



***VOLUNTEER LEADERSHIP OPPORTUNITIES***

**Officer & Director Information  
C.A.R. Policy Manual – Section 2**

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### **203. DEFINITION, ROLE AND COMPOSITION OF THE BOARD OF DIRECTORS**

The bylaws of the Chicago Association of REALTORS® define the Board of Directors as the governing body of the Association. It is the Association's most important committee.

A basic rule is that the legal entity, rather than the Board of Directors, is the holder of legal power. The powers of the Directors are not inherent in them, but in the organization of such. The principle exists that Directors exercise the powers of the organization, but do not own it. Thus, the Board of Directors has the power and duty to carry on whatever transactions the corporation or the association itself has the power to carry on. The power of the Board of Directors is superior in ordinary matters, so long as it is exercised lawfully and in lawful transactions.

In extraordinary matters, the Board of Directors may not govern, and the will of the general membership must rule. In such matters as a radical change of fundamental policy or purpose, amendments to the Articles of Incorporation, dissolution or merger of the corp., or matters of like importance, the power of decision usually rests with the voting members.

Within the purpose and power of the Association, the Directors are free to change the Bylaws (subject to approval, amendment or repeal by the membership at the next annual meeting. Note: NAR mandated bylaws amendments do not require membership ratification), policies and short-range purposes, but unless the Bylaws expressly permit, they may not do acts that account to changes in the fundamental purposes or operational methods of the Association.

Members of the Board of Directors shall have the utmost interests of the Chicago Association of REALTORS® in mind at all times. They shall avoid any contact that may serve their personal interests and should never assume any position that brings their personal interests into conflict or competition with the interests of the Association.

The Board of Directors serves several critical functions: 1) Setting policies and strategic direction, 2) allocating resources effectively and efficiently and 3) evaluating the progress being made to ensure that the policies are adhered to and that the desired outcomes are being achieved.

The Board of Directors further endeavors to:

- Communicate with members of the Association, with the constant aims of fiduciary responsibility, effective understanding of members' business requirements, and the enhancement of the benefits derived from membership
- Define, communicate, monitor, and refine C.A.R.'s values, policies and strategies
- Define, as goals, the essential deliverable products and services
- Delegate to the Chief Executive Officer the responsibility and resources to achieve the stated ends, within the limitations of what the Board of Directors defines as unacceptable practices
- Operate within the limits defined by relevant statutes and C.A.R.'s Bylaws
- Plan for its own succession
- Demonstrate leadership by embracing the spirit of volunteerism
- Promote the real estate industry and REALTOR® organization

Finally, the Officers, and on occasion, the Directors may be asked to serve as official spokespersons for the entire industry or profession. As such, every member has the ability to embarrass or enhance the reputation of the group and therefore has an important responsibility to the Association and should not speak on behalf of the association without permission to do so.

The Board of Directors is composed of the following 19 members:

- 3 Officers: The President (succeeds automatically to office), President-Elect, and Secretary/Treasurer (elected by the Board of Directors)
- 1 Immediate Past President (succeeds automatically to office)

- 1 Commercial Forum Chair Director (one year term, appointed by the President, approved by the Board of Directors)
- 1 Public Policy Coordinating Committee Chair Director (one year term, appointed by the President, approved by the Board of Directors)
- 2 Presidential At-Large Directors (one year term, appointed by the President, approved by the Board of Directors)
- 4 Regional Directors (elected by the membership; boundaries shall be determined by zip code as provided below; directors serve staggered 2-year terms - odd regions alternate with even regions.)
  - **Region 1:** 60613, 60618, 60625, 60626, 60630, 60631, 60634, 60640, 60641, 60645, 60646, 60656, 60657, 60659, 60660, 60648
  - **Region 2:** 60610, 60611, 60614, 60622
  - **Region 3:** 60402, 60513, 60526, 60534, 60546, 60601, 60602, 60603, 60604, 60605, 60606, 60607, 60608, 60609, 60612, 60616, 60623, 60624, 60632, 60635, 60639, 60642, 60644, 60647, 60651, 60653, 60654, 60661, 60669, 60674, 60680, 60690, 60699, 60804, 60650, 60305, 60301, 60302, 60303, 60304
  - **Region 4:** 60615, 60617, 60619, 60620, 60621, 60628, 60629, 60636, 60637, 60638, 60643, 60649, 60652, 60655, 60642, 60658, 60627, 60633
- 7 At-Large Directors (elected by the membership, directors serve staggered 2-year terms)

Note: Chief Executive Officer (non-voting, ex-officio member)

**NOTE:** Refer to C.A.R. Bylaws, Sections 13, 14 and 17 for detailed information related to Officers, Directors and their terms and elections.

**Primary Staff Support:** Chief Executive Officer and his/her assigned staff

## **206. RESPONSIBILITY AND DUTIES OF THE PRESIDENT**

### **Term:**

The President-Elect shall ascend to the office of President immediately and automatically upon completion of a term as President-Elect, and serves for a 1 Year term (or until a respective successor is duly elected and qualified)

### **Description and Responsibilities:**

The President serves as the Chief Volunteer Officer of the Association and Chairperson of the Board of Directors and shall have the duty to:

1. Preside at all meetings of the Board of Directors and Executive Committee
2. Prepare for, attend, and actively participate in meetings of the Board of Directors and Executive Committee
3. Provide leadership to the Board of Directors, who sets policy and to whom the Chief Executive Officer is accountable
4. Establish overall long and short-term organizational goals, objectives, and priorities in conjunction with the Board of Directors and Chief Executive Officer
5. Monitor board policies
6. Help guide and mediate Board actions with respect to organizational priorities and governance concerns
7. Discuss issues confronting C.A.R. with the Chief Executive Officer
8. Enhance relationships with other community groups and agencies
9. Monitor financial planning and performance (along with Secretary/Treasurer)
10. Serve as C.A.R.'s chief spokesperson
11. Appoint the Chairpersons of committees

12. Assign duties to officers, committees, and task forces of C.A.R. to the extent they are not inconsistent with governing laws
13. Sign all contracts and other documents duly authorized to be signed on behalf of C.A.R. and required to be signed by the President
14. Serve as an ex-officio non-voting member on all C.A.R. committees except for the Nominating Committee, Grievance and the Professional Standards Committees.
15. Represent C.A.R. as its President in all matters and on all occasions except those expressly limited by the Board of Directors
16. Represent C.A.R. at the Illinois REALTORS® and the National Association of REALTORS®
17. Oversee annually the performance evaluation of C.A.R. CEO in achieving its mission and goals
18. Perform all other duties prescribed by the Bylaws, applicable law, or the Board of Directors
19. Adhere to general duties as outlined in the Director description

**Additional Responsibilities:**

1. Chairperson, Executive Committee
2. Member, Nominating Committee
3. Immediate Past President Director upon completion of President's Term
4. Director, National Association of REALTORS® (customary, but not required)

**Qualifications**

1. Must be a REALTOR® member in good standing.
2. Elected by the C.A.R. Board of Directors
3. Strongly encouraged to be a major contributor to RPAC.
4. Must be actively engaged in the real estate business and hold an active real estate license from the state of Illinois.

**Confidentiality:**

In carrying out the duties of President, the person holding that office will necessarily receive, review, and possess sensitive and confidential information regarding various financial, legal and other aspects of the Association and its affiliated entities. The President shall have a duty not to disclose confidential information and shall memorialize these confidentiality obligations by executing a confidentiality agreement before commencing service as the Association's President.

**Stipends**

Effective May 2010, Officers of the Association (President, President-Elect and Treasurer) shall receive a monthly stipend in the following amounts: President - \$1000, President-Elect - \$500, Treasurer - \$500.

**207. RESPONSIBILITY AND DUTIES OF THE PRESIDENT-ELECT**

**Term:**

The President-Elect is selected by the Board of Directors to serve for a 1 Year term (or until a respective successor is duly elected and qualified). The President-Elect shall be elected by the outgoing Board of Directors from the immediately preceding election year from among such members of such Board of Directors as may be nominated for such office by any Director. At the time of election, the Board of Directors should give strong consideration to the record of service of the current Secretary/Treasurer, should he/she declare to run for President-Elect.

**Description and Responsibilities:**

The President-elect shall have and be assigned such powers as prescribed by the Board of Directors and shall assume responsibility for the office of President upon the temporary or permanent inability of that person to continue service, as determined by the Board of Directors. The President-Elect of the Board of Directors shall have the duty to:

1. Prepare for, attend, and actively participate in all meetings of the Board of Directors and Executive Committee

2. In conjunction with the Board of Directors and Chief Executive Officer, establish overall long and short-term organizational goals, objectives, and priorities
3. Fulfill President's responsibilities in the absence of the President, as requested, including presiding over Board and Executive Committee meetings and participating in external relations
4. Represent C.A.R. at the Illinois REALTORS® and the National Association of REALTORS®
5. Perform all other duties prescribed by the Bylaws, applicable law, or the Board of Directors
6. Adhere to general duties outlined in the Director description

**Additional Responsibilities:**

1. Member, Executive Committee
2. Member, Nominating Committee
3. Chairperson, C.A.R.PAC

**Qualifications**

1. Must be a REALTOR® member in good standing.
2. Strongly encouraged to be a major contributor to RPAC.
3. Must be actively engaged in the real estate business and hold an active real estate license from the state of Illinois.
4. At the time of election to office, must have served at least one year on the C.A.R. Finance Committee within the past three years. Any otherwise qualified candidate who has not served on the Finance Committee should declare his/her intention to run to the CEO, so that he/she can be placed on the Committee to fulfill this qualification.

**Confidentiality:**

In carrying out the duties of President-Elect, the person holding that office will necessarily receive, review, and possess sensitive and confidential information regarding various financial, legal and other aspects of the Association and its affiliated entities. The President-Elect shall have a duty not to disclose confidential information and shall memorialize these confidentiality obligations by executing a confidentiality agreement before commencing service as the Association's President-Elect.

**Stipends**

Effective May 2010, Officers of the Association (President, President-Elect and Treasurer) shall receive a monthly stipend in the following amounts: President - \$1000, President-Elect - \$500, Treasurer - \$500.

**208. RESPONSIBILITY AND DUTIES OF THE SECRETARY/TREASURER**

**Term:**

The Secretary/Treasurer is elected by the Board of Directors to serve for a 1 Year term (or until a respective successor is duly elected and qualified). The Secretary/Treasurer shall be elected by the outgoing Board of Directors from the immediately preceding election year from among such members of such Board of Directors as may be nominated for such office by any Director.

**Description and Responsibilities:**

The Secretary/Treasurer shall have and be assigned such powers as prescribed by the Board of Directors and shall serve as the Chairperson of the Finance Committee. The Secretary/Treasurer of the Board of Directors shall have the duty to:

1. Prepare for, attend, and actively participate in all meetings of the Board of Directors and Executive Committee
2. Establish overall long and short-term organizational goals, objectives, and priorities in conjunction with the Board of Directors and Chief Executive Officer
3. Coordinate with the Chief Executive Officer and Chief Operating and Finance Officer to prepare the annual budget for approval by the Board of Directors
4. Oversee and advise the Board of Directors regarding C.A.R.'s financial statements and accounting records, the receipt, deposit, and disbursement of C.A.R. funds, and C.A.R.'s accounting, investment, and control systems, policies, and procedures

5. Read, understand, and interpret financial statements for Board of Directors
6. Ensure that audited financial statements are presented to the Board of Directors on an annual basis
7. Oversee the maintenance of all of the Secretary/Treasurer's records at C.A.R.'s main office
8. Oversee the preparation and maintenance of monthly statements of receipts and disbursements
9. Furnish such bonds, the cost of which shall be paid by C.A.R., as may be required by the Board of Directors for the faithful performance of the Secretary/Treasurer's official duties
10. Represent C.A.R. at the Illinois REALTORS® and the National Association of REALTORS®
11. Perform all other duties prescribed by the Bylaws, applicable law, or the Board of Directors
12. Prepare the succeeding Secretary /Treasurer for her/his term by guiding her/him through policies and procedures beginning at the planning and budgeting process for the subsequent year.
13. Adhere to general duties outlined in the Director description

**Additional Responsibilities:**

1. Member, Executive Committee
2. Member, Nominating Committee
3. Chairperson, Finance Committee

**Qualifications**

1. Must be a REALTOR® member in good standing.
2. Strongly encouraged to be a major contributor to RPAC.
3. Must be actively engaged in the real estate business and hold an active real estate license from the state of Illinois.
4. At the time of election to office, must have served at least one year on the C.A.R. Finance Committee within the past three years. Any otherwise qualified candidate who has not served on the Finance Committee should declare his/her intention to run to the CEO, so that he/she can be placed on the Committee to fulfill this qualification.

**Confidentiality:**

In carrying out the duties of Secretary/Treasurer, the person holding that office will necessarily receive, review, and possess sensitive and confidential information regarding various financial aspects of the Association and its affiliated entities. The Secretary/Treasurer shall have a duty not to disclose confidential information and shall memorialize these confidentiality obligations by executing a confidentiality agreement before commencing service as the Association's Secretary/Treasurer.

**Stipends**

Effective May 2010, Officers of the Association (President, President-Elect and Treasurer) shall receive a monthly stipend in the following amounts: President - \$1000, President-Elect - \$500, Treasurer - \$500.

**209. RESPONSIBILITY AND DUTIES OF THE IMMEDIATE PAST PRESIDENT**

**Term:**

The Immediate Past President serves an automatic 1 year term immediately following his/her term as President. The Immediate Past President does not serve as an officer of C.A.R.

**Description and Responsibilities:**

The President shall, immediately and automatically upon expiration of the President's term, be referred to as the Immediate Past President and shall automatically be a director for the immediately succeeding year. The Immediate Past President of the Board of Directors shall have the duty to:

1. Prepare for, attend, and actively participate in all meetings of the Board of Directors and Executive Committee
2. Perform all other duties prescribed by the Bylaws, applicable law, or the Board of Directors
3. Adhere to general duties outlined in the Director description

**Additional Responsibilities:**

1. Member, Executive Committee
2. Director, National Association of REALTORS® (customary, but not required)

**Qualifications**

1. Must be a REALTOR® member in good standing.
2. Strongly encouraged to be a major contributor to RPAC.
3. Must be actively engaged in the real estate business and hold an active real estate license from the state of Illinois.

**210. RESPONSIBILITY AND DUTIES OF THE ELECTED DIRECTORS****Term:**

Four Regional Directors and seven At-Large Directors are elected by the membership for staggered two-year terms upon recommendation by the Nominating Committee. The Public Policy Coordinating Chair, Commercial Forum Chair, and two Presidential At-Large Directors are appointed by the President with the approval of the Board of Director, to serve for a 1 Year term (or until a respective successor is duly elected and qualified.

**Description and Responsibilities:**

The Directors shall represent the interests of C.A.R.'s members to the Board of Directors and vice-versa, and shall have the duty to:

1. Prepare for, attend, and actively participate in all meetings of the C.A.R. Board of Directors
2. Approve and monitor fiscal and operational policies and other recommendations received from the Board of Directors, Executive Committee, Standing and Special Committees, and staff
3. Promote the value of the REALTOR® organization, including, but not limited to: legislative advocacy, educational opportunities, and professional standards
4. Ensure strong financial management
5. Participate in and contribute to setting C.A.R.'s annual goals and objectives
6. Approve the annual budget and business plans
7. Act as a liaison to both the C.A.R. membership and the greater community.
8. Volunteer and accept assignments as prescribed by the President and the Board of Directors, and complete them in thorough, timely manner
9. Get to know other Directors and build a collegial working relationship that contributes to the advancement of C.A.R.'s mission, goals, and objectives
10. Represent the Association at various Association and industry events
11. Assess own performance as a Board member regularly
12. Review all communications received pertaining to the Association
13. Assist in RPAC fundraising efforts
14. Assist in the identification of key volunteers
15. Elect officers of the Board of Directors
16. Be familiar with, endorse, and be a positive spokesperson for the Association's programs, products, and services
17. Closely coordinate efforts with the Illinois REALTORS® and the National Association of REALTORS®
18. Through the implementation of meaningful change, ensure the Association's position as a fluid, dynamic, meaningful, and responsive organization
19. Respond promptly and in an appropriate manner to all communications pertaining to the Association
20. Attend major functions of the Association.
21. Perform all other duties prescribed by the Bylaws, applicable law, or the Board of Directors

**Additional Responsibilities:**

1. Service on at least one committee or work group is recommended.

**Qualifications**

1. All elected Directors must be a REALTOR® member in good standing.
2. Slated by the Nominating Committee and elected by the C.A.R. membership.
3. Strongly encouraged to be a major contributor to RPAC.
4. Must be actively engaged in the real estate business and hold an active real estate license from the state of Illinois.

**211. RESPONSIBILITY AND DUTIES OF THE APPOINTED DIRECTORS****Term:**

Four Directors are appointed by the President-Elect, with the approval of the Board of Directors: The Public Policy Coordinating Committee Director, Commercial Forum Committee Director, and two President-Elect Directors, to serve for a 1 Year term (or until a respective successor is duly selected and qualified).

**Description and Responsibilities:**

The Directors shall represent the interests of C.A.R.'s members to the Board of Directors and vice-versa, and shall have the duty to:

1. Prepare for, attend, and actively participate in all meetings of the C.A.R. Board of Directors
2. Approve and monitor fiscal and operational policies and other recommendations received from the Board of Directors, Executive Committee, Standing and Special Committees, and staff
3. Promote the value of the REALTOR® organization, including, but not limited to: legislative advocacy, educational opportunities, and professional standards
4. Ensure strong financial management
5. Participate in and contribute to setting C.A.R.'s annual goals and objectives
6. Approve the annual budget and business plans
7. Act as a liaison to both the C.A.R. membership and the greater community.
8. Volunteer and accept assignments as prescribed by the President and the Board of Directors, and complete them in thorough, timely manner
9. Get to know other Directors and build a collegial working relationship that contributes to the advancement of C.A.R.'s mission, goals, and objectives
10. Represent the Association at various Association and industry events
11. Assess own performance as a Board member regularly
12. Review all communications received pertaining to the Association
13. Assist in RPAC fundraising efforts
14. Assist in the identification of key volunteers
15. Elect officers of the Board of Directors
16. Be familiar with, endorse, and be a positive spokesperson for the Association's programs, products, and services
17. Closely coordinate efforts with the Illinois REALTORS® and the National Association of REALTORS®
18. Through the implementation of meaningful change, ensure the Association's position as a fluid, dynamic, meaningful, and responsive organization
19. Respond promptly and in an appropriate manner to all communications pertaining to the Association
20. Attend major functions of the Association.
21. Perform all other duties prescribed by the Bylaws, applicable law, or the Board of Directors

**Additional Responsibilities:**

1. Service on at least one committee or work group is recommended.

**Qualifications**

1. The P-E Appointed Directors must be a REALTOR® member in good standing, an Affiliate member, or a non-member from the Chicago business community.
2. Appointed by the President-Elect with approval of the Board of Directors.
3. Strongly encouraged to be a major contributor to RPAC.

4. Must be actively engaged in the real estate business and hold an active real estate license from the state of Illinois.

## **212. RESPONSIBILITY AND DUTIES OF AN IR DIRECTOR**

### **Term:**

The IR Directors are elected annually by the IR Directors for staggered three (3) years terms. While not required, those C.A.R. members seeking to serve as an IR Director are encouraged to interview before the C.A.R. Board of Directors a regularly scheduled Board of Directors meeting. Upon such interview, those applicants deemed qualified will be given a letter of recommendation, which they can attach to their application to IR.

### **Description and Responsibilities:**

The IR Board of Directors is responsible for administering the affairs of the Association in conformance with the policies adopted by the Association from time to time and as set forth in the Bylaws. Among other things, the IR Board of Directors has the authority to:

1. Vote any stock held by the Association in any separate corporation
2. Adopt and amend the Association's Statement of Policy
3. Annually approve the Association's budget
4. Set dues
5. Adopt and amend a Strategic Plan for the Association
6. Receive recommendations from committees or other groups
7. Amend the Bylaws
8. Elect officers and directors of the Association

### **Additional Responsibilities:**

1. Know the issues of importance to C.A.R. and bring matters of concern to the attention of IR.
2. Keep C.A.R. members informed on the activities of the state Association.
3. Present to IR any programs, suggestions or concerns of C.A.R.
4. Apply to serve on at least one IR Committee and actively participate in that Committee's activities.

### **IR Director Stipends**

Refer to Section 409. TRAVEL AND BUSINESS ENTERTAINMENT - IR Meeting Travel Reimbursement.

### **Expense Reimbursement for C.A.R. Officers to IR Meetings**

Although not necessarily IR Directors, expenses for travel, hotel and meals will be paid for the 3 C.A.R. Officers to attend IR business meetings. Receipts must be submitted to C.A.R. within 90 days of the meeting to receive reimbursement.

### **Travel Arrangements**

C.A.R. staff will book hotel accommodations for any IR Director, only if staff has an authorized credit card on file for that IR Director. Otherwise, the IR Director is responsible for booking his/her own arrangements.

C.A.R. staff will book hotel accommodations for C.A.R. Officers. Officers are expected to notify staff ASAP if hotel accommodations are not necessary, or if only certain dates should be booked. Cancellations must be given to staff at least 48 hours ahead of the meeting, or any forfeited, prepaid hotel deposit paid on behalf of that individual, may be invoiced to the Officer.

### **Special Events**

C.A.R. may host a dinner out for all authorized C.A.R. representatives at the January Public Policy meeting.

C.A.R. will reserve a table(s) for C.A.R. Officers, and C.A.R. representatives who are IR Directors, IR Committee Chairs and Vice Chairs and authorized staff at two IR events-the REALTOR® of the Year banquet (Spring Business Meeting) and the Inaugural (Fall Business Meeting). These individuals should notify C.A.R. staff, early on, of their desire to attend one or both of these events, so the seat may be secured. They may also invite guests, at their own expense. Late requests may not be honored. Cancellations must be made at least 48 hours prior to the event, or the individual will be invoiced for the cost of the banquet ticket.

### **Qualifications**

1. Must complete an on-line application within the prescribed timeframe. Late submissions will not be accepted.
2. Exercise personal leadership and motivation of others.
3. Be open to new ideas and concepts, even when taking a new direction that may involve risk-taking.
4. Has a personal leadership capability to influence the establishment of goals and objectives of IR.
5. Willing to obtain knowledge and understanding of IR's programs, policies, budgets, objective and organizational structure
6. Understands the fiduciary role and responsibilities of a board member.
7. Is aware and sensitive to the diverse ethnic, racial, geographic and business practices of a statewide association.
8. Possesses the requisite experience associated with a REALTOR® Board of Director and not-for-profit governance, such as: service as a director of a local or state REALTOR® organization; service as an officer of a not-for-profit organization; and prior committee experience.
9. Able to set up alternative management of his/her real estate business to allow the candidate to commit the amount of time and energy to the office.
10. Submit to a background and credit check that must be deemed satisfactory by the CEO of IR, in consultation with legal counsel.
11. IR Officer Candidate certification and Endorsement: C.A.R. will certify all C.A.R. members in good standing, who request such certification, to run as an IR Officer candidate. Only those certified candidates who are deemed to be qualified under IR's Officer Qualification process will be considered for formal endorsement by the C.A.R. Board of Directors.

### **Commitment**

Director agrees that should he/she fail to attend two (2) consecutive board meeting, they shall be deemed to have resigned and will be notified of this resignation.

## **213. RESPONSIBILITY AND DUTIES OF A NAR DIRECTOR**

### **Term:**

The NAR Directors are elected for a term of two years. Terms will be staggered. One position will be reserved for the C.A.R. President and one reserved for the C.A.R. Immediate Past President (one year terms), although it is not mandatory that either accept a position. NAR Directors are elected by the C.A.R. Board of Directors at the April Board of Directors meeting.

### **Description and Responsibilities:**

Serve as a member of the governing body of the National Association of REALTORS®.

1. Attend all NAR Board of Directors meetings, as well as other required national meetings
2. Report to the appropriate C.A.R. Committees, the Board of Directors, and members on each NAR Board of Directors meeting.
3. Seek the opinions and/or advice of C.A.R. leadership on issues under consideration by the NAR Board of Directors.
4. Apply to serve on at least one NAR Committee or forum and actively participate in those Committee or forum's activities.
5. Understand and agree to abide by the policies adopted by the C.A.R. and IR Boards of Directors

for the position of NAR Directors.

6. Be familiar with C.A.R., IR and NAR's Strategic Plans and key policy statements and assist in their implementation.

### **Stipends and Expense Reimbursement**

Members of the Association who are appointed as NAR Directors shall be reimbursed for their expenses by and according to the policies of the Illinois REALTORS®. Stipend requests should be submitted directly to IR within 60 days of the meeting. Effective May 2011, C.A.R. will reimburse the NAR Directors up to \$500 per meeting, for expenses greater than the approved IR stipend. In order to receive this expense reimbursement, a copy of total receipts for the meeting must be submitted within 90 days of the meeting. Additionally, C.A.R. will not issue any payment in advance of a processed reimbursement through IR.

C.A.R. will pay for the cost of the annual NAR convention registrations fees for all NAR Directors from C.A.R, up to the cost of a full registration.

Although not NAR Directors, the Association shall also annually budget to send the President, the President-Elect, the Secretary/Treasurer and the Chief Executive Officer, and other staff (at the discretion of the Chief Executive Officer) to the NAR REALTOR® Party Conference & Tradeshow and the Annual Convention. C.A.R. will also budget to send the Public Policy Coordinating Chair to the NAR REALTOR® Party Conference & Tradeshow.

### **Travel Arrangements**

C.A.R. staff will book hotel accommodations for any NAR Director, only if staff has an authorized credit card on file for that NAR Director. Otherwise, the NAR Director is responsible for booking his/her own arrangements.

### **Special Events**

C.A.R. may host a dinner out for all authorized C.A.R. representatives, staff and special guests at the NAR REALTOR® Party Conference & Tradeshow and the NAR Convention.

C.A.R. will reserve a table(s) for C.A.R. Officers, NAR Directors, Committee Chairs and Vice Chairs and authorized staff at the Inaugural (NAR Convention). These individuals should notify C.A.R. staff, early on, of their desire to attend one of these events, so that a seat may be secured. They may also invite guests, at their own expense. Late requests may not be honored. Cancellations must be made at least 48 hours prior to the event, or the individual may be invoiced for the cost of the banquet ticket.

### **Qualifications**

1. Must be a REALTOR® member in good standing.
2. Special consideration will be given to the following members: C.A.R. Officers and Directors, current C.A.R. Committee Chairs and Vice-Chairs, current and past NAR committee service and Past Presidents.
3. Must have some current or recent active involvement with IR, which is defined as: a) service on the IR Board of Directors, b) participation on an IR Committee or Work group, c) attendance at the IR business meetings and convention, and/or d) attendance at the IR Public Policy meeting.
4. Strongly encouraged to be a major contributor to RPAC.
5. Must be actively engaged in the real estate business and hold an active real estate license from the state of Illinois.

### **Commitment**

1. Must attend the NAR REALTOR® Party Conference & Tradeshow and the NAR Convention during his/her term of office and vote at the Board of Directors meetings.

2. Must request to serve on at least one committee each year during the term of office and actively participate on all assigned committees.

### **Resignations**

In the event an NAR director resigns, is no longer a Member of, or eligible for membership in C.A.R. from the class of membership from which such director was elected or appointed, or in the event the director changes business affiliation or association or otherwise materially alters the condition under which they were elected or appointed, there shall be an automatic vacancy created thereby. Such vacancy shall be declared by notice of the Chief Executive Officer to the Board of Directors with a copy to the director at issue. The President shall thereafter appoint, with the advice and consent of the Board of Directors, any Primary (or Secondary) REALTOR® Member to assume the vacated position for the balance of the unexpired term of the vacant position. Upon formal approval, IR and NAR will be properly noticed of the resignation and replacement

### **214. RESPONSIBILITY AND DUTIES OF THE CHIEF EXECUTIVE OFFICER**

#### **Appointment:**

The Chief Executive Officer shall be employed and appointed by the Board of Directors for such term and pursuant to such terms and conditions as the Board of Directors and the Chief Executive Officer shall mutually agree. The Chief Executive Officer shall be appointed solely on the basis of demonstrated management, executive and administrative qualifications and skill. The Chief Executive Officer shall take direction from and be under the supervision of the Board of Directors and the Executive Committee. In the event of a conflict between the supervision and direction of the Board of Directors and the supervision and direction of the Executive Committee, the supervision and direction of the Board of Directors shall control to the extent of any such conflict.

#### **Description and Responsibilities:**

The Chief Executive Officer shall be the chief administrative officer of C.A.R. and shall be responsible for the efficient management, execution, and administration of all of the business and affairs of C.A.R. as authorized and directed by the Board of Directors. Without limiting the generality of the preceding sentence, the Chief Executive Officer shall specifically have the power and duty to:

1. Recommend and implement policies, plans, and procedures for the administration, organization, and operation of C.A.R.;
2. Hire personnel to fill positions or vacancies on C.A.R.'s administrative staff and discharge or retire members of such staff in accordance with applicable law and C.A.R. procedures;
3. Supervise all administrative staff and consultants of C.A.R.;
4. Purchase materials and services according to applicable law and C.A.R. procedures;
5. Oversee the facilities of the Association and safeguard its assets;
6. Execute all contracts and other documents duly authorized to be signed on behalf of C.A.R. by the Chief Executive Officer;
7. With input from the President prepare agendas for Board of Directors and Executive Committee meetings and, whenever possible, attend meetings of C.A.R. committees and work groups;
8. Assign such duties as may be properly delegated to other administrative staff or consultants of C.A.R.;
9. Supervise, manage, and maintain the offices of C.A.R.;
10. Serve as Chief Executive Officer of C.A.R. / MLS and perform all other duties required pursuant to the C.A.R. / MLS by-laws.
11. Serve on the Board of Directors of the C.A.R. Education Foundation (C.A.R.EF);
12. Attend IR and NAR business meetings as an active participant in those organizations.

#### **Absence or Inability; Incapacity:**

In the event the Chief Executive Officer determines that he or she is or will be temporarily absent or unable to act or perform the duties of Chief Executive Officer, the Chief Executive Officer may designate one or more other C.A.R. employees to act on the Chief Executive Officer's behalf

during such temporary absence or inability to act. In the event of the Chief Executive Officer's temporary absence or inability to act or to perform the duties of the Chief Executive Officer, the Board may designate a qualified employee of C.A.R. as the Acting Chief Executive Officer to perform the duties of the Chief Executive Officer during such temporary absence or inability to act.

A detailed CEO Absence/Succession Plan is outlined in this policy manual in Section 510.

**Other Employees:**

Any and all other supervisory, administrative, and operating employees of C.A.R., other than the Chief Executive Officer, shall be under the supervision and direction of the Chief Executive Officer.

**Annual Review:**

The annual performance evaluation of this position shall be the responsibility of the Executive Committee and will be performed between August 1<sup>st</sup> and September 30<sup>th</sup>. A final report will be given to the Board of Directors at their regularly scheduled meeting following the annual evaluation.

**215. OFFICER BACKGROUND CHECKS**

Upon receipt of the completed CAR. Officer Application form: a) the CEO will authorize the Sr. Director of Member Care & Professional Standards to verify the status of licensure in Illinois and b) the CEO will forward the application to the NAR Human Resource Director, who will conduct the background check on C.A.R.'s behalf. The following checks will be conducted:

- Social Security Trace
- Criminal record - National, Federal, State, County
- Credit report

Upon completion of the background check, the CEO and applicant will be notified of the findings, including any deficiencies which may have been noted. The applicant will then be provided an opportunity to clarify and/or correct the deficiency, prior to the formal election.

If a deficiency is not sufficiently explained or corrected by the applicant, the CEO will consult with the Association's legal counsel and President prior to the election. Should the deficiency be deemed to be of significance, the applicant will have an opportunity to withdraw his/her name from the race. If he/she chooses to remain a candidate, only then will the deficiency will be disclosed to the Board of Directors, in a closed executive session, at the time of the elections. (Approved April 2014).