

2011 LCAR BOARD OF DIRECTORS ELECTION PROCESS

To Be Elected:

LCAR President Elect
LCAR Treasurer (1 year term)
4 LCAR/MLIS Directors (3 year terms)

Timeline: 2010

June 16: Applications will be sent to membership

July 2: Deadline for the return of applications

July 8: Applicant speeches at Realtor Rally (optional)

July 8 & 9: Interviews of applicants by the nominating committee*

August 2: Candidates announced

September 1-8: Early voting by email

September 9: Election Day at General Meeting at LCAR

*The nominating committee must consist of 9 REALTOR® members, five past presidents and 4 members at large. The chair will be a past president. The committee must have at least 5 members present to conduct interviews.

LAS CRUCES ASSOCIATION OF REALTORS®, INC.
APPLICATION FOR 2011 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** _____ **Fax** _____

Email _____

How many years have you been a member of LCAR? _____ **Years**

Are you a participant/subscriber of the MLIS? _____ **Yes** _____ **No**

History of Committee and/or Board service at the local, state or national level _____

History of Business experience _____

Have you read and understood the responsibilities as outlined in the job descriptions and the time requirement of service as an Officer/Director _____ **Yes** _____ **No**

In your own words, explain why you want to serve _____

Candidate Signature

Date

APPLICATION MUST BE RETURNED TO THE ASSOCIATION OFFICE NO LATER THAN 5:00pm on JULY 2, 2010.

**Interviews will be conducted on July 8 & 9 2010.*

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 goals 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 co-chair) 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.