



**Application For
2012 NVAR Elected Positions (as listed below)
NEVADA ASSOCIATION of REALTORS®**

Name of Candidate:	POSITION SEEKING:	
Firm Name & Address:		
Business Phone Number:	Business Fax Number:	E-Mail Address:
Home Address:		
Home Phone Number:	Board Affiliation:	

CRITERIA SECTION: The officer criteria qualifications follow on the last page of the application. Please submit application **NO LATER than May 27th, 2011** to speak at the NVAR Board of Directors Meeting on **June 29th** and/or on **October 7th**. Please submit application **NO LATER than September 2nd, 2011** to speak at the NVAR Board of Directors Meeting on **October 7th**. The Election will be held at the Board of Directors Meeting on **October 7th**.

A. OFFICE OF PRESIDENT: The 2011 President-Elect shall automatically advance to the position of 2012 President at the end of the presiding President's term.

B. OFFICE OF 2012 PRESIDENT-ELECT (Term: January 1, 2012 – December 31, 2012):
Term as President (January 1, 2013 – December 31, 2013)

Past Position Held	Board/Association	Date
Please attach you history with your application.		

C. OFFICE OF 2012 TREASURER (Term: January 1, 2012 – December 31, 2012):

Past Position Held	Board/Association	Date
Please attach your history with your		

application.		
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NAR STATE DIRECTOR (Northern/Central District)

THREE YEAR TERM: January 1, 2012 – December 31, 2014

See NVAR Bylaws Article VII, Section7, B. One NAR State Allocated Director shall be from the Southern District and one from Northern or Central District.

Past Position Held	Board/Association	Date
Please attach your history with your application.		

NAR STATE DIRECTOR (Southern District)

THREE YEAR TERM: January 1, 2012 – December 31, 2014

See NVAR Bylaws Article VII, Section7, B. One NAR State Allocated Director shall be from the Southern District and one from Northern or Central District.

Past Position Held	Board/Association	Date
Please attach your history with your application.		

EVERY INDIVIDUAL WHO MEETS THE CRITERIA WILL BE ELIGIBLE FOR OFFICE

I, _____, confirm the above information is accurate.

Signature: _____ Date: _____

Please return completed application NO LATER than September 2nd to participate in the election:

NVAR
 Attn: Karen Ann Schweizer
 760 Margrave Drive, Suite 200
 Reno, NV 89502
 Fax: 775-829-5915
 Email: karenann@nvar.org

NVAR POLICIES

3.1 **Additional Duties of NAR State Allocated Directors:**

- A. Attend all National meetings including the NAR Directors meeting and the Rocky Mountain Regional Conference meetings.
- B. Volunteers receiving state funding for National and Regional events must provide a one page written report, which includes an overview of the event along with any recommendations from the attendee. Report in written format actions of the NAR Directors to NVAR Board of Directors and at other NVAR gatherings as directed by the President.
- C. Communicate with NVAR leadership on issues which may come before the NAR Directors prior to the NAR Board of Directors meetings.
- D. Serve on at least one NAR committee, subcommittee, forum or task force.

4.1 **Job Descriptions of NVAR Officers:**

Job descriptions are not all inclusive and may be modified from time to time by the Board of Directors.

B. **President-elect:**

1. The President-elect shall perform the duties of the President in the event of the President's absence or disability and shall perform such other duties as may be required by the President and/or Board of Directors.
2. The President-elect is a standing member of the Executive Team.
3. The President-elect shall be a standing member of the Investment Committee.
4. The President-elect shall be a standing member of the Budget and Finance Committee.
5. Visits with the President and Executive Vice President, at least two (2) NVAR Local Associations.
6. During the President-elect's year in office, he or she should make plans for the upcoming year when he or she will assume the leadership of NVAR. All committee appointments and the general direction of NVAR should be determined by the President-elect by the third (3rd) Board of Directors meeting so that proper leadership training programs may be conducted for those persons selected to lead NVAR during the following year.
7. The President-elect shall be prohibited from serving on the Nominating and Awards Committee.

C. **Secretary/Treasurer:**

1. The Secretary/Treasurer shall serve as the Chair of NVAR's Budget and Finance Committee.
2. The Secretary/Treasurer shall serve as a standing member of the Executive Team.
3. The Secretary/Treasurer shall serve as Chair of NVAR's Investment Committee.
4. The Secretary/Treasurer shall review all of NVAR's financial statements and prepare reports depicting a true and accurate reflection of NVAR's financial condition.
5. The Secretary/Treasurer, in cooperation with the CEO, the Secretary/Treasurer-elect and the Budget and Finance Committee, shall prepare an annual budget which shall be ratified by the Board of Directors.
6. The Secretary/Treasurer works closely with the CEO to insure proper accounting procedures are used by NVAR and complete control of income and expense is maintained at all times.
7. The Secretary/Treasurer is responsible to determine, as far in advance as possible, NVAR's financial needs.
8. The Secretary/Treasurer shall prepare and present a budget review at each regularly scheduled Board of Directors meeting.

9. Beginning in 2009 any candidate running for NVAR Treasurer shall have served at least one (1) year on a state or local Budget & Finance Committee, or on the State Board of Directors.

5.2 Timing:

- A. Annually, at the first Board of Directors meeting the Nominating and Awards Committee shall:
 1. present to the Board a statement of the available elected positions for the following year;
 2. take nominations or candidate name suggestions from the floor for solicitation.
- B. Before the second Board of Directors meeting, the Nominating and Awards Committee shall solicit and qualify possible candidates for the available elected positions. The last day for candidate applications to be received by NVAR is four (4) weeks before the third (3rd) Board of Directors meeting.
- C. At the second Board of Director's meeting, candidates are presented to the board by the Nominating and Awards Committee. If a candidate wishes to speak at the second or third Board of Directors meetings, the candidate must submit his application to NVAR at least four (4) weeks prior to that meeting date. If the candidate is not available to speak at the meeting, the candidate may submit a one page written statement to NVAR at least four (4) weeks prior to the meeting. Candidates who spoke at the second meeting may also speak at the third meeting at the discretion of the President.

5.5 Candidate Criteria:

A. General Considerations:

1. E-mail address: All individuals in an NVAR leadership position (including committee membership) must have on file with NVAR a working, accurate e-mail address. Individuals without e-mail addresses agree to obtain one should they be appointed or elected to an NVAR leadership or committee position.
2. Attendance Record: If a candidate has previously held NVAR positions or worked on NVAR committees, the candidate's attendance record for those meetings may be taken into consideration.

B. NVAR Elected Officers:

The following criteria shall be among those used in the consideration and recommendation of potential NVAR officers.

1. PRESIDENT-ELECT

- a. Must have served or be serving in an elected office or as a Director of a Member Association.
- b. Must have served on an NVAR committee or as an NVAR Director within three (3) years prior to taking office.
- c. Must be a REALTOR[®] Member actively engaged in the real estate business and hold an active real estate license from the State of Nevada.

2. SECRETARY/TREASURER

- a. Must have served on or be serving in an elected office or as a Director of a Member Association.
- b. Must be a REALTOR[®] Member actively engaged in the real estate business and hold an active real estate license from the State of Nevada.
- c. Must have served at least one (1) year on a state or local Budget and Finance Committee or on the State Board of Directors.

C. NAR State Allocated Directors:

1. A demonstration of past service to NVAR and Local Associations, such as but not limited to evidence of the following:
 - a. One (1) term as an NVAR Director in the past seven (7) years.
 - b. Active service on NVAR committees or Societies, Institutes, and Councils (SIC) in the past five (5) years.
 - c. Active service on Local Association committees in the past five (5) years.
2. Evidence of participation as an NAR Director or NAR committee member or its equivalent, representing NVAR.

3. Candidate should have attended at least one NAR Board of Directors meeting during the previous three (3) years.
4. Be a REALTOR[®] or Institute Affiliate REALTOR[®].