

## **Article I Section 7** **Officers and Directors Job Description**

### **Section 7 C.A.R./NAR Directors Job Description**

7.01 C.A.R. Directors, C.A.R. Director-for-Life and NAR Directors are to serve the Membership and represent Bay East at the California Association of REALTORS® Directors' sessions and the National Association of REALTORS® Directors' sessions.

Eligible Bay East members who have not served on the C.A.R. or NAR Board of Directors are encouraged to seek appointments. To assist Director applicants in determining if serving as a C.A.R. Director fits their leadership goals, the Bay East Board of Directors may annually appoint C.A.R. Directors-in-Training. Each appointee will be assigned a mentor to assist them in preparing to become a future C.A.R. Director. Directors-in-Training may not serve as a Director-in-Training more than two (2) years. Although C.A.R. Directors-in-Training may serve on a C.A.R. Committee, they are not considered Bay East appointed C.A.R. Directors and therefore may not vote on items that come before the C.A.R. Board of Directors. [Amended Nov 2021 and Sept 2023]

7.02 **Composition and Funding:**

- (a) The following positions are automatically appointed and funded by Bay East (see Section 7.08 Stipends) as part of the Bay East C.A.R. Director allocation: President, President-elect, Treasurer, Immediate Past President of Bay East, Assistant Regional Chair, Regional Chair, Immediate Past Regional Chair, Candidates for C.A.R. Office, Bay East appointed NAR Directors.  
[Amended Oct 2023]
- (b) C.A.R. appointed NAR Directors are automatic appointments but are not automatically funded by Bay East. They must apply annually for funding.
- (c) The Bay East Officers shall annually recommend additional C.A.R. Director appointments in an amount up to but not to exceed the C.A.R. allocation. Such recommendations are subject to the approval of the Board of Directors.
- (d) The C.A.R. Directors-in-Training are not part of the C.A.R. Director allocation.

7.03 **Term:** C.A.R. Directors, C.A.R. Director-for-Life, C.A.R. Directors-in-Training and NAR Directors are subject to the following terms:

- a) C.A.R. Director-for-Life is granted by C.A.R. and the term expires when such Director no longer wishes to hold that position. Directors-for-Life who want to be funded must apply annually.
- b) The C.A.R. Director term is for one (1) year and all such Directors must reapply annually for reappointment.
- c) The C.A.R. Director-in-Training term is for 1 year and appointees must reapply for a second term. Directors-in-Training may not serve more than two (2) terms.
- d) NAR Directors are appointed to a three-year term and may reapply for a second term of three years. [Amended Mar 2023]

7.04 **Eligibility:**

- a) C.A.R. Directors, C.A.R. Directors-for-Life, C.A.R. Directors-in-Training and Bay East-appointed NAR Directors shall be REALTOR® Members of Bay East in good standing.
- b) C.A.R. Director, C.A.R. Director-for-Life applicants must be a Bay East REALTOR® Member and must have served on a Bay East Committee or Work Group or Task Force at least two (2) full years prior to submitting application. [Amended Oct 2020]
- c) C.A.R. Director-in-Training applicants must have been a Bay East REALTOR® Member and have served on a Bay East Committee, Work Group or Task Force at least one (1) full year prior to submitting an application and have never served as a Bay East appointed C.A.R. Director.

- d) NAR Director applicants must have served as a Bay East appointed C.A.R. Director for three (3) of the last five (5) years and must have served on a Bay East Committee/Work Group for at least two (2) of the three (3) years prior to prospective appointment.
- e) Returning C.A.R. Directors applying for another term, must have contributed to the REALTOR® Action Fund at the \$449 Capitol Club minimum.
- f) New C.A.R. Director applicants must have contributed to the REALTOR® Action Fund at a minimum \$148, the true cost of doing business.
- g) All appointees are required to:
  - i. Serve on a Bay East Committee/Work Group during their appointment and shall comply with the attendance policies.
  - ii. Display professionalism and behavior that exemplifies the Bay East Culture at all times. (See Section 35).
  - iii. Must not be found in violation of a publishable Ethics violation within three (3) years immediately preceding start of term.
  - iv. Must not be found in violation of the Leadership Agreement (See Section 35) within the three (3) years immediately preceding the start of term.
- h) Per Article V, Section 6.4 of the California Association of REALTORS® Bylaws, no C.A.R. Director shall be re-appointed or remain a Director, including the Past Presidents, Directors-for-Life, appointees, and Regional Chairs, nor shall any person serve in any leadership capacity (including but not limited to as directors, liaisons, committee chairs, committee members, Nominating Committee members, trustees, or any similar capacity) in any C.A.R. affiliated organization(s) (including but not limited to sponsored charities, subsidiaries, affiliated PACs, or other affiliated organizations), hereinafter referred to as a “C.A.R. Position”, who have been found in violation of any C.A.R. conduct code or policy including, but not limited to, activities in conjunction with conduct as a local association leader or in the person’s professional activities.

7.05 Appointment Procedure:

- (a) Pursuant to the C.A.R. Director allocation, the Bay East C.A.R./NAR Evaluation and Selection Task Force shall interview applicants for the C.A.R. Director positions and shall recommend candidates to the Executive Committee and to the Bay East Board of Directors who will make the final appointments. If possible, recommendations should be made after Bay East elections, after C.A.R. Chair and Vice-Chair appointments, but before the Executive Committee and Bay East Board of Directors meetings in August. Bay East shall strive to appoint up to two (2) Directors who have not served as C.A.R. Directors during the year prior to the year of appointment. Special consideration shall be given to applicants who contribute to the REALTOR® Action Fund.
- (b) If a new Director is appointed during the normal appointment process, that Director should not have served as a CAR Director the year before the appointment.
- (c) A Director appointed to fill a position that becomes available during the year does not have to had previous Director service.
- (d) Pursuant to the NAR Director allocation, the Bay East C.A.R./NAR Evaluation and Selection Task Force shall review applications and recommend applicants for NAR Director positions, to the Bay East Executive Committee and to the Bay East Board of Directors who will make the final appointments.

7.06 Expectations:

- (a) Bay East appointed C.A.R. Directors and C.A.R. Directors-for-Life are expected to:
  - (i) Attend three (3) annual California Association of REALTORS® business meetings.
  - (ii) Serve on C.A.R. Committees.
  - (iii) Prepare reports for the C.A.R. Regional Caucus meetings as assigned.
  - (iv) Serve on a Bay East Committee/Work Group during appointment as C.A.R. Director. While serving on a Bay East Committee/Work Group, if applicant fails to meet attendance requirements during the calendar year, applicant may not qualify to serve as a Bay East appointed C.A.R. Director or C.A.R. Director-for-Life and may be removed from the Bay East Committee/Work Group at the discretion of the Chair.

- (v) Report information about issues discussed and actions taken during C.A.R. business meetings to Bay East Committees/Work Groups and the Bay East Membership as requested.
- (vi) Serve a one-year term as Bay East appointed C.A.R. Director or C.A.R. Director-for-life. Reappointments to be a one-year term.
- (vii) Contribute to the REALTOR® Action Fund at the \$449 Capitol Club minimum.
- (b) Bay East appointed C.A.R. Directors-in-Training are expected to:
  - (i) Engage with their assigned mentor.
  - (ii) Attend at least one (1) of the three (3) annual C.A.R. Business meetings.
  - (iii) Attend the meetings/events listed in Section 7.07
  - (iv) Encouraged to contribute at least the “True Cost of Business” amount to the REALTOR® Action Fund.
  - (v) Serve a one-year term as Bay East appointed C.A.R. Director-in-Training. May be reappointed as C.A.R. Director-in-Training for a second one (1) year term.
  - (vi) May not represent that they have been appointed by Bay East to serve on the C.A.R. Board of Directors.
  - (vii) Serve on a Bay East Committee/Work Group during appointment as C.A.R. Director-in-Training. While serving on a Bay East Committee/Work Group, if applicant fails to meet attendance requirements during the calendar year, applicant may not qualify to serve as a Bay East appointed C.A.R. Director-in-Training and may be removed from the Bay East Committee/Work Group at the discretion of the Chair.
- (c) NAR Directors are expected to:
  - (i) Attend two (2) annual National Association of REALTORS® business meetings.
  - (ii) Serve on NAR Committees and attend sessions as may be required.
  - (iii) Have camera on when attending virtual meetings either as a Director, Committee Member or guest, Directors unless an exception has been previously approved by the President.
  - (iv) Submit a written or verbal report to the Bay East Board of Directors at a scheduled meeting following each NAR meeting as requested.
  - (v) Serve as a C.A.R. Director and actively serve on C.A.R. Committees as appointed/requested.
  - (vi) Serve on a Bay East Committee/Work Group during their appointment as a NAR Director. While serving on a Bay East Committee/Work Group, if the NAR Director fails to meet the attendance requirements, the applicant may be removed from the Bay East Committee/Work Group at the discretion of the Chair. Such removal could jeopardize the NAR Director appointment for the remainder of the Director’s term.

7.07 C.A.R. Director Attendance:

- (a) Directors’ meetings as called by the President.
- (b) Member/Director Forum.
- (c) All Region 6 Caucus meetings.
- (d) All C.A.R. Board of Directors meetings, in their entirety.
- (e) All Committee meetings, and any other C.A.R. events, to which a Director is assigned or appointed.
- (f) New Director Forum (required for first year C.A.R. Directors; optional for all others).
- (g) Attendance at the Legislative Briefing, Regional Luncheon and Reception held in conjunction with Legislative Day.
- (h) Attend receptions for REALTOR® Action Fund contributors.
- (i) Have camera on when attending virtual meetings either as a Director, Committee Member or guest, Directors unless an exception has been previously approved by the President.

*(Failure to participate in any of these programs and/or special events may result in the removal of a Bay East-appointed C.A.R. Director.)*

7.08 Stipends:

- (a) Bay East-funded C.A.R. Directors, C.A.R. Directors-for-Life and C.A.R. Directors-in-Training shall be equally compensated.
- (i) Bay East-may fund new C.A.R. Directors to attend the C.A.R. meeting held prior to commencement of term.

- (ii) Some Bay East appointed C.A.R. Directors serving on a C.A.R. Committee that meets before the official first day of the C.A.R. business meetings, or early in the morning of the official first day, may prefer to arrive at the meeting site a day before the meetings begin. Please advise Bay East Staff so lodging can be adjusted.
- (iii) C.A.R. Director-in-Training may be funded to attend up to three (3) State meetings, at the discretion of the Board of Directors. [Amended Nov 2021]
- (iv) The President shall be authorized to deduct from compensation for missed meetings. Late arrival or early departure may result in reduction of the stipend.
- (v) Any reimbursement or stipend received from C.A.R., or another entity, to offset the costs of meeting attendance must be disclosed to Bay East. That amount will be deducted from the Bay East C.A.R. Director's stipend.

[Amended Oct 2023 and April 2023]

- (b) Bay East appointed NAR Directors receive funding from C.A.R.

[Amended Aug 2021 to add to Section C.A.R. Director in Training]