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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 Risk Management Committee.
- 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**

Each Director is required to attend the SVAR Installation of Officers/Annual Meeting, BOD meetings, SVAR Leadership Training, and the Professional Standards Seminar.

### **ENCOURAGED TO ATTEND**

Each Director is encouraged to attend SVAR New Member Orientations, all SVAR events, all mid year and annual meetings of NAR and VAR.

*Please type or neatly print; complete all applicable spaces.*

## CONTACT INFO

Name: \_\_\_\_\_

Real Estate License Number: \_\_\_\_\_ NRDS #: \_\_\_\_\_

Primary Board Affiliation: \_\_\_\_\_

Firm/Branch: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bus. Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Home #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## PROFESSIONAL INFO

Position with Firm: \_\_\_\_\_ # of Years in Profession: \_\_\_\_\_

Residential Sales     Commercial Sales     Appraisal     Farm and Land     Property Management

Commercial Leasing     Other (Specify: \_\_\_\_\_)

Local, State and National REALTOR® Association experience (Committee Member, Committee Chairman, Director, etc.):

Local Association: \_\_\_\_\_

State Association: \_\_\_\_\_

National Association: \_\_\_\_\_

Leadership Positions held with other organizations (include name of organization, position held and number of years in that position): \_\_\_\_\_

Community Involvement: \_\_\_\_\_

NAR Professional Designations attained (check all that apply)  GRI  CRS  CRB  ABR  ABRM  CCIM  CRB

CRS  CRE  e-PRO  Other (Specify: \_\_\_\_\_)

Military Service?  Yes  No If yes, # of Years: \_\_\_\_\_



**SOUTHSIDE VIRGINIA ASSOCIATION OF REALTORS®**

114 Maple Grove Avenue, Colonial Heights, VA 23834

Phone: (804) 520-4496 ~ Fax: (804) 520-4625 ~ [www.SVAReltors.com](http://www.SVAReltors.com)

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*Please type or neatly print; complete all applicable spaces.*

### **THE ASSOCIATION**

Why do you wish to serve on the Board of Directors of the Southside Virginia Association of REALTORS®?

*(Please attach a separate sheet if more space is needed to respond to this question.)*

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What do you see as the primary function of this Association?

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In your opinion, what are the three most important goals this Association needs to pursue over the next three years?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The position of Director is a three year commitment that requires your attendance at the SVAR BOD meetings, SVAR Leadership training, the SVAR Annual Meeting and the Professional Standards Seminar. Will you be able to devote the time necessary to attend these meetings and carry out the duties and responsibilities required of a member of the Board of Directors of the Southside Virginia Association of REALTORS®?  Yes  No

By my signature below I certify I am a member in good standing of the Southside Virginia Association of REALTORS®; acknowledge that I have read the job description of the position I have applied for and agree to fulfill the specified duties and responsibilities to the best of my ability if elected.

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Type/Print Name

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Signature

This application as well as all required attachments must be submitted to the following

**NO LATER THAN 3:00 P.M., AUGUST 31, 2026:**  
**Southside Virginia Association of REALTORS®**  
**Email to [info@svarealtors.com](mailto:info@svarealtors.com)**

### **REQUIRED ATTACHMENTS:**

- Candidate Photo (High Resolution JPG preferred; no Word docs, please).
- Essay of no more than 250 words of "Why I Wish to Serve on the Board".  
**Must be in a digital format.**
- Signed SVAR Leadership Contract

All candidates will be interviewed on September 8, 2026.



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## INTRODUCTION

The Board of Directors is a policy making body of the Southside Virginia Association of REALTORS®. Members of the Board are the leaders of the Association. In that capacity, they have certain obligations to their fellow board members, to the members of the Association, and as representatives of the Association to the public at large. The purpose of this Leadership Contract is to outline these responsibilities, thereby providing individuals who seek election to the Board with a clear understanding of the requirements of the office of Director. All prospective candidates will be given this contract and must sign it prior to the placement of their name on the ballot for election to the Board of Directors.

## LEADERSHIP AND MANAGEMENT PARTNERSHIP

As a member of the Board of Directors, you are responsible for the direction of the Association. The Board governs, develops policies and sets a course for the future. At all times, the main focus should be on the mission and strategic goals. The Chief Executive Officer (CEO) is responsible for the administration of the organization, to include the hiring and firing of all staff. The CEO is a partner to the Board of Directors, advancing the goals and strategies, while taking care of the daily administrative needs unique to nonprofit organizations and this Association in particular.

## ATTENDANCE

Members of the Board of Directors are expected to attend all meetings of the Board (regularly scheduled; rescheduled; specially called). A Board member, who cannot attend a meeting, will notify the President with the reason for the absence. The President will present this to the Executive Committee/Board of Directors. The Executive Committee/Board of Directors will consider the circumstances and determine if it is an excused absence. The "absent Board member" will not attend this discussion. If the absence is excused, it will not count against the established limitation. If the absence is not excused, the absent Board member will be assessed with one absence. The member will be notified of the decision. The President will report the decision to the full Board. The Board may consider an appeal from the member. Directors who have more than two unexcused absences from any duly called Board meeting during any calendar year will be deemed to have automatically resigned. Directors are expected to make every effort to attend all meetings of the Board; if they are unable to do so, they must notify the President.

Directors are expected to attend all of the annual membership events of the Association. These events include, but are not limited to: general membership meetings, annual election meeting, annual installation/reception. If during the year a special event occurs which has received the endorsement from the Board of Directors, the members of the Board will be expected to attend that event.

Directors must attend annual Professional Standards Training. Failure to attend one of these sessions will be cause for dismissal.

Members of the Board are encouraged to attend special events, new member orientations, all mid year and annual events for NAR and VAR.

**A DIRECTOR WHO FAILS TO ATTEND A REQUIRED EVENT OR MEETING WITHOUT PRIOR AUTHORIZATION OF THE PRESIDENT WILL BE DEEMED TO HAVE RESIGNED.**



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## PARTICIPATION

During each calendar year of their three-year term on the Board, Directors, if requested by the President, will be expected to serve actively on either a standing committee or a specially appointed Task Force/Work Group.

While not required, Directors are encouraged to support and contribute to the REALTORS® Political Action Committee (RPAC).

Individual Directors are encouraged to strongly support special projects endorsed by the Board. Directors are strongly encouraged to patronize the educational opportunities the Association offers for their educational needs as well as promote the classes and curriculum to their fellow members.

## FIDUCIARY RESPONSIBILITY AND ETHICAL CONDUCT

As elected representatives, the Board of Directors have been entrusted by the members with the financial resources of the association and empowered with the decision-making authority of the organization. Therefore, members of the Board must, at all times, base their votes solely on what they believe to be in the best interests of the association and its members.

As leaders within the organization and as representatives of the Association and the real estate profession to the general public, Directors should be viewed as preeminent examples of the higher standard of ethical conduct to which all REALTORS® subscribe. Accordingly, any Director who is found in violation of the Code of Ethics during his or her tenure will be deemed to have resigned.

## CONFLICTS OF INTEREST

Board members will be expected to abstain from voting on matters in which they or their company have an interest. If Directors have a question regarding whether or not they should abstain from a vote, they should consult with the President or CEO, either of whom will determine if legal counsel should be sought. If legal counsel determines that a conflict exists, the Board member(s) will be required to abstain from voting.

## CONFIDENTIALITY

All meetings of the Board of Directors are open to the general membership. Final decisions made by the Board may be shared with fellow SVAR members. However, in order to facilitate an atmosphere of open and candid discussion among Directors at Board meetings, discretion should be used when reporting the outcomes to members. Directors should not repeat individual positions taken at the Board meetings, but rather should merely report the final outcome of those discussions. Furthermore, all matters discussed and voted on in Executive Session are confidential and, any Director found to have violated this strict rule of confidentiality will be expected to tender their resignation.

## AFFIRMATION OF AGREEMENT

I have read and understand the obligations of service on the Board of Directors of the Southside Virginia Association of REALTORS®. If elected, I pledge to fulfill these requirements to the best of my ability.

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Signature

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Date