



Sacramento Association of REALTORS®  
2003 Howe Avenue  
Sacramento, CA 95825  
Phone: (916) 922-7711  
Fax: (916) 922-4103



# 2020 Officer/Director Nominee Application

Please fill out the attached application completely – even if you have been nominated or served previously. The information provided will be used as the Nominating Committee makes its recommendations, and for publicity purposes with the members. Deadline to submit application during open period is **by 4:30 p.m. Friday, April 19, 2019.**

<i>Office Use Only</i>	
Date Received:	_____
Name:	_____
Position:	_____
Qualified: <input type="checkbox"/> YES <input type="checkbox"/> NO	Comments: _____
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## RESPONSIBILITIES OF OFFICERS AND DIRECTORS

### OFFICERS

**President** - The President shall be the Chief Elected Officer of the Association, and shall preside at meetings of the Board of Directors and Executive Committee. The President is also an ex-officio member of all committees, task forces, work groups and forums, except the Grievance and the Professional Standards Committees. He or she communicates to the membership and the directors such matters and make suggestions as may, in the President's opinion, tend to promote the welfare, strategies, competencies and usefulness of the Association. The President shall be the primary spokesperson to the media. The President shall perform such additional duties as are necessarily an occurrence of the office.

**President Elect** - The President Elect shall be a member of the Executive Committee and ex-officio member of all committees, task forces, work groups and forums except the Grievance and the Professional Standards Committees, and shall perform all duties during the absence of the President.

**Secretary/Treasurer** - The Secretary/Treasurer shall be a member of the Executive Committee, shall chair the Strategic Planning and Finance (SPF) Committee, and shall annually present the budget to the Board of Directors for approval. The Secretary/Treasurer shall direct the SPF Committee in monitoring the management of SAR'S finances.

**Immediate Past President** - The Immediate Past President shall serve as a voting member of the Executive Committee and Board of Directors. The Immediate Past President shall perform such duties as may be assigned.

### Board of Directors

- Elected or appointed board members to represent all segments of the membership.
- Govern within the authority of the Articles of Incorporation, the Bylaws and the California Non-profit Corporation Law.
- Act as leaders to carry out the mission and vision statement of the Association as defined in the Strategic Plan.
- Establish and periodically review all policies and procedures necessary to complete the Association business.
- Ensure the financial integrity of the Association.
- Commit to Board leadership as "Team Leadership".

## Qualifications of Officers and Directors

- (a) Immediately prior to nomination for office, at the time of nomination and at all times during the tenure of office, the President, President-elect, Secretary/Treasurer, and Immediate Past President shall:
- (1) have been a REALTOR® Member of SAR (excluding a Senior Member not actively engaged in the real estate industry) for not less than three consecutive years as of the date of assuming office;
  - (2) hold a valid California real estate license;
  - (3) as to the Secretary/Treasurer and President-elect only, shall meet such other administrative requirements of the Nominating Task Force as set forth in the Manual of Procedures, as may be amended from time to time: and
  - (4) satisfy the specific qualifications for each office as set forth in subsections (b) through (d) of this Section 5.
- (b) To be qualified to serve as President, in the event of a vacancy, such person shall have served as an officer of SAR for the year immediately preceding the year of assuming office or have served as a Director of SAR for not less than two (2) years, one year of which shall have been immediately preceding the year of assuming office.
- (c) To be qualified to be elected and to serve as President-elect, such person shall have served as an officer of SAR during the year immediately preceding the year of assuming office or have served as a Director of SAR for not less than two (2) of the past five (5) years as of the year of assuming office. The President-elect shall automatically advance to the position of President the following year.
- (d) To be qualified to be elected and to serve as Secretary/Treasurer, such person shall have served as a Director of SAR for not less than two (2) of the past five (5) years as of the year of assuming office.
- (e) To be qualified to be elected and to serve as an Elected Director, such person shall have been a REALTOR® Member of SAR (excluding a Senior Member not actively engaged in the real estate industry) for not less than two (2) years and shall have served in one of the following capacities during the last five (5) years:
- (1) As chair of at least one SAR committee, task force, forum, special committee or a Trust or Foundation of the Association for at least one (1) year; or
  - (2) As an elected leader of the SAR Masters Club, Women's Council of REALTORS® chapter or other REALTOR® organization for at least one (1) year; or
  - (3) As a CAR Director for at least two (2) years; or
  - (4) On a committee, task force, or Trust or Foundation of SAR for at least three (3) of the past five (5) years, or
  - (5) As an officer, manager or broker of a real estate office, with not less than 90% of associates being REALTORS®, for at least three (3) years.
  - (6) All periods of service to be satisfied as of the year of assuming office.

**SECTION A.** Applicant's Identification Information

Date of Application: \_\_\_\_\_

Your Name:	
Employer/Firm Name:	
Office Address:	
Contact Phone:	Fax:
Real Estate License #:	
E-Mail Address:	

**SECTION B.** Election Specifics

Position for which a nomination is sought: \_\_\_\_\_

**SECTION C.** Applicant's Education/Professional History

Number of Years Licensed: \_\_\_\_\_ License Type: \_\_\_\_\_

Year Joined SAR: \_\_\_\_\_

Type of Business (*specialization*): \_\_\_\_\_

Are you a Manager, Responsible Broker, or Designated REALTOR® for your Office? \_\_\_\_\_

REALTOR® Designations and Certifications (circle):

ABR CCIM CIPS CRS GREEN (NAR) GRI SRS SIOR SRES AHWD  
ePRO RSPS SFR

Other Real Estate Related Designations or Certifications (Appraisal, Pest Inspection, Loans, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all Degrees attained (Educational, Non Real Estate Certifications):

Degrees/Certifications	Date Received/Awarding Institution (University, Professional School)

**SECTION D.** SAR and Real Estate Community Involvement. Please include dates of service and/or Membership. (*Attach additional pages if needed*)

SAR Committee Involvement:

Committee/Task Force	Years Served	Positions Held

List involvement with C.A.R./NAR Committees or if you attend any of their business meetings:

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Real Estate Industry Related Activities (AAREA, Realtist, NAHREP, NARPM, VAREP, etc.):

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**SECTION E.** Local Community Involvement. Please include dates of service and/or Membership. **(Non Real Estate Related):**

List any other Board of Directors, of which, you are a Member:

Organization	Position

Volunteer Activities:

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Elected or other Public Service:

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**SECTION F.** Candidate Statement (a separate page may be attached to application if necessary):  
*This statement will be used for the marketing/publication of the slate of candidates and should be written with the membership of the SAR as the intended audience. Consider Including what goals for SAR and what your focus will be as a Director.*

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**By signing this application, I certify that all the information I have provided is true and correct to the best of my knowledge. I understand that falsification of any portion of this application is grounds for my removal from consideration. I also give permission to SAR to submit my application to the Administrative Screening Process for the position to which I am applying (attached). If applying for an Officer position, I authorize the CEO of SAR to obtain and review a current credit report.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please return you application to the association at the following address. You will be contacted regarding an interview time and date. Deadline to submit application during open period is **by 4:30 p.m. Friday, April 19, 2019.**

Send Application to: SAR Nominating Committee  
c/o Lyndsey Harank  
Sacramento Association of REALTORS®  
2003 Howe Avenue  
Sacramento, CA 95825

Email Application: lharank@sacrealtor.org

## **SAR Administrative Screening Policy**

All Sacramento Association of REALTORS® (SAR) members applying, seeking or agreeing to perform one of the duties or to occupy one of the positions indicated below agree to be subject to an administrative screening conducted by the staff of SAR.

Administrative screening shall be a highly confidential process conducted by staff selected by the CEO. The results of the administrative screening shall be reported only as passed or failed. No reference shall be made as to which part or parts of the screening process the individual failed.

To facilitate the screening the individual agrees to execute a form or forms authorizing SAR to obtain the information necessary to complete the screening. Any individual refusing to permit the screening or failing to pass the screening shall be barred from performing the duty or occupying the position under consideration.

There shall be four levels of administrative screening identified as:

1. Initial administrative screening
2. General administrative screening
3. Political administrative screening
4. Enhanced administrative screening

An initial administrative screening shall be required of anyone:

1. To be a featured speaker at an SAR sanctioned or sponsored event including service as an instructor, panelist or roundtable moderator at educational offerings

All persons subject to the initial administrative screening process shall be reviewed to insure:

- a. That the individual has not been found in violation of the Code of Ethics or a membership duty within three years of the date of the screening.
- b. That the individual does not have an unresolved Accusation filed by the BRE or has not been disciplined by BRE within ten years of the date of screening.
- c. That the individual is current in all financial obligations to SAR.

A general administrative screening shall be required of anyone:

1. To be a member of the SAR Board of Directors
2. To be a representative of SAR at any outside event
3. To be a recipient of an SAR award for service



All persons subject to the general administrative screening process shall be reviewed to insure:

- a. That the individual has successfully passed the initial administrative screening.
- b. That the individual does not have an unresolved criminal complaint filed with any court of law or has not been convicted of a criminal offense within ten years of the date of screening.

A political administrative screening shall be required of anyone:

1. To be a member of the SAR, C.A.R. and/or NAR Board of Directors
2. To be a member of the ASC Committee
3. To be a member of the Government Relations Committee

All persons subject to the political administrative screening process shall be reviewed to insure:

- a. That the individual has successfully passed the general administrative screening.
- b. That the individual has contributed to the political action fund at the \$197 level or higher for the year of screening and must agree to do so for the year(s) or service.

An enhanced administrative screening shall be required of anyone:

1. To be Secretary/Treasurer of SAR
2. To be President-elect of SAR

All persons subject to the enhanced administrative screening process, in addition to the political administrative screening process described above, shall be reviewed to insure:

- a. That the individual has not filed for bankruptcy or been the subject of an Involuntary lien filed within three years of the date of screening
- b. That the individual's credit report does not show more than five late payments within one year of the date of screening.

Any individual that passes the required level of screening but subsequently becomes aware of circumstances that would cause them to fail a subsequent screening shall resign from the position held or shall refrain from performing the duty for which they were considered.