



WASHINGTON REALTORS®

DUTIES AND RESPONSIBILITIES OF A STATE DIRECTOR

“There are really only two demands of Leadership....one is to accept that rank does not confer privileges; it entails responsibilities. The other is to acknowledge that leaders in an organization need to impose on themselves that congruence between deeds and words, between behavior and professed beliefs and values, that we call "personal integrity”.”

– Peter F. Drucker

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 Director, you will 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 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 are 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 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 Director is one of guidance. Association leaders are expected to be well informed and to offer constructive criticism when it is called for. It is 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 when and how to present their views.

Terms

- State Directors serve either a one (1)-year term or a three (3)-year term.

Meetings

- You are 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 are also expected to attend two (2) Board meetings each year; one in the Spring and the other in the Fall, (usually September). Committee meetings held in conjunction with the Spring and Fall Business Meetings are held on Wednesday and Thursday with the Board of Director's meeting taking place on Friday; the meetings collectively last 2 ½ days.
- Board packets including a Preliminary Agenda are sent to each Director a couple of weeks in advance of the meetings. Association staff assembles a final agenda packet on Thursday evening, which includes any motions that come out of committee meetings on Wednesday and Thursday. The final agenda and motion packet is distributed at the Board meeting on Friday, along with any other essential information.
- To ensure accurate attendance records and to ensure a quorum, each Director is expected to appear in person at the Credentials table located at the meeting registration area one-half (½) hour prior to the start of the Directors' meeting. Thirty (30) percent of the entire Board of Directors constitutes a quorum.

Excused Absences

- If you're unable to attend a meeting, you are expected to notify the State Association in advance to request an excused absence. 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 Director, please advise your Local Board 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 State Association bylaws.

Working with Other Board Members

If this is your first experience as a Director, you may feel that since you're new to the Board that you should just listen. You are expected to make contributions and shouldn't be held back by your seeming lack of experience. 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 someone who does 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. Ask others to summarize their convictions as this permits a more thorough examination of an idea that could be highly constructive then completely understood.
- Hurriedly passed motions usually 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 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 Association of REALTORS® is responsible to all members within Washington State and must place the welfare of the total Association ahead of geographic or factional consideration.

Working with Association Staff

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

At times, you may suggest activities, or a change in present activities. Before offering such suggestions, it would be wise to consult with staff as to whether or not your proposal fits into Association policy. Consultation with staff regarding the pitfalls surrounding certain activities and avoiding violation of policy 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.

Our Mission

The Washington REALTORS® advocates for REALTORS® and their clients and provides services to help members prosper.