

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.

### **PRIMARY FUNCTION**

Assist the President in carrying out the functions of that office and perform specific duties delegated by the President. Assume the responsibilities of the President in his/her absence.

### **POSITION DUTIES AND RESPONSIBILITIES**

- Assist in the performance of the Presidents duties, whenever requested to do so.
- Attend all meetings of SVAR membership and the Board of Directors, Attend all CVRMLS Board of Director and Committee meetings, Attend all mid year and annual meetings of NAR and VAR and represent the Association as an SVAR Delegate.
- Develop and plan the SVAR membership meeting schedule and programs for the coming year.
- Review the SVAR membership strategic plan and select committee chairpersons for the coming year.
- Acquire a thorough understanding of the Robert's Rules of Order and the Articles of Incorporation, Bylaws, Rules & Regulations and Policies of the Southside Virginia Association of REALTORS®.
- Represent the Association with other associations or organizations as requested by the President.
- Assume the duties of the President in his/her absence.
- Carry out other duties and activities as directed by the President.

### **REQUIRED TO ATTEND**

The President-Elect is required to attend the SVAR Installation of Officers/Annual Meeting, SVAR Leadership Training, BOD Meetings, New Member Orientations, CVR MLS Board Meetings(During year of Presidency), Professional Standards Training, VAR Annual Convention, NAR Annual Convention, and the NAR Leadership Summit.

### **ENCOURAGED TO ATTEND**

The President-Elect is encouraged to attend all SVAR Events, and all NAR and VAR mid year events.

*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: \_\_\_\_\_

*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. 

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2. 

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3. 

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The office of President-Elect is a three year commitment that requires your attendance at SVAR BOD meetings, CVR MLS BOD meetings (During year of Presidency), VAR and NAR Annual Conventions, SVAR Leadership Training, Professional Standards Training, NMO and the NAR Leadership Summit. Will you be able to devote the time necessary to attend these meetings and carry out the duties and responsibilities required as President 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.

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
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.

## 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 President-Elect. 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, including the President-Elect, 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.

President-Elect is 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.

President-Elect must attend annually the Professional Standards Training and Update of the Code of Ethics. Failure to attend one of these sessions will be cause for dismissal.

Members of the Board are strongly encouraged to attend the special events, meetings, and conventions of NAR and VAR. The President-Elect is encouraged to attend special events, new member orientations, all mid year events for NAR and VAR.

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

## 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 as a liaison on either a standing committee or a specially appointed Task Force/Work Group.

While not required, the President-Elect is strongly encouraged to support and contribute to the REALTORS® Political Action Committee (RPAC).

The President-Elect is encouraged to support special projects endorsed by the Board.

The President-Elect is 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.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*