



# POSITION DESCRIPTION: SVAR DIRECTOR

The Board is the main decision making body of the Association and is its legal representative. As a member of the Board of Directors (BOD), the expectation is to not only be responsive to the needs of the members but also be well informed and prudent in the business of the Association. The role is to ensure the continuity of the Association by planning for the future, establishing and reviewing major policies and programs that support the mission, and ensuring that the Association is fiscally sound.

## **Position Duties and Responsibilities:**

- The term for this position is for three years; unless appointed by the BOD to fill a vacancy, and then they shall serve from the date of their appointment for the remainder of the member's term they are replacing. No more than two members from the same firm are to serve on the BOD at the same time at the start of their Director term.
- The Director shall be an active liaison of a committee.
- Responsibilities include reviewing agendas, minutes, and documents prior to each meeting of the BOD.
- The primary means of communications is via email. Therefore, the Director is expected to check, and when necessary, reply to emails from the Association at least once a day.
- The Director is responsible for voting in the best interest of the association not on any personal agenda.
- Acquire a thorough understanding of the governing documents and policies of the Association, to include but not limited to parliamentary procedures, Robert's Rules of Order, Articles of Incorporation, Bylaws, and CVRMLS documents.
- Due to a possible conflict, the Director may not serve on the Grievance or Professional Standards committees.
- Absence from three (3) regular meetings without an excuse deemed valid by the BOD shall be construed as resignation.
- Support and defend the policies and programs adopted by the BOD. Fulfill the obligations outlined in the Leadership Contract and carry out other duties as directed by the President.

**Required to attend:** The Director is required to attend all SVAR membership and BOD meetings, the VAR Leadership Conference, and the Professional Standards Seminar (Road Show).

**Strongly encouraged to attend:** The Director is strongly encouraged to attend the NAR mid-year and annual meetings of VAR.