

<p style="text-align: center;"><b>Article I Section 6</b> <b>Officers and Directors Job Description</b></p>
---

**Section 6      Board of Directors Job Description**

6.01      The primary responsibility of the Board of Directors is to serve as the governing body of the Bay East Association of REALTORS®. It has authority above all Committees/Work Groups to carry out all duties, expressed or implied, that are included within the total management jurisdiction of Bay East. This responsibility is contained in the governing documents of Bay East. The Board of Directors approves policies and plans that provide the framework within which major Bay East operations must be accomplished.

Although the Board of Directors is responsible for the general overall management of Bay East affairs, it is not responsible for the day-to-day operations. This is accomplished by the Executive arm of Bay East in close coordination with elected Officers and Committees/Work Groups.

6.02      Approval of annual financial plan for Bay East operations and cause to have such a plan published in form of a budget.

6.03      Approve Strategic Initiatives, assign Committees responsibilities/actions to ensure plan is executed and carried out. Committees to report their progress to the Board of Directors.

6.04      Approval of new policies as required.

6.05      Serve as Trustees to serve the best interest of the membership in all matters pertaining to the community and to encourage/promote forward thinking.

6.06      Board of Directors shall determine whether to have an annual audit or review of Bay East's financial records by an independent CPA to ensure that operating methods and procedures are in compliance with generally accepted accounting policies and practices. The Board will review the CPA's report within sixty days of its completion.

6.07      Board of Directors serve as IMPAC Trustees, reviewing requests for Issues Mobilization Political Action Contribution (IMPAC) and Advocacy Local Funds (ALF) funds. Due to legal restrictions on contributions from non-REALTORS® to the REALTOR® Action Fund, the Platinum Affiliate Director shall not be entitled to vote on IMPAC Motions. [Amended June 2024]

6.08      Approval of annual review of CEO performed by the Executive Committee.

6.09      Within sixty (60) days of being elected/appointed a Bay East Officer, Director, Chair, Vice-Chair or Committee/Work Group Member must complete the Anti-Trust training, and every other year thereafter. [Amended March 2023 and March 2025]

6.10      Shall sign Volunteer Leadership Agreement at beginning of their initial term and again if there is a break between terms or a change made to the agreement.

6.11      Attend the C.A.R. Professional Standards Training within soonest available opportunity of becoming a director, and every other year thereafter.

6.12      Be aware of the goals and objectives established by the Bay East President.

6.13      Keep abreast of all Bay East activities to aid the President and other elected Officers in accomplishing plans and goals.

- 6.14 All Directors are subject to the non-endorsement policy in Article VIII, Section 35.
- 6.15 Directors and their family members are ineligible to receive grants/scholarships from the Bay East Foundation. Family members are described as spouses, brothers, sisters, brother-in-law, sister-in-law, children, son-in-law, daughter-in-law, grandchildren, and great grandchildren.
- 6.16 Attend and participate in all meetings of the Directors and special meetings to include at a minimum the following: monthly Board of Directors meetings; all special meetings at the call of the Chair; Inaugural\*; and Leadership Summit\*. [Amended Jan 2021]

**\*Bay East Comped Event**

- 6.17 To communicate pertinent information to the membership and to obtain feedback from the membership Directors are encouraged to attend the Marketing Meetings.
- 6.18 For personal business cards, electronic and printed material, social media platforms, or signatures current Members of the Board and Officers shall not indicate their current positions.  
[Amended Sept 2021]
- 6.19 Specific duties and responsibilities of the Directors are familiarization with the following documents:
- (a) Bay East Bylaws.
  - (b) Bay East MLS Rules and Regulations.
  - (c) Professional Standards and Arbitration Manual.
  - (d) Code of Ethics.
  - (e) Policy and Procedures Manual.
  - (f) Robert's Rules of Order.
  - (g) Bay East Mission Statement.
  - (h) Bay East Strategic Plan.
  - (i) Non-Endorsement Policy.
  - (j) REALTOR® Action Fund and encouraged to invest. [Amended Sept 2023]
  - (k) Housing and Public Policy Statement. [Added Sept 2023]
- 6.20 Attendance: - A Director who has been absent from two (2) consecutive meetings of the Board of Directors or who has been absent for a total of three (3) meetings during a calendar year may be removed by the Board of Directors.  
For purposes of determining whether a Director was absent from a meeting, Directors missing thirty (30) minutes or more of the scheduled meeting shall be deemed to have been absent from the meeting and the Director will not be allowed to participate as a voting member if they wish to remain at the meeting. [Amended Jan 2021 and Jan 2024]