



2018 Nevada Association of REALTORS® (NVAR)
Elected Positions Application

Name of Candidate:	Position seeking:
Firm Name & Address:	
Office Phone Number:	Cell Phone Number:
E-Mail Address:	Local Board:

CRITERIA SECTION: The officer criteria qualifications follow on the last page of the application. Please submit your application to NVAR NO LATER than Tuesday, August 22, 2017. The Election will take place at the Board of Directors Meeting in Reno on Wednesday, September 20, 2017.

Open Positions for 2018

NVAR President (1 year term: January 1, 2018 – December 31, 2018):

The 2017 President-Elect shall automatically advance to the position of 2018 President at the end of the presiding President's term.

2018 NVAR President-Elect (1 year term: January 1, 2018 – December 31, 2018):

Term as President: (January 1, 2019 – December 31, 2019)

**Please attach your NAR, NVAR and Local Association history, along with any relevant information with your application.

2018 NVAR Vice President (1 year term: January 1, 2018 – December 31, 2018):

**Please attach your NAR, NVAR and Local Association history, along with any relevant information with your application.

2018 NVAR Secretary/Treasurer (1 year term: January 1, 2018 – December 31, 2018):

**Please attach your NAR, NVAR and Local Association history, along with any relevant information with your application.

2018 NVAR Member-At-Large (1 year term: January 1, 2018 – December 31, 2018):

****Please attach your NAR, NVAR and Local Association history, along with any relevant information 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 August 22, 2017 to participate in the election being held on September 20, 2017.

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

NVAR POLICIES

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. 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.

E. VICE PRESIDENT:

1. The Vice President shall be a standing member of the NVAR Young Professionals Network Committee.
2. The Vice President shall be a standing member of the NVAR Global Businesses Committee.
3. Acts as charitable event coordinator.
4. Assists in Broker outreach activities.

5. The Vice President shall be a standing member of the Executive Team.

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.
- d. Must have served as NVAR's Treasurer, a local association treasurer, a local association president or have served on a local or state finance committee for not less than two years.

2. VICE PRESIDENT

- 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.
- d. Must have served as a local association president or must have served on a local or state finance committee for not less than two years.

3. 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.

E. Member-At-Large Director:

1. Must be a current NVAR REALTOR[®] Member at-large.
2. Must have been actively engaged in the real estate business in the last three (3)

years in any state.

3. Must hold an active real estate license from the State of Nevada.