



VOLUNTEER LEADERSHIP OPPORTUNITIES

**Directors
Position Descriptions & Responsibilities
C.A.R. Policy Manual**

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210. RESPONSIBILITY AND DUTIES OF THE ELECTED DIRECTORS

Term:

Four Regional Directors and seven At-Large Directors are elected by the membership for staggered two-year terms upon recommendation by the Nominating Committee. The Public Policy Coordinating Chair, Commercial Forum Chair, and two Presidential At-Large Directors are appointed by the President with the approval of the Board of Director, to serve for a 1 Year term (or until a respective successor is duly elected and qualified.

Description and Responsibilities:

The Directors shall represent the interests of C.A.R.'s members to the Board of Directors and vice-versa, and shall have the duty to:

1. Prepare for, attend, and actively participate in all meetings of the C.A.R. Board of Directors
2. Approve and monitor fiscal and operational policies and other recommendations received from the Board of Directors, Executive Committee, Standing and Special Committees, and staff
3. Promote the value of the REALTOR® organization, including, but not limited to: legislative advocacy, educational opportunities, and professional standards
4. Ensure strong financial management
5. Participate in and contribute to setting C.A.R.'s annual goals and objectives
6. Approve the annual budget and business plans
7. Act as a liaison to both the C.A.R. membership and the greater community.
8. Volunteer and accept assignments as prescribed by the President and the Board of Directors, and complete them in thorough, timely manner
9. Get to know other Directors and build a collegial working relationship that contributes to the advancement of C.A.R.'s mission, goals, and objectives
10. Represent the Association at various Association and industry events
11. Assess own performance as a Board member regularly
12. Review all communications received pertaining to the Association
13. Assist in RPAC fundraising efforts
14. Assist in the identification of key volunteers
15. Elect officers of the Board of Directors
16. Be familiar with, endorse, and be a positive spokesperson for the Association's programs, products, and services
17. Closely coordinate efforts with the Illinois REALTORS® and the National Association of REALTORS®
18. Through the implementation of meaningful change, ensure the Association's position as a fluid, dynamic, meaningful, and responsive organization
19. Respond promptly and in an appropriate manner to all communications pertaining to the Association
20. Attend major functions of the Association.
21. Perform all other duties prescribed by the Bylaws, applicable law, or the Board of Directors

Additional Responsibilities:

1. Service on at least one committee or work group is recommended.

Qualifications

1. All elected Directors must be a REALTOR® member in good standing.
2. Slated by the Nominating Committee and elected by the C.A.R. membership.
3. Strongly encouraged to be a major contributor to RPAC.
4. Must be actively engaged in the real estate business and hold an active real estate license from the state of Illinois.

211. RESPONSIBILITY AND DUTIES OF THE APPOINTED DIRECTORS

Term:

Four Directors are appointed by the President-Elect, with the approval of the Board of Directors: The Public Policy Coordinating Committee Director, Commercial Forum Committee Director, and two President-Elect Directors, to serve for a 1 Year term (or until a respective successor is duly selected and qualified).

Description and Responsibilities:

The Directors shall represent the interests of C.A.R.'s members to the Board of Directors and vice-versa, and shall have the duty to:

1. Prepare for, attend, and actively participate in all meetings of the C.A.R. Board of Directors
2. Approve and monitor fiscal and operational policies and other recommendations received from the Board of Directors, Executive Committee, Standing and Special Committees, and staff
3. Promote the value of the REALTOR® organization, including, but not limited to: legislative advocacy, educational opportunities, and professional standards
4. Ensure strong financial management
5. Participate in and contribute to setting C.A.R.'s annual goals and objectives
6. Approve the annual budget and business plans
7. Act as a liaison to both the C.A.R. membership and the greater community.
8. Volunteer and accept assignments as prescribed by the President and the Board of Directors, and complete them in thorough, timely manner
9. Get to know other Directors and build a collegial working relationship that contributes to the advancement of C.A.R.'s mission, goals, and objectives
10. Represent the Association at various Association and industry events
11. Assess own performance as a Board member regularly
12. Review all communications received pertaining to the Association
13. Assist in RPAC fundraising efforts
14. Assist in the identification of key volunteers
15. Elect officers of the Board of Directors
16. Be familiar with, endorse, and be a positive spokesperson for the Association's programs, products, and services
17. Closely coordinate efforts with the Illinois REALTORS® and the National Association of REALTORS®
18. Through the implementation of meaningful change, ensure the Association's position as a fluid, dynamic, meaningful, and responsive organization
19. Respond promptly and in an appropriate manner to all communications pertaining to the Association
20. Attend major functions of the Association.
21. Perform all other duties prescribed by the Bylaws, applicable law, or the Board of Directors

Additional Responsibilities:

1. Service on at least one committee or work group is recommended.

Qualifications

1. The P-E Appointed Directors must be a REALTOR® member in good standing, an Affiliate member, or a non-member from the Chicago business community.
2. Appointed by the President-Elect with approval of the Board of Directors.
3. Strongly encouraged to be a major contributor to RPAC.
4. Must be actively engaged in the real estate business and hold an active real estate license from the state of Illinois.