

DUTIES AND RESPONSIBILITIES OF A STATE DIRECTOR

As a member of the Board of Directors of the Washington REALTORS®, you have been chosen by your peers to help lead the Association. You may be newly elected or you may have been involved in a leadership position for several years. In either case, your job is an important, responsible one.

The function of the Board of Directors is to establish and review major policy and plans of the Association. Board members also have legal and fiscal responsibilities to the members of the Association.

As a State Director, you'll be working in cooperation with your local membership, your fellow Board members and the staff of the Washington REALTORS®.

Your local members look to you for representation of ideas and the success of the state Association depends in great part on your performance as a Director.

Some suggestions to consider during your term on the Board are:

- ✚ Get acquainted with Association bylaws, policies and procedures, and other documents stating its purpose, objectives and methods of operation. As a Director, one of your responsibilities is to help change some of these rules if needed, but until a rule is changed through formal procedures, the Association must adhere to it.
- ✚ As a Board member, you're responsible for considering the needs of the membership statewide even though you were elected from a specific area of the state. Your success as a State Director will be measured by your ability to judge and plan based on the needs of all local associations, as well as what is best for the state Association.
- ✚ Your role as a State Director is one of guidance. Association leaders are expected to be well informed and to offer constructive criticism when it's called for. It's essential that you avail yourself of information on those topics about which you must make a decision. Board members are expected to carefully consider what they say and do and know how to effectively present their views.

State Directors serve either a one (1)-year term, a three (3)-year term or a one (1)-year Alternate Director term. In the event of the State Director's absence or a position vacancy, Alternate Directors are responsible for fulfilling the duties and responsibilities of the State Director. Local Associations must declare to WR, **in writing, thirty (30) days prior** to a Board of Director's meeting the names of newly appointed State Directors or those resigning their position. Local Associations must also declare to WR, **in writing, seven (7) days prior** to a Board of Director's meeting the names of newly appointed, or resigning, Alternate Directors.

As a State Director, you're expected to attend the annual Legislative Day in January. Legislative Day is held in Olympia and includes a Legislative Issues briefing, REALTORS® Political Action Council (RPAC) fundraising training, Hill visits and an evening reception with Legislators.

You're also expected to attend two (2) Board meetings each year - one at the Spring Business Conference and one at the Fall Business Conference. Spring and Fall Board meetings typically take place on Friday, the final day of the conference. On occasion, a special Board of Director's meeting may be scheduled which you're also expected to attend. As a State Director, you're required to credential in person prior to the start of the meeting.

A couple of weeks in advance of a Board meeting, you will receive an electronic Preliminary Agenda. The agenda will also be posted at www.warealtor.org. A final Board packet is assembled on Thursday evening at the conference and includes any motions that come out of committee meetings. The final Board packet is distributed at the Board meeting on Friday.

Excused Absences

If you're unable to attend a meeting, you're expected to notify the State Association in writing to request an excused absence. Per the WR Bylaws, should you miss two (2) consecutive meetings without submitting written, advance notification, your position shall be declared vacated. Proxy representation is not permitted.

Resignation from the Board

If it should become necessary for you to discontinue your service as a State Director, please advise your Local Association as soon as possible so your successor can be named. The name of the person replacing you must be sent to the State Association in conformance with the deadline specified in the WR Bylaws. Local staff should contact WR staff to verify the deadline for submitting resignations.

Working with Other Board Members

If this is your first experience as a State Director, you may feel that since you're new to the Board that you should just listen. All Directors are encouraged to make contributions. You owe it to yourself and the membership to make meaningful contributions.

To maximize productivity at each meeting, you should be prepared to make significant contributions. The following suggestions are offered:

- ✚ When you receive the agenda prior to the meeting, study it carefully. If there are items on it that you don't understand, contact a staff person at WR and ask for an explanation.
- ✚ When addressing a particular topic, keep your responses short and to the point. If your remarks are lengthy or involved, sum them up at the end of your discussion.

✚ There will always be dissenters or those with different points of view. Asking others to summarize their convictions permits a more thorough examination of an idea that could be highly constructive and completely understood.

✚ Hurriedly passed motions don't receive the consideration they deserve. It's better to postpone a motion until later than to pass one you will later regret. After the meeting, ask yourself if you have made a genuine contribution to your State Association.

✚ Having been selected by your Local Association to represent them at the State level you may, on occasion, have some difficulty deciding what course of action to take. There are many different viewpoints in the Association and sound reasons to support each of them. In evaluating a position, keep in mind that the Board of Directors of the Washington REALTORS® is responsible to *all* members and must place the welfare of the entire State Association ahead of geographic or factional consideration.

Working with Association Staff

WR staff is eager to help you in your role as a State Director and you may wish to consult with them regarding your role and service on Association committees.

At times, you may suggest activities or a change in present activities. However, before offering such suggestions, it would be wise to consult with WR staff as to whether or not your proposal fits into Association policy. Consultation with staff regarding the pitfalls surrounding certain activities would also be in order. This may prevent the embarrassment of offering a suggestion that would not be in the best interest of the Association. Frequent and effective communication between you and the Association staff is critical.

October 1, 2009