



**2021 Nevada REALTORS®**  
**Elected Positions Application**

<b>Name of Candidate:</b>	<b>Position Seeking:</b>
<b>Firm Name &amp; Address:</b>	
<b>Email Address:</b>	
<b>Cell Phone Number:</b>	<b>Local Board:</b>

***CRITERIA SECTION: The officer criteria qualifications follow on the last page of the application. Please submit your application to Nevada REALTORS® NO LATER than Monday, August 31, 2020. The Election will take place at the Board of Directors Meeting virtually on Friday, October 2<sup>nd</sup>, 2020.***

***Open Positions for 2021***

<p><b>2021 Nevada REALTORS® Vice President</b>  <i>One year term: January 1, 2021 – December 31, 2021</i>  <b>(Term as President Elect: January 1, 2022 – December 31, 2022)</b>  <b>(Term as President: January 1, 2023 – December 31, 2023)</b>  <b>(Term as Immediate Past President: January 1, 2024 – December 31, 2024)</b></p>
<p>**Please attach your NAR, NVR and Local Association history, along with any relevant information with your application. Please note the below Bylaw.</p>

**ARTICLE VIII**  
**Officers and Chief Executive Officer**

Section 3. Succession:  
 The President-elect shall automatically succeed to the position of President at the end of the presiding President's term. The presiding President shall automatically succeed to the position of Immediate Past President. The Vice President shall automatically succeed to the position of President-elect at the end of the presiding President-elect's term unless there is a motion to remove the Officer pursuant to Bylaw Article VIII Section 8. A vacancy in any office will be filled in accordance with Bylaw Article VIII Section 7.

<p><b>2021 Nevada REALTORS® Secretary/Treasurer</b>  <i>One year term: January 1, 2021 – December 31, 2021</i></p>
<p>**Please attach your NAR, NVR and Local Association history, along with any relevant information with your application.</p>

<p><b>2021 Nevada REALTORS® State Elected Director</b>  <i>One year term: January 1, 2021 – December 31, 2021</i></p>
<p>**Please attach your NAR, NVR and Local Association history, along with any relevant information with your application.</p>

**EVERY INDIVIDUAL WHO MEETS THE CRITERIA WILL BE ELIGIBLE FOR OFFICE**

I, \_\_\_\_\_, confirm the above information is accurate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The deadline to submit an application is August 31, 2020 to participate in the election.**

Nevada REALTORS®  
Attn: Karen Moran, Nominating & Awards Liaison  
760 Margrave Drive, Suite 200  
Reno, NV 89502  
Fax: 775-829-5915  
Email: [karen@nvrealtors.org](mailto:karen@nvrealtors.org)

## **NVR POLICIES**

### **4.1 Job Descriptions of Nevada REALTORS® 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 CEO, at least two (2) Nevada REALTORS® 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 Nevada REALTORS®. All committee appointments and the general direction of Nevada REALTORS® should be determined by the President-elect prior to the third (3<sup>rd</sup>) Board of Directors meeting so that proper leadership training programs may be conducted for those persons selected to lead Nevada REALTORS® 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 Nevada REALTORS®'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 Nevada REALTORS®'s Investment Committee.
4. The Secretary/Treasurer shall review all of Nevada REALTORS®'s financial statements and prepare reports depicting a true and accurate reflection of Nevada REALTORS®'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 Nevada REALTORS® 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, Nevada REALTORS®'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 Nevada REALTORS® 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 Nevada REALTORS® Young Professionals Network Committee.
2. The Vice President shall be a standing member of the Nevada REALTORS® 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.

## 5.4 **Candidate Criteria:**

### **A. General Considerations:**

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

### **B. Nevada REALTORS® Elected Officers:**

The following criteria shall be among those used in the consideration and recommendation of potential Nevada REALTORS® 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 Nevada REALTORS® committee or as an Nevada REALTORS® 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 Nevada REALTORS®'s Treasurer, a local association treasurer, a local association president or must 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 Nevada REALTORS® committee or as an Nevada REALTORS® 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. State Elected Director:**

1. Must be a current Nevada REALTORS® member from RSAR, SNR, ECAR, IVR or a Member-at-large.
2. Must hold an active real estate license from the State of Nevada.
3. Must be actively engaged in your Local or State association by serving in the last two (2) years on a State or Local (Nevada) board or committee. *(Amended 6/4/18)*