



## **Board of Directors Commitment Form And Confidentiality Agreement**

The following responsibilities were reviewed by the Board of Directors and approved as an Association Policy.

As a current Director for the Williamson County Association of REALTORS, or a candidate for a board position, you must be willing to make every effort to fulfill the following responsibilities. Please read, sign, date, and return this **COMMITMENT FORM** to the Association no later than **Friday, September 8th, 2017.**

### **Mission Statement**

The Mission of the Williamson County Association of REALTORS® is to meet the real estate challenges of the present and future; enhance and promote REALTOR® members' professionalism; provide quality services; and encourage involvement in our communities.

### **Desired Skills and Experience**

Have knowledge of the mission, goals, bylaws, and policies. Knowledge of the community. Commitment to maintaining a strong organization that is responsive to the membership. Ability to handle organization business with tact, enthusiasm, and commitment. Ability to communicate effectively. Ability to motivate committee members. Ability to take responsibility and follow through on assignments. Ability to work well with people individually and in a group. Prior service on an Association committee.

### **Term of Service**

Directors are elected for 3-year terms. Officers, except for the President-Elect, are elected for 1-year terms. Directors and Officers may be re-elected according to the bylaws. Officers are members of the Board of Directors.

### **Personal Commitment:**

- 1) Allocate a minimum of 6-10 hours per month for this voluntary, unpaid, position.
- 2) Attend board meetings and actively participate in decision-making.
- 3) Support the Board's decisions even when a personal opinion is in conflict with the decision.
- 4) Support the association by attending meetings and other functions.
- 5) Advocate for the association and promote the organization's professional image.
- 6) Contribute by sharing expertise as well as recruiting new members, advertisers, exhibitors, speakers, etc.
- 7) Make a minimum \$110.00 contribution to TREPAC each year of office. (BOD motion – 8/6/09)
- 8) Submit all expense reimbursement requests within 30 days of the expenditure (use approved form and attach original receipts).
- 9) Sign the Association Confidentiality Agreement

### **Professionalism:**

- 1) Pledge to uphold the NAR Code of Ethics.
- 2) Keep all association business **confidential**.
- 3) Refrain from self-promotion (*Board members while working on board related business are expected to work in the best interest of the whole organization and all members, so self-promotion is prohibited.*)
- 4) Avoid any conflict of interest, or even the appearance of a conflict of interest.
- 5) Fulfill the duties of care and loyalty to the organization.
- 6) Ensure legal and ethical integrity and association accountability to its members.

### **Deliberation:**

- 1) Determine and support the organization's mission and purposes.
- 2) Understand and support the Association's Strategic Plan, governing documents, and member services.
- 3) Make decisions deliberately and without pressure.
- 4) Read and understand financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
- 5) Seek input from members regarding issues without compromising board confidentiality.
- 6) Participate in strategic planning activities.
- 7) Participate in regular assessments to improve board performance.
- 8) Ensure effective organizational planning.
- 9) Support the Association Executive and assess performance periodically.
- 10) Select the Association Executive
- 11) Determine, monitor, and strengthen the organization's programs and services.
- 12) Manage resources effectively.
- 13) Work to develop new leadership and recommend members for committee positions.
- 14) Ensure adequate resources (funds, time, volunteers, staff, technology, etc.)

### **Selection Process**

- 1) The Nominating Committee shall select a slate of officers and directors for consideration by the active membership.
- 2) One non-voting affiliate member is appointed by the President and approved by the Board of Directors.
- 3) Nominations for a position of Director shall be members in good standing who shall have been Members of the Association for at least 36 months prior to taking office, (effective Jan. 1, 2017) have submitted a professional resume, and agreed in writing to the responsibilities of the position.
- 4) No more than two (2) Directors shall be affiliated with the same Designated REALTOR office.
- 5) Candidates should have a professional Designation or at least one completed designation class.
- 6) Review and sign this "Board of Directors Commitment Form".
- 7) Have previously served on a WCREALTORS Committee.
- 8) The following timeline will apply to the election of Directors:

### **Reimbursement**

Directors are reimbursed for travel in accordance with the association's travel guidelines and submission of receipts. There is no financial compensation for serving on the board.

### **Benefits of Leadership Service**

Leadership is viewed as an opportunity to make a difference in the profession or trade. Opportunity to identify needs, support and achieve organization and trade/professional goals. Gain or enhance experience in building and working with teams. Increase knowledge of association activities and resources. Promote and develop leadership in others. Help to shape the organization's direction and future.

## Personal Acknowledgement

I (*print name*) \_\_\_\_\_ am willing to make every effort to fulfill the Association Board of Directors responsibilities as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** *The Nominating Committee should provide this Board Commitment Form to prospective candidates. It is the role of the committee to ascertain that nominees understand and are willing to serve.*