

Board of Directors

Nomination Package

Service on the Board of Directors for an organization is an important honor and responsibility. Much is expected of officers and the governing Body of the Hilton Head Area REALTORS®. The membership of the Association relies on the officers of the board to act in its best interests, to be knowledgeable about and proactive on the issues facing the real estate industry. The members expect the Board to study the questions before it and to base decisions on reliable information, to be a good steward of the resources of the Association, and to be honest and trustworthy in all actions.

Nomination Process

- Nominations will be accepted from August 11 – August 30. Nominations after that date will not be accepted.
- Those nominated by a colleague will be contacted for additional information.
- Interviews will be conducted by the Nominating Committee September 26.
- Recommended Slate of Officers will go before the Board of Directors at its September 30th meeting.
- Nominees will be informed of approval of the Board of Directors.
- The Slate of Officers will be announced on Tuesday, October 22 with the option for additional candidates for offices to be filed may be placed in a nomination by petition signed by at least 20 percent of the REALTOR membership eligible to vote.
- Membership voting will take place at the Annual Meeting, November 12, 12:00pm – 1:00pm.
- Board of Directors orientation will take place in December.

Positions

Responsibilities of Officers and Directors

Composition of the Board of Directors: To consist of representatives from small and large firms and are actively selling real estate in the region. Those serving on the Board are not representing their firm but serve for the greater good of the organization and homeownership.

Directors - Term 1-3 years

Directors should be familiar with:

- Current bylaws, constitution, and policies in the National Association of REALTORS®, the South Carolina REALTORS® and the current bylaws, policies, procedures, and issue positions of HHAR.
- Legislative activity on local, state, and national level.
- Antitrust laws and professional standards
- Robert's Rules of Order, latest edition.
- Minutes, any other meeting materials, and notices of Directors meetings shall be emailed to members of the Board of Directors at least five (5) days prior to the next regular scheduled meeting of the Board of Directors.
- Directors should review all materials prior to the meeting

Directors' Responsibilities are:

- A. Be an active member and attend all Board meetings and as many Association functions as able. Any Officer or Director of the Board that is absent from three (3) regular monthly Board meetings in one (1) calendar year shall be automatically removed from their position. There shall be no differentiation between "excused" or "unexcused" absences. In extraordinary circumstances, an appeal for reinstatement may be submitted for consideration by the Board of Directors. Any absence from a Board of Directors meeting should be reported to the President and CEO in advance, when possible.
- B. Represent the entire membership by soliciting member input as much as possible, placing the welfare of the entire membership ahead of geographical or personal considerations, and expressing their viewpoints and sharing their opinions on issues before the group.
- C. Consider needs and feelings of others. Remember the importance attached to remarks made on, and off, the record. Remember that discretion protects credibility. Discourage rumors, gossip, and criticism.
- D. Concentrate its efforts in policy-making decisions, both long and short term, while supporting staff in their mission to administratively reach the goals set forth by volunteer leadership.
- E. Develop the Strategic Plan and monitor its adherence to the vision and mission of the Association. Monitor the activities of the committees, task forces, and special interest groups through the Board of Directors and/or the Executive Committee, to see that they are consistent with the plan.
- F. Make certain that the member-staff relationship is properly maintained by adherence to the policies that define their respective roles.
- G. Govern with excellence and fairness by monitoring all practices of both staff and leadership to ensure that accepted policies are followed and that there is respect for the clarified roles of each.
- H. Understand that the membership holds the leadership accountable for competency of governance and accomplishment of the goals of the organization. To that end, the leadership will always make the decisions predicated on what is best for the entire organization.
- I. Ensure continuity of the leadership by planning for a smooth transition from one administration to the next. To that end, the last meeting of the year will include incoming Directors when possible.
- J. Initiate policy to avoid problems rather than waiting for a problem to arise which must be solved. Remember that discretion protects credibility and discourages rumors, gossip, and criticism.
- K. Stimulate the involvement of the membership by following the established policies, thus creating an atmosphere of soundness, efficiency, and fairness to all. In such an environment, leaders and future leaders will understand from the start what they may do and what they may expect.
- L. Serve as HHAR ambassador and endeavor to make office/broker visits to lines of communication open.
- M. The Board of Directors and/or Executive Committee set the general policies and goals of the organization.
- N. Serve as a board liaison to a committee appointed by the President.

President-elect – Term 1 year

It is the responsibility of the President-Elect to perform the duties of the President in the event of the President's absence or disability. The office of the President-Elect is one of leadership and personal commitment to the members of our Association.

- A. When called on by the President, represents the Association. Attends as a voting member, all meetings of the Board of Directors, Executive Committee, and membership meetings, and presides in the absence of the President.
- B. Begins planning with the CEO for the coming year as President. Within (6) months after being elected President, he/she shall appoint Committee Chairpersons by November 14 and will be confirmed by the Board of Directors at its November meeting.
- C. Attends as many committee or task force meetings as possible to be informed about issues and programs.
- D. Represents the Association at SCR and NAR meetings within budgetary constraints.
- E. Stays informed on Association projects, industry-related developments, and state and national events.

Travel includes:

Realtor Legislative Meeting | May

NAR Leadership Summit | August

NAR NXT Meeting | November

Vice President – Term 1 year

- A. Maintains a visible position and attends as many association functions as possible.
- B. Stays informed on Association projects, industry-related developments, and state and national events.
- C. Serves as State Director

Travel includes:

South Carolina Realtors in-person Board of Directors Meetings

Secretary/Treasurer – Term 1 year

- A. Signs certain legal documents that the Board of Directors and/or Executive Committee have authorized to be executed, when requested.
- B. Review and approve staff generated minutes from the Board of Directors meetings.
- C. Be knowledgeable of Association financial activities, reviews with the CEO the monthly financial statements for presentation to the Board of Directors and/or Executive Committee
- D. Works closely with the CEO to help insure the accurate accounting of all funds.
- E. Works with the CEO, and the Executive Committee, in the preparation of the annual budget.
- F. Maintains a visible position and attends as many association functions as possible.
- G. Serves as State Director

Travel includes:

South Carolina Realtors in-person Board of Directors Meetings