



## **Volunteer Leadership Opportunities**

### **RESPONSIBILITY AND DUTIES OF THE DIRECTORS** **From C.A.R. Policy Manual – Section 3**

**Chicago Association of REALTORS®**  
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The Board of Directors is composed of the following 20 members:

- Three Officer Directors: The President, President-Elect, and Secretary/Treasurer;
- One Immediate Past President;
- 11 At-Large Directors (directors serve staggered 2-year terms), at least one of which shall be from each of the regions depicted in the map attached as Attachment 1.
- One Public Policy Coordinating Committee Director (one year term, appointed by the President, approved by the Board of Directors);
- One Commercial Forum Committee Director (one year term, appointed by the President, approved by the Board of Directors);
- Three P-E Directors from the business community.

Note: C.E.O. (non-voting, ex-officio member)

**NOTE:** Refer to C.A.R. Bylaws, Articles XI, XII, and XIII for detailed information related to Officers, Directors and their terms and elections.

**Primary Staff Support:** C.E.O. and the C.E.O.'s assigned staff

### **310. RESPONSIBILITY AND DUTIES OF THE DIRECTORS**

#### **Term:**

The elected Directors shall be elected for terms as set forth in the Bylaws (or until a respective successor is duly elected and sworn in).

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

The Directors 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 C.A.R. at various Association and industry events;
11. Assess own performance as a Board member regularly;
12. Review all communications received pertaining to C.A.R.;
13. Assist in RPAC fundraising efforts;
14. Assist in the identification of key volunteers;
15. Elect officers of the Board of Directors, as provided in the Bylaws;
16. Be familiar with, endorse, and be a positive spokesperson for C.A.R.'s programs, products, and services;
17. Through the implementation of meaningful change, ensure C.A.R.'s position as a fluid, dynamic, meaningful, and responsive organization;
18. Respond promptly and in an appropriate manner to all communications pertaining to C.A.R.;
19. Attend major functions of C.A.R.; and
20. Perform all other duties prescribed by the Bylaws, applicable law, or the Board of Directors.