

**LAS CRUCES ASSOCIATION OF REALTORS®, INC.**  
**APPLICATION FOR 2010 ELECTED OFFICERS AND JOINT BOARD OF**  
**DIRECTORS**

Please indicate any position or positions you would consider: \_\_\_\_\_LCAR President-Elect  
\_\_\_\_\_LCAR Treasurer \_\_\_\_\_LCAR/MLIS Director

Are you a: \_\_\_\_\_Qualifying Broker \_\_\_\_\_Associate Broker

**Candidate Name** \_\_\_\_\_ **Firm** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**History of Committee and/or Board service at local Board level** \_\_\_\_\_

\_\_\_\_\_

**History of RANM experience (including attendance at state meetings)** \_\_\_\_\_

\_\_\_\_\_

**History of Business experience** \_\_\_\_\_

\_\_\_\_\_

**Have you read and understood the responsibilities as outlined in the job descriptions and the time requirement of service as a Board/Director** \_\_\_\_\_Yes \_\_\_\_\_No

**In your own words, explain why you want to serve and what you hope to accomplish** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If not elected this year, are you willing to serve on a committee?** \_\_\_\_\_Yes \_\_\_\_\_No

**Which Committees?** \_\_\_\_\_

**As a chairperson** \_\_\_\_\_ **or Committee Member** \_\_\_\_\_

**RANM is always in need of committed individuals to serve. Would you be interested in serving as a RANM Director or Committee member and attend RANM meetings?**

\_\_\_\_\_Yes \_\_\_\_\_No

**If appointed to a RANM Committee or as a RANM Director, would you be willing to attend the regular meetings of the Association, at your own expense (if necessary) as well as other meetings if required?** \_\_\_\_\_Yes \_\_\_\_\_No

**APPLICATION MUST BE RETURNED TO THE ASSOCIATION OFFICE NO LATER**  
**THAN JUNE 1, 2009. Interviews will be conducted the week of June 8 2009.**

**Director – Duties**  
**3 year commitment**

Directors are responsible for establishing policy, for planning, and for major fiscal decisions. Directors make program decisions designed to implement the organizations purpose. They do not manage, rather, they superintend the management of the corporation by others.

In order to faithfully carry out these duties Directors must:

1. Prepare for and attend all meetings in a timely manner and commit adequate quality time to the performance of their fiduciary and leadership duties and responsibilities.
2. Devote meeting agenda to facilitate formulating policy and future plans of the Association. Identify and eliminate committees and functions whose continued existence and resource allocation is inconsistent with the primary goal of the Association.
3. Attend training and education as available or necessary to enhance their effectiveness as leaders and policy makers, and to personally conduct such activities as are necessary for the Board of Directors to accurately advance members need and desires.
4. Serve as chair (or chair elect) of one or more Association committees if requested by the President.

**President Elect – Duties**  
**3 year commitment**

Assumes the responsibility of the President in his or her absence. Assists the President in carrying out the functions of that office and performs specific duties delegated by the President.

1. Assumes duties of President in his or her absence.
2. Serves as a member of the board of directors and the executive committee.
3. Performs duties assigned by the President including serving as chair of the strategic planning committee.
4. Assists President in the performance of his or her duties, whenever requested to do so.
5. Attends annual meeting and special meetings as directed by the President.
6. Represents the association with other associations and organizations as requested by the President.
7. Acts as spokesperson for the association to the public, press, legislative bodies, and other related organizations in the absence of the President.
8. Works to achieve goals and objectives of the association as defined in the association's strategic plan.

**Treasurer – Duties**  
**1 year commitment**

Ensures the integrity of the fiscal affairs of the association.

1. Serves as a member of the board of directors and the executive committee.
2. Serves as chair of the budget and finance committee.
3. Reviews association expenditures and financial status on a regular basis to ensure overall financial integrity.
4. Will oversee but not manage the financial records of LCAR and ensures that regular financial reports are submitted to the board of directors.
5. Attends annual meeting and special meetings of the association as directed by the President.
6. Performs other duties as may be assigned by the President.
7. Works to achieve the goals and objectives of the association as defined in the association's strategic plan.