

COLUMBUS REALTORS®
Job Description - Board of Directors

The Board of Directors Consists of the following Voting Members:

- Four Elected Officers (President, President-Elect, Treasurer, Secretary)
 - REALTOR® Members:
four of whom shall be elected each year by the voting members for terms of three years each; one of whom shall be associated with a firm having twenty or fewer REALTORS® and elected each year to a three-year term; one of whom shall be a principal broker designated by the Broker Advisory Council; and one Director-at-large (excluding past presidents and current Directors) who may be appointed by the incoming President for a one-year term (appointment to be confirmed by the current Board of Directors)
 - Chair of the Commercial Advisory Board
 - Immediate Past President
 - Corporate or Individual Affiliate
 - Chief Executive Officer;
- The Board of Directors also has 2 Non-Voting Members:**
- One Non-Voting, Corresponding/Reporting REALTOR® member for any REALTOR® association that has merged with Columbus REALTORS® (To continue such representation on the BOD, it must continue to meet as an area association. The President of such area association serve as a non-voting member of the Board of Directors.)
 - The Vice-Chair of the Commercial Advisory Board serves as a non-voting member of the BOD.

Qualifications for REALTOR® Members:

1. Must be REALTOR® members in good standing at the time of election and during the term of service.
2. Must have held continuous membership the three successive years immediately preceding their election.

Duties of the Entire Body:

1. Shall determine the policies and activities of the association. The Board of Directors does not operate the day-to-day business of the association. In delegating that function to others, it must set policy and oversee those staff and committees assigned to complete the task.
 - a. Amend the Bylaws
 - b. Approve the strategic and annual plans
 - c. Assume responsibility for actions of all committees
2. Approve and discipline members.
 - a. Review the qualifications of applicants for membership in Columbus REALTORS® and approve their membership.
 - b. Approve the recommendations of the Hearing Panel in any disciplinary proceeding.
 - c. Serve as the appeal body for actions / recommendations of the committees of the association. Appeals are occasionally made relating to decisions of the Professional Standards, Grievance, and Recognition & Sales Award Committees.
3. Elect the Officers of the Association.
 - a. Each November, elect the Officers of the Association for the following year.
 - b. Fill, by appointment, any vacancy in the Board of Directors.
4. Approve budgets and extraordinary expenditures.
 - a. Provide the CEO and the association appropriate resources to carry out the programs adopted by the Board of Directors.
5. Perform an annual review of the Chief Executive Officer.
6. Have entire charge of the affairs of Columbus REALTORS®.
7. Officers and Directors of Columbus REALTORS® also serve as the Board of Directors of the Columbus & Central Ohio Regional MLS, and as such will perform the same duties and responsibilities as for the association.

Duties and Responsibilities of the Individual Director:

1. A Director must exercise his/her power in the interest of Columbus REALTORS® and the membership, and not in their own interest or that of their company. Each Director must be conscious of potential for conflicts of interest, and act with candor and care in dealing with such situations.
2. When speaking to the media or membership in their capacity as a Director, they should not refer to their company identity.
3. When acting on matters brought before the Board of Directors, they represent all members of Columbus REALTORS® and will make decisions on the basis of the benefits to the total membership.
4. Prepare for each Board meeting by carefully studying the agenda and support materials. As much information as is practical will be made available in advance of the meeting.

5. Each Director should exercise his/her own independent judgment for all association decisions brought before them, and when necessary state their concerns, support and/or opposition.
6. Attend every meeting of the BOD and stay for the entire meeting. For each meeting of the Board, plan for attendance from 11:30 a.m. to 3:00 p.m. Every attempt will be made to place only those actions that need approval, or on items which the President deems Directors should be briefed. The items that appear late on agendas are usually just as important as those appearing early.
7. Attend the official function of Columbus REALTORS®; including, but not limited to: regular meetings of the Board of Directors; Forecast Lunch, Commercial Awards Banquet, Awards Lunch, CORPAC and Foundation Fund events; the Annual Business Meeting and the President's Ball.
8. While attending any function of Columbus REALTORS® or other meetings not officially part of the association's responsibility or jurisdiction (such as area association meetings), Directors should be comfortable with their position as a Director and not hesitate to state the Board of Directors' position when necessary. Directors should publicly support the actions of the Board of Directors. Directors have a responsibility to bring member concerns, needs or requests observed while attending these functions to the Board of Directors.
9. Each Director will be assigned a committee of the Association as Director Liaison. Attend a minimum of 75 percent of the meetings of the committee assigned.

I understand and accept the Columbus REALTORS® Director Duties and Responsibilities as stated:

Member Signature

Date

Meetings:

10. Regular meetings of the Columbus REALTORS® Board of Directors are held each month. Absence from three regular meetings in a calendar year without an excuse deemed valid by the Board of Directors shall be construed as resignation there from. Directors are to notify the Secretary, or his or her designee, in advance if unable to attend a scheduled Board meeting. The reason for the absence shall be reported at the time of that notice, so that approval may be reflected in minutes of the meeting.

I understand and accept these attendance requirements as stated:

Member Signature

Date

Duties and Responsibilities of an Individual OAR Director:

11. The REALTOR® Directors and Officers will be appointed each year by the President (unless they request otherwise) to serve as members of the Ohio Association of REALTORS® Board of Directors. As a member of the OAR Board of Directors they also perform duties and responsibilities to that association similar to those stated above. The OAR Board of Directors holds a Winter Conference (January 15-17, 2017) in Columbus, a Spring/Legislative Conference (April 23-25, 2017) in Columbus and an Annual Convention (September 25-27, 2017), in Cincinnati (joint convention with Kentucky). While attendance at the entire OAR conference/convention is not required, OAR Directors are required to attend the OAR Directors meeting. If the individuals schedule does not permit attendance at all three meetings, Directors should not accept appointment as an OAR Director.

I understand and accept the OAR Director Duties and Responsibilities as stated:

Member Signature

Date