in the Texas REALTORS® Leadership Program.
  
4. Secretary:
  - A. Candidate must hold a valid Real Estate License.
  - B. Candidate must have served as an officer and/or member of the Board of Directors for at least one (1) year.
  - C. Candidate must have held a REALTOR® membership in FRAR for at least two (2) years.
  - D. Candidate will be strongly encouraged to have completed or be actively enrolled in the Texas REALTORS® Leadership Program.
  
5. Director:
  - A. Candidate must hold a valid Real Estate License.
  - B. Candidate must have been a REALTOR® member of a Board for at least two (2) years and have been a member of the FRAR for at least one (1) year.

- C. Candidate must have served on a FRAR committee or served as an officer or member of a REALTOR® Board of Directors.
6. Affiliate Director:
- A. Candidate must be an active Affiliate member of the FRAR.
  - B. Candidate must have been a member for at least one (1) year prior to application.
  - C. Candidate must have served on a FRAR committee.

### **OFFICERS. ELECTIVE AND APPOINTIVE- POWERS AND DUTIES**

#### **President**

Function: To serve as chief elected officer representing the entire membership; to provide personal leadership to the other officers, Committee Chairs, staff and membership; to establish goals and objectives for the organization during his term of office; to act as spokesperson for the Board; and to evaluate and monitor organizational performance and effectiveness.

1. Duties, Responsibility and Authority: Within the limits of the By-laws and these Rules & Regulations the President is responsible for accomplishing the duties set forth below.
  - a) To preside at and attend all meetings of the Directors and coordinate agenda material with the AE.
  - b) To submit all Committee Chairs and to outline the purpose and duties of each Committee and monitor progress.
  - c) E-mail communication is the primary form of communication between the President and AE. The President will read the AE's e-mail and promptly respond accordingly.
  - d) To be an ex-officio member of all Committees except Nominations
  - e) To see that the Directors and other officers are keptfully informed of the condition and operation of the Board.
  - f) To work with the AE to assure that basic policies and programs that will further the goals and objectives of the association are planned, formulated, and presented to the Directors.
  - g) To see that the organizational structure and policies of the Board are reviewed annually with the AE.
  - h) To promote interest and active participation in the Board on the part of the membership and report activities of the Directors to the membership.
  - i) To act as a spokesperson for the Board to the press, the public, legislative bodies, and related organizations.
  - j) In cooperation with the President-Elect, Treasurer, Finance Committees, and staff to operate within the approved annual budget.

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- k) Expected investment in TREPAC at an established awards level (state award levels) by August of the (each) year they are serving.
- l) Be available to visit FRAR office for Administrative purposes, such as, signing checks, letters, etc.

### 2. Meeting Responsibility and Travel:

The President represents the Four Rivers Association of REALTORS® during the year of his/her tenure and as such, is encouraged to attend and represent our interests at numerous meetings and functions.

The president is to write a short newsletter article for the monthly newsletter and submit it to the AE by the deadlines provided.

The President is encouraged to attend and preside over all FRAR Board of Director meetings, General Meetings, and board functions.

The President is encouraged to attend the Governmental Affairs Committee meetings.

The President is strongly encouraged to participate in state committees by being an active member or monitoring their progress.

The President is encouraged to attend both the NAR Annual Convention and the NAR Mid-Year convention held in Washington, D.C. The President is encouraged to attend all Board Forums held at those meetings as well as “Round Tables” and state and regional caucuses. The Presidents meals, airfare (or mileage) and hotel rooms are reimbursed.

The President is encouraged to attend both the TAR Winter Meetings, Annual Convention and the TAR Hill Visits in Austin, TX held every other year. The President is encouraged to attend all Board Forums held at those meetings as well as “Round Tables” and state and regional caucuses. The Presidents meals, airfare (or mileage) and hotel rooms are reimbursed.

### **President-Elect**

1. The President-Elect shall have such duties and responsibilities as assigned by the President.
  - a) This shall normally include fulfilling the functions of the President in his/her absence.
  - b) Is encouraged to attend all board meetings, committee meetings and FRAR events.
  - c) Serving as a member of the Finance Committee and developing familiarity with the administration of the Board.

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- d) The President-Elect shall: perform the Treasurer's duty of supervising the disbursement of funds during the absence of the Treasurer
- e) Work with the AE to secure speakers and programs for the year he/she is President-Elect.
- f) E-mail communication is the primary form of communication between the Board and AE. The members of the board will read e-mail and promptly respond accordingly.
- g) The President-Elect shall be primarily responsible for preparing to assume the office of President.
- h) The President-Elect shall identify the specific goals and objectives for the coming year and address implementing those goals.
- i) The President-Elect serves as a member of the FRAR Leadership Team and is an officer of the organization.
- j) The President-Elect is encouraged to attend the NAR Leadership Conference in Chicago in August and/or TAR Board Officer Leadership Conference in Austin in October.
- k) Be available to visit FRAR office for Administrative purposes, such as, signing checks, letters, etc.
- l) The President-Elect generally becomes the President the following year.
- m) Expected investment in TREPAC at an established awards level (state award levels) by August of the (each) year they are serving.
- n) Will serve as liaison to a committee.

### **Treasurer**

- a) The Treasurer is a member of FRAR Leadership Team and serves as an officer of the organization.
- b) The treasurer is encouraged to attend all board meetings, appropriate committee meetings and FRAR events.
- c) The Treasurer shall have such duties and responsibilities as assigned by the President.
- d) Duties shall include responsibility for all assets of the Board, supervising disbursement of funds (to include review for acceptance of bills, invoices, statements, and expense vouchers approved for payment by the AE, and signing of checks for the disbursement of funds)
- e) E-mail communication is the primary form of communication between the Board and AE. The Board members will read e-mail promptly and respond accordingly.

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- f) Presenting a monthly financial report on a standard form easily understood by all members.
- g) The Treasurer shall be Chair of the Finance Committee and shall appoint members to fill vacancies on the Finance Committee subject to the approval of the President.
- h) Be available to visit FRAR office for Administrative purposes, such as, signing checks, letters, etc.
- i) Expected investment in TREPAC at an established awards level (state award levels) by August of the (each) year they are serving.
- j) Will serve as liaison to a committee.

### **Secretary**

- a) The Secretary is a member of FRAR Leadership Team and serves as an officer of the organization.
- b) The Secretary is encouraged to attend all board meetings, appropriate committee meetings and FRAR events.
- c) The Secretary shall have such duties and responsibilities as assigned by the President
- d) Duties shall include reviewing the proposed membership ballot with the AE prior to presentation to the board for approval.
- e) E-mail communication is the primary form of communication between the Board and AE. The Board members will read e-mail and promptly respond accordingly.
- f) The Secretary shall be Chair of the Membership and Development Committees and shall appoint members to fill vacancies on these Committee's subject to the approval of the President.
- g) Be available to visit FRAR office for Administrative purposes, such as, signing checks, letters, etc.
- h) Taking minutes of the meetings.
- i) Expected investment in TREPAC at an established awards level (state award levels) by August of the (each) year they are serving.
- j) Will serve as liaison to a committee.

### **Past President**

- a) As a voting member of the Board, attends all Board meetings.
- b) The Past President will attend all general meetings, events, and programs of the FRAR
- c) Consults with the President, President-Elect, and AE to provide continuity.
- d) Offers historical perspective on past actions of the board.

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- e) Expected investment in TREPAC at an established awards level (state award levels) by August of the (each) year they are serving.

### **Directors**

1. Duties, Responsibility and Authority: Within the limits of the By-laws and these Rules & Regulations a Director is responsible for accomplishing the duties set forth below:
  - a) A director sets policy with the entire board.
  - b) To review and revise when necessary the mission statement, goals, objectives, and strategies of the association.
  - c) A director will attend scheduled board, FRAR events and committee meetings.
  - d) A director will approve the Annual Budget.
  - e) Shall approve new members as presented by the Secretary to the board
  - f) The directors shall hire and oversee the efforts of the AE.
  - g) Will read and understand the information mailed before the meetings and come prepared to act on said information.
  - h) Expected investment in TREPAC at an established awards level (state award levels) by August of the (each) year they are serving.
  - i) Expected to serve as liaison to a committee.

I have reviewed duties of the position for which I am applying for nomination and agree to fulfill them to the best of my ability.

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Signature