



# Policies

## June 2019

(Updated 6/10/19)

### POLICY INDEX

Section 1 – Policy	Page 2
Section 2 - Communications	Page 2
Section 3 - Finance	Page 2
Section 4 - Officers	Page 2-3
Section 5 - Committees	Page 3
Section 6 – Membership	Page 3-4
Section 7 – General Policy Provisions	Page 4-5
Section 8 – Qualification of REALTOR of the Year	Page 5-6
Section 9 – Affiliate of the Year	Page 6
Section 10 – Holiday Policy	Page 6
Section 11 – Travel Policy	Page 6-7
Section 12 – Job Description	Page 7-15
Section 13 – Monthly Membership Meeting	Page 15
Appendix's	Page 16-19

## **Section 1. POLICY**

Policy Formation. All statements of policy promulgated by The Bylaws Committee shall be presented to the Board of Directors for their review and action. Any policy instituted outside of the Bylaws Committee shall also be submitted to the Board of Directors for their review and action.

## **Section 2. COMMUNICATIONS**

### General Communications

- Copies of all communication between members and the Nevada Association of REALTORS® and the NATIONAL ASSOCIATION OF REALTORS® should be sent to the Elko County Association of REALTORS®.
- In order to maintain continuity in Association programs and to provide historical records for the leadership, copies of all meeting minutes and correspondence from all committees shall be maintained in the master file at the Association office. Whenever possible, committee meetings should be held at the Association office to provide access to previous files and information.
- All mail from the Association office shall be sent to the Member's office address, unless written request to forward mail to the member's personal address is received in the Association office and placed in the member's personnel file.
- Office Roster. The roster of member offices will be made available only if a demonstrable benefit will accrue to the membership or the community or in accordance with General Policy Provisions 6(i).

## **Section 3. FINANCE**

- Dues Refund. No refund of association dues or application fees paid shall be made for any reason.
- Refunds Association Activities. No ticket refund to Association events will be made unless the ticket is returned, or reservation cancelled two (2) working days prior to the scheduled event.
- As per appendix for Fines and Fees (A) (revised 1/8/19)
- Arbitration Filing Fee. Members submitting arbitration requests shall include a \$300 filing fee.
- Grievance Administrative Processing Fee. Respondents found in violation of the Code of Ethics and Professional Standards will be assessed a \$500 administrative processing fee in addition to any other discipline imposed
- No personal or financial information to be held or on file at the board office.
- All receipts for more than \$20, on credit card purchases and reimbursements must be presented and attached to statements and reviewed by the treasurer. (revised 1/8/19)
- Any unbudgeted expenditures to be approved by Board of Directors (6/10/19)

## **Section 4. OFFICERS**

Job descriptions of the Board Officers shall be made a part of the yearly policy statements of the Association. See Section 11.

- **PRESIDENT.**  
The President is charged with the responsibility for the general direction of its affairs and to preside at all meetings. He/she is authorized to appoint all committees (subject to the approval of the Board of Directors), designated an ex-officio member of all committees (except Nominating, Grievance, Professional Standards and REALTOR of the YEAR Committees) where he/she has no vote, and is expected to perform such duties as may be assigned by the Board of Directors.
- **PRESIDENT-ELECT**  
The President-Elect shall perform the duties of the President in the event of his/her absence or disability and shall perform such other duties as may be enjoyed upon him/her by the President and/or the Board of Directors. President Elect shall present all correspondences from committees to Board of Directors.

- **VICE PRESIDENT /SECRETARY**  
The Vice President / Secretary shall serve in the absence of the President and President-Elect and familiarize him/herself with other duties and responsibilities of said office. They shall assist the president and president-elect in effecting the policies and/or decisions made by the Board of Directors.
- **TREASURER**  
The Treasurer is charged with the responsibility of ensuring properly prepared statements showing the income and expense of the Association's activities. In addition, the Treasurer, in cooperation with the Association Executive and the Budget and Finance Committee, prepares the annual budget which is approved by the Board of Directors at their January meeting.
- **DIRECTORS**  
Although the Board of Directors is responsible for the general overall management of the Association affairs, it is not responsible for the day-to-day operations. This is accomplished by the Association Executive of the Association in close coordination with elected officers and committees.
- **ASSOCIATION EXECUTIVE**  
The Association Executive serves as Chief Staff Executive of the Association and Multiple Listing Service, recommends and participates in the formulation of new policies and makes decisions within existing policies as they have been approved by the Board of Directors.
- **MISCELLANAEUS RELATED**
  - The job descriptions of the Board Officers shall be made a part of a yearly review by the Board of Directors.
  - Association Executive Review. An annual review shall be conducted by the current President, President-elect and Immediate Past President, to evaluate and discuss the job description, duties, obligation and performance with the Association Executive.
  - Members of the Board of Directors will be required to attend a workshop provided by the State Association, or local board. The responsibility and liability of revenue and acceptance of the panel's decision must be considered by knowledgeable peers to uphold the principles of the Code of Ethics.
  - Members of the Board of Directors are expected to attend luncheon and functions supporting the members.
  - Executive officers and board of directors shall complete professional standard training at least every 5 years.

#### **Section 5. COMMITTEES**

- **EDUCATIONAL COURSES.** All educational courses requiring Board promotion, endorsement of the use of the Board facilities must be investigated and coordinated by the Education Committee and approved by the Board of Directors.
- **PROFESSIONAL STANDARDS AND GRIEVANCE COMMITTEE WORKSHOP.** Members who accept appointment to Professional Standards and Grievance committees will be expected to attend a workshop provided by the state association or local board. Appointments to these committees to be carefully considered to provide ethical knowledgeable and dedicated members for service on these committees.

#### **Section 6. MEMBERSHIP**

- **ORIENTATION and MLS COURSES.** All applicants must attend the first Orientation and MLS Course given after application is made *(if the REALTOR® has thoroughly considered whether the best interest of the clients would be better served by the participating in ECAR MLS and has chosen to participate in ECAR MLS).* Final membership will not be given until the applicant has attended an Orientation. New member orientation will be given on the third Thursday in April and the third Thursday in October. The applicant must notify the Board of Directors, in writing in advance if he/she will be unable to attend a class. An unexcused absence from an Orientation shall be grounds for requiring the individual to re-apply in the manner of a new applicant

and subject to the same application fees and charges. The applicant may appeal the decision of the Board of Directors, in writing, based on any unanticipated emergency.

*Voluntary participation in ECAR MLS requires that a **Mandatory** orientation class be attended. MLS orientation will be given on the third Thursday in April and the third Thursday in October. The applicant must notify the Board of Directors, in writing in advance if they will be unable to attend a class. Failure to satisfy this requirement will result in denial of access to the MLS until at which time the orientation requirement has been satisfied and any reinstatement fees are paid in full. The applicant may appeal the decision of the Board of Directors, in writing, based on any unanticipated emergency.*

- LAPSED MEMBERSHIP. Members, whose membership has been terminated, upon re-application, may petition the Board of Directors for a waiver of the requirement to attend the orientation course. The Board shall have the authority to approve or deny the request.
- NON-MEMBER DUES. REALTOR® Principals who have non-member licensees working exclusively as rental agents or office staff will **NOT** be exempt from payment of the Non-Member dues required by Article X, Section 2 of the Bylaws. The Designated REALTOR® shall be encouraged to promote membership in the Board for those non-members so that they may have access to the specialized services and opportunities available,
- INDIVIDUALS DROPPED FROM MEMBERSHIP. Upon notification by a member firm that an individual has left that firm, the individual shall be notified in writing That he/she has thirty (30) days to affiliate with another REALTOR firm or cause a non-REALTOR firm to join the Board. In either case a \$100.00 Transfer Fee is required. If neither option has been exercised at the end of thirty (30) days, the REALTOR will be dropped from membership in the Elko County Association of Realtors. If the dropped member applies for reinstatement within one year of dropping, he/she will pay a reinstatement fee. After one year, he/she will apply as a new member, paying all applicable fees.
- A NEW OFFICE is defined as: "A brand" new office, any name changes to the office i.e.: merger, sale, spilt of an office, a fee of \$500 will be charged to the broker member. ECAR must be notified with 5 business days of all changes.
- LOCATION CHANGE for the office will be charged a fee of \$100 per office changing location.
- A MEMBER CHANGING OFFICE will be charged a fee of \$100.
- If a member disputes a charge, that member must present the Board a written request for resolution.
- REALTOR/AFFILIATE MEMBERS. Any person who wishes to market proprietary goods and services to the membership must also join the Association as Affiliate  
When a member is both a Realtor and Affiliate, they are required to pay all dues and fees as TWO BUSINESSES (if each business is a separate licensed business entity). Including individuals seeking licensure or certification as real estate appraisers who are under the direct supervision of an MLS participant or the Participant's licensed designee. See ECAR Bylaws article 18 section 5.  
*Assistants with a license must join National Association of REALTORS®, Nevada Association of REALTORS®, and Elko County Association of REALTORS® otherwise the Designated REALTOR® will be assessed a non-member licensee fee.*

- STATEMENTS OF PROFESSIONAL STANDARDS POLICY. The following procedures apply to the publication of the names of Ethics violators:
  - Publication can only occur after a second violation occurring within (3) years.
  - Publication can only be made in an official communication vehicle of the Association.
  - The name of the firm the violator is (or was) licensed with cannot be published.
  - Publication must be consistent and uniform. This means that Publication may not occur selectively but must be used in each instance where a second violation is determined within three (3) years.
  - Other than the violator's name, the only additional information that may be published is the Article (or Articles) violated, and the discipline imposed, except that in cases where the violator's name is like another member's name, the violator's license number or office address (or both) may also be published.
  - At least one of the violations must be based on conduct which occurs after the adoption of these procedures.

## **Section 7. GENERAL POLICY PROVISIONS**

- DONATIONS. No expenditure or donation of the Association funds shall be made to religious, philanthropic or civic organizations without the approval of the Board of Directors.

- All sponsorship and donations pledge to be in writing, recorded and held at the Board office.
- TELEPHONE INQUIRIES. Telephone requests for the name of a real estate office in the Association jurisdiction will be responded to only by emailing/mailling a list of all the member firms in the Association to the person making the request.
- SIGNS. The Association shall have no policy or rule regarding the use of "For Sale'" and "Sold" signs by its members. The Association will maintain, for the use of its members, current copies of the Elko County and C.C. & R's regulating the placement of signs.
- COMMISSION AND FEES. The Association does not and will not establish or maintain fixed or recommended rates of commission. Commissions are a matter of negotiation between the parties (the seller and agent) and the Association will not interfere in those negotiations or inhibit in any way the freedom of the parties to negotiate.
- ASSOCIATION OWNED EQUIPMENT. If a member uses any Association owned equipment, such as the overhead projector, VCR, banner etc., and it is not returned to the Association office by a specified time, the individual will defray the cost of renting additional equipment. If the equipment is lost or damaged, the individual who checks out the equipment will defray the cost to replace or repair the equipment.
- LOCAL POLITICAL ENDORSEMENTS. Any and all endorsements of political candidates for local office must be presented by the Board of Directors upon the recommendation of the members of the Association's BORPAC Committee. The Board shall not endorse state or national candidates for political office.
- AUDIT: An outside auditor will audit the Association's financial statements every other year, or at the discretion of the Board of Directors.

#### **Section 8. QUALIFICATION OF REALTOR OF THE YEAR**

- PURPOSE
  - To recognize and reward persevering REALTOR members of our Association (or effort and work effort in the interest of their fellow REALTORS, their profession and their community.)
  - To demonstrate to the general public by these outstanding examples, the work done by REALTORS.
- SELECTION PROCEDURE.
  - A special committee shall be appointed by the President and will have complete responsibility for arrangements and final selection of the REALTOR OF THE YEAR. Such committee will be comprised of the Past REALTORS OF THE YEAR available. The previous year's recipient to act as chairman.
  - Each Active Member shall be invited to submit the name of the nominees to the committee, accompanied by written information and documentation setting forth the reasons for each nomination. In its final decision, however, the committee shall not be limited in its choice of the REALTOR OF THE YEAR to the nomination made by the member.
  - All nominations from Active Members must be received no later than within 30 days prior to installation. As soon as possible after the nomination deadline, the committee shall meet to review the candidate's files based on pre-determined standards. Selection of the REALTOR OF THE YEAR shall be finalized before the Annual Installation and Awards Presentation at which time the award shall be presented by the immediate past recipient.
  - SELECTION STANDARDS. The following set of standards shall serve as a guide to the selection committee in their review of credentials for the REALTOR OF THE YEAR award.
  - REALTOR SPIRIT (20%) • High principles, faithfulness to laws and regulations of the Code of Ethics and local association, and furtherance of the principles of good real estate practice among other licensees and the general public.
  - CIVIC ACTIVITY (10%) Local, state and national level participation in civic and service clubs, charitable activities, political commissions, fraternal or religious groups, etc.
  - BUSINESS ACCOMPLISHMENTS (5%) Recognized good business conduct and service to clients and customers.
  - LOCAL BOARD ACTIVITY (50%) Association offices and committee work, special assignments, seminar activity and educational work, etc.
  - STATE AND NATIONAL ASSOCIATION ACTIVITY (15%) Offices held and committee work, attendance and participation at conventions, meetings, educational conferences and central boards functions, etc.

- **RECOGNITION.** The recipient of the REALTOR OF THE YEAR award will be presented with a commemorative plaque as part of the ceremonies of the Annual Installation and Awards Presentation.

#### **Section 9. AFFILIATE OF THE YEAR**

- To be determined by the board of directors based on participation and performance.

#### **Section 10. HOLIDAY POLICY**

The association office will be closed on the following observed holidays.

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Nevada Day (October 31)
- Veteran's Day (November 11)
- Thanksgiving Day
- Day after Thanksgiving (Family Day)
- Christmas Day

Closing of the office on Christmas Eve and New Year's Eve is at the discretion of the AE and the Executive Team. When a holiday falls on a weekend, the preceding Friday or following Monday will be closed at the discretion of the AE and Executive Team. (revised 1/8/19)

#### **Section 11. TRAVEL POLICY**

- **PURPOSE.** To define the travel and expense reimbursement policies of the Association as they apply to officers and directors traveling on official Association business.
- **EXPENSE REIMBURSEMENTS.**
  - Lodging: Paid in full by the Association. Members are encouraged to share hotel rooms when possible.
  - Meals. Reimbursed up to \$120 per day when incurred for approved travel only. Receipts must be presented for approval prior to reimbursement.
  - Transportation (excluding automobile mileage). On a case by case basis, the Board may consider requests for mileage reimbursement at the current IRS approved mileage rate in lieu of other forms of travel up to the amount of the approved airfare for the trip.
  - Program and Convention Registration. Paid in full by the Association. Ancillary costs such as golf tournaments, dinner cruises and raft trips will not be reimbursed by the Board. "Nevada Night Out" events will be paid in full by the Board for authorized attendees.
  - Annual Installation Ceremonies of other Boards. Paid in full for Board President, AE attendance at installation ceremonies of local boards. Overnight travel maybe authorized on a case by case basis.
  -
- **APPROVED TRAVEL EVENTS AND ATTENDEES**
  - NAR Washington, DC Mid-Year Meeting - President, President-Elect, AE
  - NAR Annual Convention – Incoming President, President-Elect, AE
  - NVR Board of Directors Meetings - President. President-Elect, AE
  - NVR Annual Convention-President, President-Elect
  - NAR Leadership summit – President Elect, AE
  - Regional 11 Conference-President, President Elect
  - Associate Executive Institute - AE
  - Other travel deemed necessary, such as the AE'S attendance at Association Executives meetings, will be reviewed and approved by the Board during the budget process. (revised 1/8/19)

- TRAVEL ARRANGEMENTS. All travel arrangements will be made by the AE at the best rates possible, utilizing the Association's business credit card. Members making their own travel arrangements shall be reimbursed at the lowest rates determined by the AE
- Association Executive shall receive base wage for 8 hours per day, each day, of approved travel as per section c listed above.
- All receipts for credit card purchases and reimbursements must be presented and attached to statements and reviewed by the treasurer.

## **Section 12. JOB DESCRIPTIONS**

### **PRESIDENT LEADERSHIP JOB DESCRIPTION**

#### **Minimum Criteria Officer Positions:**

##### **Minimum Criteria for REALTOR® Officer Positions:**

**1. Must meet the minimum criteria set for REALTOR® Director candidates, provided, however, that candidates must have been a member for a minimum of three (3) years;**

**AND**

**2. Must have served at least (1) year as a member of Budget & Finance Committee, OR served on Board of Directors for a minimum of two (2) years; AND**

**3. Must have served as a committee chair or vice-chair at least one year (1) full year, OR served in a leadership position in any of the Societies, Institutes or Councils recognized by the National Association of REALTORS®**

##### **Additional Requirements for Treasurer: (item #2 to be replaced with the following)**

**2. Must have served at least (1) year as a member of Budget & Finance Committee, and served on Board of Directors for a minimum of two (2) years; (revised 6/10/19)**

The President is the chief elected officer of the Association and is charged with the responsibility for the general direction of its affairs and to preside at all meetings. The President is authorized to appoint committees or task forces, subject to the confirmation of the Board of Directors, is an ex-officio member of committees (except for Credentials, Grievance and Professional Standards Committees, and Realtor of the year) and is expected to perform such duties as may be assigned by the Board of Directors.

#### **Duties and responsibilities of the President include:**

- Provide objective leadership and administration.
- Be aware of short-term and long-term programs as approved by the Board of Directors.
- Represent the Association in community activities, in person or through a representative.
- Implement a short-term and long-term program of positive action as approved by the Board of Directors.
- Analyze the Association's problems and provide appropriate solutions.
- Serve as a member of the Executive Committee, Board of Directors and Budget and Finance.
- Eliminate outmoded Association practices.
- Encourage membership participation to the fullest.
- Keep Association free of policies and programs that are not within the prerogative of a trade association.
- Strengthen the Association's internal structure.
- Provide sound fiscal leadership.
- Cooperate with the State Association and the National Association in joint programs.
- Become familiar with the operation and policies of the State and National Associations.
- Submit a list of committee chairman for Board confirmation within sixty days of election of office.
- Report to the Board of Directors and the membership on the conduct and management of the affairs of the Association.
- Serve in the capacity as a Director of the Nevada Association of REALTORS® representing the Elko County Association of REALTORS®.
- Shall receive and become familiar with the NAR's Leadership Guidelines on REALTOR.org, Bylaws, policies and procedures of the Elko County Association of REALTORS®, and parliamentary procedures (Robert's Rules of Order).

- Attend all meetings of the Board of Directors and general membership meetings.
- Serve as chairman of the Executive Committee.
- Keep abreast of all Association activities.
- Assist the treasurer to ensure that the Association operates within the limits of the annual approved budget.
- Identify, cultivate and communicate potential new leaders to others in leadership positions.
- Authorized to draw checks, with an appropriate counter signature, that is in line with the approved budget.
- Attend company office visitations.
- Act as designated spokesperson for the Association.
- Attempt to attend social functions.
- In the event the Association Executive must be away from the office for any lengthy period, the president should be available to the Certified Professional Standards Administrator for assistance.
- Complete Professional Standards Training or update as required by policy. (Every 5 years)
- Any officer or director who serves on the Real Estate Division, Real Estate Advisory Review Committee shall be disqualified and excused from participation in the appeal or affirmation of any Professional Standards matters.
- An officer must be mentally competent, physically able and financially solvent to discharge the duties of the position to which he is elected. In the event an officer is unable to discharge said duties, he shall resign the position.
- The use of ECAR credit cards is a privilege and intended for ECAR business use only. Misuse of credit cards could be subject to prosecution.

**Other duties outside of the organization:**

- \* Attend all required meetings of the Nevada Association of REALTORS®.
- \* Attend all required meetings of the National Association of REALTORS®.
- Notify the Executive Committee of any organizations to which you belong, to facilitate better communication.
- Be a spokesperson, when necessary, at local government meetings, i.e. Regional Planning, City Councils, and County Commissioners.

\*Subject to Budget, and approval of the Board of Directors

**PRESIDENT-ELECT LEADERSHIP JOB DESCRIPTION**

**Minimum Criteria Officer Positions**

The President-Elect substitutes for the President when the President is absent or unable to act and shall have such other powers and perform such duties as may be assigned by the President and the Board of Directors.

**Duties and responsibilities of the President-Elect include:**

- Prepare to assume the office of President, to maintain continuity in administration of ongoing projects and programs.
- Be aware of short-term and long-term programs as approved by the Board of Directors.
- Develop a short-term and long-term program of positive action for approval of the Directors for the coming year.
- Attend all meetings of the Board of Directors and general membership meetings.
- Serve as member of the Executive Committee, Board of Directors and Budget and Finance.
- Serve in the capacity as a Director of the Nevada Association of REALTORS® representing the Elko County Association of REALTORS®.
- Keep abreast of all Association activities to aid the President, and, if asked, be prepared to assume other officers' duties.
- Shall become familiar with the NAR's Leadership Guidelines on [www.realtor.org](http://www.realtor.org), Bylaws, policies and procedures of the Elko County Association of REALTORS®, and parliamentary procedures (Robert's Rules of Order).
- Assist the Treasurer to ensure that the Association operates within the limits of the annual approved

budget.

- Serve as a member of the Bylaws & Policy Committee.
- Identify, cultivate and communicate potential new leaders to others in leadership positions.
- Exercise such other powers and perform such other duties as may be assigned by the President and the Board of Directors.
- Authorized to draw checks, with an appropriate counter signature, that is in line with the approved budget.
- Attend company office visitations.
- Complete Professional Standards Training or update as required by policy. (Every 5 years)
- Any officer or director who serves on the Real Estate Division, Real Estate Advisory Review Committee shall be disqualified and excused from participation in the appeal or affirmation of any Professional Standards matters.
- An officer must be mentally competent, physically able and financially solvent to discharge the duties of the position to which he is elected. In the event an officer is unable to discharge said duties, he shall resign the position.
- Serve as chair of the Strategic Planning Committee.
- As the designated spokesperson for the association in the absence of the President, the chain of command shall be President-Elect, Vice President / Secretary, and Treasurer.
- Present all written motions as presented by a committee chair to the Board of Directors.
- Present written committee updates at the Board of Directors meeting each month.
- The use of ECAR credit cards is a privilege and intended for ECAR business use only. Misuse of credit cards could be subject to prosecution.

**Other duties outside of the organization:**

- \*Attend meetings of the Nevada Association of REALTORS®.
- \*Attend meetings of the National Association of REALTORS®.
- \*Notify the Executive Committee of any organizations to which you belong, to facilitate better communication.
- You may be called on to be a spokesperson, when necessary, at local government meetings, i.e. Regional Planning, City Councils, and County Commissioners.
- Attend the NAR Regional meeting and NAR Leadership training meetings as offered.

\*Subject to Budget, and approval of the Board of Directors

**VICE PRESIDENT / SECRETARY LEADERSHIP JOB DESCRIPTION**

**Minimum Criteria Officer Positions**

The Vice President / **Secretary** shall serve in the absence of the President and President-Elect and familiarize him/herself with other duties and responsibilities of said office. He/she shall assist the president and president-elect in effecting the policies and/or decisions made by the Board of Directors.

**Duties and responsibilities of the Vice President include:**

- Serve as a member of the Executive Committee and the Board of Directors.
- Keep abreast of all Association activities to aid the President.
- Be aware of the short-term and the long-term programs as approved by the Board of Directors.
- Be familiar with the Bylaws, as well as the Policies and Procedures Manual of the Elko County Association of REALTORS®, and parliamentary procedure (Robert's Rules of Order).
- Attend all meetings of the Board of Directors and general membership meetings.
- Induct new Association members.
- Assist the treasurer to ensure that the Association operates within the limits of the annual approved budget.
- Serves as a member of the Bylaws & Policy Committee.
- Identify, cultivate and communicate potential new leaders to others in leadership positions.
- Exercise such other powers and perform such other duties as may be assigned by the President and the Board of Directors.
- Keep abreast of all Association activities to aid the President and, if asked, be prepared to assume

- other officers' duties.
- May be asked to serve as Director of the State Association, provided the qualifications are met in accordance with Article XI, Section 1(c) of the Bylaws.
- Attend company office visitations.
- As the designated spokesperson for the association in the absence of the President the chain of command shall be President-Elect, Vice President / Secretary, and Treasurer.
- Complete Professional Standards Training or update as required by policy. (Every 5 years)
- Any officer or director who serves on the Real Estate Division, Real Estate Advisory Review Committee shall be disqualified and excused from participation in the appeal or affirmation of any Professional Standards matters.
- An officer must be mentally competent, physically able and financially solvent to discharge the duties of the position to which he is elected. In the event an officer is unable to discharge said duties, he shall resign the position.
- Shall twice a year review association documents with AE prior to disposal and retention.

**Other duties outside of the organization:**

- Consider attending meetings of the Nevada Association of REALTORS® as often as possible.
- \* Attend meetings of the National Association of REALTORS®.
- \* If appointed as State Director per Item 12 above, attend meetings of the Nevada Association of REALTORS®.
- \* Attend a spokesperson training session.
- Notify the Executive Committee of any organizations to which you belong, to facilitate better communication.
- You may be called on to be a spokesperson, when necessary, at local government meetings, i.e. Regional Planning, City Councils, and County Commissioners.

\*Subject to Budget, and approval of the Board of Directors.

**TREASURER LEADERSHIP JOB DESCRIPTION**

**Minimum Criteria Officer Positions**

The Treasurer is designated the custodian of the Association's funds and ensures those funds, physical assets and other properties of the Association are appropriately safeguarded and administered.

**Duties and responsibilities of the Treasurer include:**

- Serve as chairman of the Budget & Finance Committee and is responsible for the development and submission of the annual budget of the Elko County Association of REALTORS® to the Board of Directors.
- Ensure that the Association operates within the limits of the annual approved budget.
- Serve as a member of the Executive Committee and the Board of Directors.
- Serve as a member of the Bylaws & Policy Committee.
- Assumes the role of the volunteer who approves all accounts receivable write-offs, reviews all stale dated checks and performs a review of all cash disbursements and cash receipts, including comparison to supporting invoices.
- Responsible for reviewing the bank reconciliation on a quarterly, at random, basis. He should also, at random, not less than 3 times a year, reconcile the canceled checks with the controller.
- Assist the Certified Professional Standards Administrator in the absence of the Association Executive.
- Exercise such other powers and perform such other duties as may be assigned by the President and the Board of Directors.
- Keep abreast of all Association activities.
- Be aware of short-term and long-term programs as approved by the Board of Directors.
- Be familiar with the Bylaws, policies and procedures of the Elko County Association of REALTORS®, and parliamentary procedures (Robert's Rules of Order).
- Attend all meetings of the Board of Directors and general membership meetings.
- Authorized to draw checks, with an appropriate counter signature, that is in line with the approved budget.

- Present in person, or designate a representative to present, a financial summary report of the Association's operations at Business Meetings monthly and Board of Directors Meetings.
- The incoming treasurer shall be required to actively participate in the budget planning process for his/her elective year.
- Identify, cultivate and communicate potential new leaders to others in leadership positions.
- Attend the annual Professional Standards Training or update as required by policy
- Any officer or director who serves on the Real Estate Division, Real Estate Advisory Review Committee shall be disqualified and excused from participation in the appeal or affirmation of any Professional Standards matters.
- An officer must be mentally competent, physically able and financially solvent to discharge the duties of the position to which he is elected. In the event an officer is unable to discharge said duties, he shall resign the position.

## **BOARD OF DIRECTORS LEADERSHIP JOB DESCRIPTION**

### **Minimum Criteria for REALTOR® Director Positions**

Although the Board of Directors is responsible for the general overall management of the Association affairs, it is not responsible for the day-to-day operations. This is accomplished by the Association Executive of the Association in close coordination with elected officers and committees.

### **Specific duties and responsibilities of the Directors are:**

- Familiarize themselves with the following documents: Association Bylaws; ECAR MLS Rules and Regulations; Professional Standards Rules and Regulations; Code of Ethics; Policies and Procedures Manual; and, Parliamentary Procedures (Robert's Rules of Order).
- Approval of annual financial plan for Association operations.
- Approval of new polices as required.
- Serve as trustees to serve the best interest of the membership in all matters pertaining to the Association.
- Be aware of the goals and objectives established by the Association president.
- Keep abreast of all Association activities to aid the president and other elected officers in accomplishing plans and goals.
- Attend all meetings of the Directors and general membership meetings.
- At the call of the President, serve as a director liaison to a specific committee.
- Attend the annual Professional Standards Training or update as required by policy as budget allows.
- A director who serves on the Real Estate Division, Real Estate Advisory Review Committee shall be disqualified and excused from participation in the appeal or affirmation of any Professional Standards matters.

### **Financial Responsibilities**

Regarding the finances of the Association, the role of the members of the Board of Directors is extended to include the following:

- Fiduciary responsibility to assure that the Association's assets are adequately safeguarded against fraud or misuse and that they are being properly and effectively utilized to serve the objectives of the organization within the constraints of the law;
- Development of organizational financial policies relative to banking relationships, investment objectives, annual auditing requirements, and other policy-oriented decisions;
- Review and acceptance of annual financial statements and audit recommendations;
- Review of interim financial statements to ascertain that the Association is operating within its means and within the approved budget.

## **AFFILIATE BOARD OF DIRECTOR LEADERSHIP JOB DESCRIPTION**

### **Minimum Criteria for Affiliate Director Position**

Although the Board of Directors is responsible for the general overall management of the Association affairs, it is not responsible for the day-to-day operations. This is accomplished by the Association Executive

Officer of the Association in close coordination with elected officers and committees.

**Specific duties and responsibilities of the Affiliate Director are:**

- Familiarize himself with the following documents: Association Bylaws and policies, ECAR MLS Rules and Regulations; Professional Standards Rules and Regulations; Code of Ethics; Policies and Procedures Manual; and, Parliamentary Procedures (Robert's Rules of Order).
- Approval of annual financial plan for Association operations.
- Approval of new polices as required.
- Serve as trustees to serve the best interest of the membership in all matters pertaining to the Association.
- Be aware of the goals and objectives established by the Association president.
- Keep abreast of all Association activities to aid the president and other elected officers in accomplishing plans and goals.
- Attend all meetings of the Directors and general membership meetings.
- At the call of the President, serve as a director liaison to a specific committee.
- In accordance with Article XI, Section 3(a), the affiliate directors shall have the right to vote on all matters except Professional Standards, Multiple Listing Service, Grievance Committee and Political Survival Fund issues.

**Financial Responsibilities**

Regarding the finances of the Association, the role of the members of the Board of Directors is extended to include the following:

- Fiduciary responsibility to assure that the Association's assets are adequately safeguarded against fraud or misuse and that they are being properly and effectively utilized to serve the objectives of the organization within the constraints of the law.
- Development of organizational financial policies relative to banking relationships, investment objectives, annual auditing requirements, and other policy-oriented decisions.
- Review and acceptance of annual financial statements and audit recommendations.
- Review of interim financial statements to ascertain that the Association is operating within its means and within the approved budget.

**IMMEDIATE PAST PRESIDENT LEADERSHIP JOB DESCRIPTION**

The Immediate Past President is to give advice and counsel the Board of Directors and its leadership.

**Duties and responsibilities of the Immediate Past President include:**

- May be asked, if the Chairman is unable, to serve as interim chair of the Budget & Finance Committee and if those duties are assumed is responsible for the development and submission of the annual budget of the Elko County Association of REALTORS® to the Board of Directors.
- Assist all officers to see that the Association operates within the limits of the annual approved budget.
- Serve as a member of the Executive Committee and the Board of Directors.
- Serve as chairman of the Bylaws & Policy Committee.
- Identify, cultivate and communicate potential new leaders to others in leadership positions.
- Exercise such other powers and perform such other duties as may be assigned by the President and the Board of Directors.
- Keep abreast of all Association activities to aid the President and, if asked, be prepared to assume other officers' duties.
- Be aware of short-term and long-term programs as approved by the Board of Directors.
- Be familiar with the Bylaws, policies and procedures of the Elko County Association of REALTORS® and parliamentary procedures (Robert's Rules of Order).
- Attend all meetings of the Board of Directors and general membership meetings.
- Attend company office visitations.
- You may be called on to be a spokesperson for the Association.
- Any officer or director who serves on the Real Estate Division, Real Estate Advisory Review Committee shall be disqualified and excused from participation in the appeal or affirmation of any Professional Standards matters.
- An officer must be mentally competent, physically able and financially solvent to discharge the duties

of the position to which he is elected. In the event an officer is unable to discharge said duties, he shall resign the position.

- Must chair the Credentials/Election Committee.

#### **Other duties Outside of the organization:**

#### **Consider attending meetings of the Nevada Association of REALTORS®.**

- Consider attending meetings of the National Association of REALTORS® as often as possible.
- Notify the Executive Committee of any organizations to which you belong, to facilitate better communication. Remain familiar with the workings of local government, i.e. Regional Planning, City Councils and County Commissioners meetings.

### **RESPONSIBILITIES OF THE COMMITTEE CHAIR JOB DESCRIPTION**

#### **The responsibilities of the Committee Chair are:**

- Supervise, inspire and organize the talents of the members of the committee in achieving the goals and duties of the committee.
- Report directly to the President Elect and be responsible to him/her for accomplishments and actions of the committee and requests for assistance.
- In conjunction with the AE, call such meetings and direct such activities of the committee as necessary to accomplish the objectives of the committee within the scope of the Strategic Plan.
  - Assist the AE in the preparation of an agenda for each meeting. Spend time, on the day of the meeting, with staff to finalize any changes to the meeting agenda. Contact your AE as soon as possible if you're going to be late.
  - Assist the AE during the development of a motion to ensure the accurate intent by the maker. It is the responsibility of the chairman to ensure that everyone understands the motion prior to a vote.
  - Have staff provide each member of the committee with a copy of the minutes as soon as possible.
  - Be familiar with the basic Robert's Rules of Order, Association bylaws and policy manual.
  - Work in cooperation with staff liaison to wrap up each meeting.
- As requested by the President, present to the full membership reports of the committee, its objectives, activities and accomplishments.
- To submit written reports of committee activities, via AE, prior to Board of Directors meetings and to attend Board of Directors meetings if requested to do so. All motion recommendations to be submitted in writing to the immediate Past President and at the request of President, to present the motion to the Board of Directors.
- Coordinate with other committees where specific coordination is for the benefit of allied objectives of the (2) two committees.
- Request of the staff liaison any supplies needed for proper functioning of the committee.
- Coordinate through AE the notification of the President and the Association Executive in advance of all committee meetings and notify the general membership of such meetings through communication tools.
- Act on all items assigned by the President.
- Remove any committee member missing two (2) regular or special meetings of that committee without excuse acceptable to the Chair of the committee.
- Participate in scheduled local leadership orientations at the call of the President or President elect.
- Work with AE to develop a budget for approval by the committee and ensure compliance with the budget throughout the year. Committee budget to be forwarded to Budget & Finance Committee and Board of Directors for final approval.

### **ASSOCIATION EXECUTIVE JOB DESCRIPTION**

#### **Duties and responsibilities of the Association Executive serves at the pleasure of the President and Board of Directors and the duties include:**

- Ensures that the Board of Directors and officers are fully informed of Association conditions, and of all-important factors influencing them.

- Attends all meetings of the Board of Directors. Attends all committee meetings as deemed appropriate. Maintains official minutes of the Board of Directors and other official Association meetings.
- Plans, formulates, and recommends for approval to the Board of Directors basic policies and programs that will further the Association's objectives.
- Executes all decisions of the Board of Directors. Writes letters and other correspondence as directed by the Board of Directors.
- Develops specific administrative policies, procedures, and programs to implement the general policies of the Board of Directors.
- Establishes a sound organizational structure for the headquarters office and ensures the legal integrity of the Association, to include Bylaws, rules & regulations and policies & procedures.
- Plans the general administration of the entire Association operation, The Association Executive will be knowledgeable about the progress of all Association projects.
- Represents the Association in conjunction with elected leadership, any and all local government matters affecting the real estate industry as directed by the board of directors.
- Provides the necessary liaison and support to committee chairpersons to enable committees to properly perform their functions; ensures that committee decisions and motions are for the board of directors for approval.
- Executes contracts and commitments as authorized by the board of directors or within established policies.
- Promotes interest and active participation in Association activities to membership and local/chapter groups, and recaps Association activities through the Association communications media.
- Maintains effective relationships and active interest with other organizations, both public and private, and ensures that the Association's and membership's positions are enhanced in accordance with the policies and objectives of the organization.
- Ensures that all funds, physical assets, and other Association property are appropriately safeguarded and administered; operates within the approved budget.
- Authorized to draw checks, with an appropriate counter signatures, that is in line with the approved budget.
- Plans, coordinates, and conducts public relations programs to enhance public acceptance of the industry. Designs and implements Public Relations programs, press releases, features and editorials with the local newspaper and other media to promote the industry image, concepts and opinions.
- Serves as supervising editor of any official publication, i.e. website and newsletters.
- Conducts research on projects and other related subjects deemed of importance to the membership and prepares and publishes the results.
- Develops education and orientation programs to advance the professional, technical, and managerial skills of the membership, operating within the budget and program objectives that the Board of Directors approves.
- Plans, organizes, and directs membership promotion, member services programs and retention program and evaluates results of each and recommends policies, procedures, and actions to achieve goals.
- Collects dues, fees and assessments and terminates delinquent memberships. Enforces ratifications of charges for nonpayment and noncompliance.
- Plans, promotes and administers all membership meetings, designated REALTOR meetings, official Association meetings, and any special meetings with guidance from the President and the Board or Directors.
- Have basic accounting skills to exercise control of the budget and all arrangements to meet financial objectives.
- Coordinates all multiple listing service functions and activities.
- Maintains a correspondence file and provides security for all files, legal and historical documents, and membership and mailing list.
- Plans and executes all communications to membership, including website, social media, general mailings, news releases, and so forth.
- Acts as a direct liaison with the State and National Associations in matters that staff can handle.
- Become a member of the National Association of Realtors, the Nevada Association of Realtors, (requirements for payment of dues and the right to use the Realtor title are normally waived.)
- Participate in State and National activities and programs, within the limits of the Association's budget

- and travel policies as directed by the Board of Directors.
- Manages the Association finances, including the preparation of an annual budget, long range forecasts of needs, capital improvements Carries out other general responsibilities as directed by the President and/or Board of Directors.
- Is ex-officio, nonvoting member of ECAR committees, executive committee and the Board of Directors.
- Responsible to inform the President and President Elect of all upcoming travel requirements of NVR / NAR events and to book travel requirements as directed.
- The use of ECAR credit cards is a privilege and intended for ECAR business use only. Misuse of credit cards could be subject to prosecution.
- AE is not allowed to sign up for electronic or web-based programs without board approval.

### **Relationships**

Establishes positive working communications of mutual respect with the following:

- Leadership of the Board or State
- Executive officers and elected secretaries of other boards.
- Elko County, and appropriate government officials
- Appropriate personnel at the State and National Associations.
- Leadership of subordinate or allied groups and organizations.

### **Performance Standards**

Standards for this position are attained when the following are completed:

- The policies offered for consideration by the Association are forward-looking and add to the constructive growth of the Association's influence.
- Officers, committee chairmen, and other Association readers are fully informed as to the activities and plans in their areas.
- The headquarters office is efficiently and effectively organized for the maximum benefit of the Association.
- Programs of the Association are well managed through planning, organization, coordination and control.
- Committee liaison is supported, timely, and effective.
- Association educational programs are forward looking and add to the needed expertise of the members in various fields.
- Board and DR meetings are well planned, organized, and effective.
- Communications of the Association's purpose, programs, and activities penetrate to the target or level of members planned.
- Lobbying activities on behalf of the Association are effective or more successful than usual.
- Contact and support of the Association is appropriate and effective.
- Speeches related to annual installation and other related association events are well received, present the Association's story in a positive manner, and are effective.

### **Qualifications**

The Executive selected for this position must possess the following qualities:

- Be dedicated to the ideals and goals of the Association.
- Be capable of working under pressure
- Be of strong moral character with excellent leadership and motivational skills.
- Be an excellent public speaker who thinks and speaks well under pressure and can take the Association's views on different matters to both the membership and the public.
- Be a proficient writer and editor.
- Be proficient in computer hardware and software technologies to include Quick Books accounting, internet, lock box MLS and MIS Systems, communications, website management, social media and

other related real estate services.

- Proficiency in commonly recognized management disciplines: planning, accounting and finance, human resources, information systems and technology.
- Proficiency in expression of facts and opinions and ability to clearly, succinctly, correctly and convincingly communicate when speaking or writing.
- Be available for travel to satisfy job requirements as directed by the board of directors.

### **Monthly Membership Meeting Sponsorship**

There shall be a minimum of 10 Monthly Membership Meetings, one annual membership meeting annually.

- Appendix B (for details of sponsorship requirements)

### **Section 13. Meeting/Training Room Usage**

Membership Rental: \$ 50.00 1-4 hrs

Membership Rental: \$ 75.00 all day

Non-Member Rental: \$115.00 1-4 hrs

Non-Member Rental: \$172.50 all day

Use to include electronics (other than laptop), wi-fi, coffee, and water service

A Simple rental contact to be completed and training room use will be posted on ECAR google calendar.

## Appendix A



### **ECAR Fees**

*January 2019*

<i>Late Fee (all fee past the 10days grace)</i>	<i>\$50.00</i>
<i>Broker Relocation Fee (moving from one office to other)</i>	<i>\$100.00</i>
<i>Information Change Fee (ex: Name Change)</i>	<i>\$50.00</i>
<i>ECAR Reinstatement Fee (if an agent is no longer active with one year)</i>	<i>\$150.00</i>

# Appendix B

## Affiliate Levels Brochure

### Gold Star Affiliate – Corporate Level

- New Affiliate Set Up Fee \$500 (Includes 1<sup>st</sup> Year of Dues)
- \$350 Annual Renewal (Due January 1<sup>st</sup>)
- The corporation may designate one person to represent them.
- Designated persons would be the voting member on ECAR issues.
- Designee qualified to run for Affiliate Director on ECAR Board of Directors as a Company, not individual.
- Nominee must have been an ECAR Member for minimum  
2 years
- Able to apply for access with ECAR for Supra key access, if needed to perform their everyday business, for use solely under company use only. Key to be assigned to one member only once application is approved.
- Affiliate's contact information will be provided to membership and members will be encouraged to use Affiliate Members for services when possible.
- ECAR provide a list of membership names / contact information to Affiliate.
- Encouraged to Attend, invite guests and host Monthly Membership Meetings.
- Affiliate will have presence on ECAR's Website, Social Media Pages and links to Affiliate's Business Websites will be posted.
- Affiliate will be encouraged to sponsor, advertise and participate in conjunction with ECAR events such as New Agent Orientation, Golf Tournament, CE Classes, Officer Installation, etc.
- Affiliate will be welcomed and encouraged to Invest in RPAC as Corporation.

### Silver Star Affiliate – Individual Employee of Gold Level Affiliate

- New Affiliate Set Up Fee \$300 (Includes 1<sup>st</sup> Year of Dues)
- \$250 Annual Renewal (due January 1<sup>st</sup>)
- Individual would be a voting member on ECAR issues.
- Individual qualified to run for Affiliate Director on ECAR Board of Directors. Affiliate must have been an ECAR member for a minimum of 2 years.
- Able to apply for access with ECAR for Supra key access, if needed to perform their everyday

business. Key to be assigned to member only once application is approved.

- Affiliate encouraged to market themselves to ECAR members.
- Affiliate's contact information will be provided to membership and members will be encouraged to us Affiliate Members for services when possible.
- ECAR will provide a list of membership names / contact information to Affiliate.
- Encouraged to Attend, invite guests and host Monthly Membership Meetings.
- Affiliate will have presence on ECAR's Website, Social Media Pages and links to Affiliate's Business Websites will be posted.
- Affiliate will be encouraged to sponsor, advertise and participate in conjunction with ECAR events such as New Agent Orientation, Golf Tournament, CE Classes, Officer Installation, etc.
- Affiliate will be welcomed and encouraged to Invest in RPAC.

### **Bronze Star Affiliate Member – Private Business Owners**

- New Affiliate Set Up Fee \$200 (Includes 1<sup>st</sup> Year of Dues)
- \$150 Annual Renewal (Due January 1<sup>st</sup>)
- Required to be registered and licensed with proper authorities.
- Able to apply for access with ECAR for Supra key access, if needed to perform their everyday business. Key to be assigned to member only once application is approved.
- Affiliate encouraged to market themselves/ Company to ECAR members.
- Affiliate's contact information will be provided to membership and members will be encouraged to us Affiliate Members for services when possible.
- ECAR will provide a list of membership names / contact information to Affiliate.
- Encouraged to attend and invite guests Monthly Membership Meetings.
- Affiliate will have presence on ECAR's Website, Social Media Pages and links to Affiliate's Business Websites will be posted.
- Affiliate will be encouraged to sponsor, advertise and participate in conjunction with ECAR events such as New Agent Orientation, Golf Tournament, CE Classes, Officer Installation, etc.
- Affiliate will be welcomed and encouraged to Invest in RPAC.
- Affiliate is NOT a voting member on ECAR issues.
- Affiliate NOT qualified to run for Affiliate Director on ECAR Board of Directors.
- Affiliate NOT able to host Monthly Membership Meetings.

## Appendix C

### ECAR Monthly Meeting Host

- All meetings to be held at the Stockman's Hotel and Casino unless otherwise noted
- Stockman's has supplied ECAR with the list of meals already
- Meeting length should not exceed 1.5 hours
- ECAR will have subject and speakers pre-assigned. The goal for ECAR is to make all meetings business related to our industry
- Host to choose a person for the prayer or inspiration and for the Pledge of Allegiance
- Hosts will have 5-10 min to talk about their product or services
- Host will supply 3 raffle prizes
- ECAR will provide the tickets. Host to sell tickets at \$1 each of 6 for \$5 – (all funds to be held in a Local REALTOR® Relief Fund)
- Hosts to send flyer out to all members (REALTORS® and Affiliate provided by ECAR) of reminder date and time. Hosts may also advertise themselves on flyer.
- There will not be any games played, or charity requests at membership meetings
- ECAR will invoice \$100 for the opportunity to host the Monthly Membership Meeting