



# Nomination and Election process for NCJAR's 2023 Officers & Trustees

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## **Leadership Takes You Further**

NCJAR'S Nominating Committee is seeking members who are interested in serving in a leadership position on the NCJAR's Leadership Team. The annual nomination and election of Officers and Trustees for the North Central Jersey Association of Realtors® is intended to be an open process in which members may nominate themselves or fellow members.

### **Nominations must be submitted by June 30, 2022**

Nomination forms should be submitted online or emailed to: [mary@northcentralnj.com](mailto:mary@northcentralnj.com).

Please note we do not accept faxes. The proposed slate will be announced to all members 30 days prior to our Annual Membership meeting by the President for vote of approval.

The NCJAR Nominating Committee is responsible for reviewing all nominations to ensure candidates meet the qualifications of the position they have been nominated to serve, and may require interview of the nominees.

For questions regarding the nomination or election process, please contact NCJAR CEO, Mary Cano at 973-425-0110.



## 2023 LEADERSHIP APPLICATION

I wish to make application for the following position at NCJAR for the 2023 Board of Trustees:

President-elect \_\_\_\_\_ Treasurer \_\_\_\_\_ Secretary \_\_\_\_\_ Trustee \_\_\_\_\_

Name: \_\_\_\_\_

Brokerage Firm Name and Town: \_\_\_\_\_

Level of Licensure: \_\_\_\_\_ Number of Years as a REALTOR® \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current or Previous NCJAR® Committees: \_\_\_\_\_

Current or Previous NAR or NJR Committees: \_\_\_\_\_

Areas of Expertise or Skills that best qualify you for a position on the NCJAR® Board of Trustees: \_\_\_\_\_

### OTHER ACTIVITIES

Briefly describe other affiliations you have that would help or enhance your service to our organization, i.e. or other trade associations, professional organizations, civic and community activities and accomplishments, etc.:

Briefly explain why you wish to serve in this position: \_\_\_\_\_

I certify that I have been a member in good standing with the North Central Jersey Association of REALTORS®.

If I am elected to the position of Officer or Trustee, I understand that I will be expected to attend the regularly scheduled meetings of the Board of Trustees. Absence by a Trustee from three (3) regular meetings without an excused absence shall be deemed by the Board a resignation of the Trustee who thereby consents to his/her replacement in accordance with the vacancy procedure as outlined in the Bylaws. I agree to remain in compliance with all provisions of the Associations Rules, Policies, and Bylaws. You may be contacted for an interview either in person or by phone. You will be notified in advance to schedule the interview.

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

**Please include a copy of your Resume along with 2 letters of recommendation with this form  
Please submit your application no later than JUNE 30, 2022 to: [mary@northcentralnj.com](mailto:mary@northcentralnj.com)**

## DUTIES OF THE TRUSTEES:

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In accordance with the Bylaws of the Association, the following individuals serve on the Board of Trustees:

1. President
2. President-elect
3. Treasurer
4. Secretary
5. Immediate Past President
6. 3 additional Past Presidents
7. NAR Directors

The major responsibility of a member of the Board of Trustees is to represent the entire membership. The Trustees of the Association comprise the governing body of NCJAR. Specific responsibilities of the Board of Trustees are as follows:

1. Serve as the governing body of the Association
2. Participate in all Association meetings as a representative of the members, to review, revise, and establish policies for the mutual benefit of the membership.
3. Overall policy responsibility, including but not limited to, the following: Membership, Grievance, Professional Standards, Mediation, Government Affairs, Budget and Finance.
4. Designate bank(s) to be used as depositories of the Association funds and authorize signatories for bank accounts maintained by the Association.
5. Review budget and all adjustments thereto of the Association as submitted by the Budget and Finance committee, the Comptroller and CEO, and approve/disapprove overall budget and/or adjustment thereto for the year
6. Authorize audit of the official financial records of the Association when required.
7. Authorize expenditures of the Association in accordance with the Bylaws.
8. Approve all committee actions, reports, and finances.
9. Serve as Liaison to one NCJAR committee each year during the term as Trustee.
10. Support RPAC and Calls to Action
11. Abide by the Realtor Code of Ethics and all policies of NCJAR and be familiar with NCJAR's Strategic Plan, Bylaws, and Policies.

## DUTIES OF THE PRESIDENT-ELECT:

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It is the responsibility of the President-Elect to perform the duties and accept the responsibilities of the President in the event of the President's absence or disability. The President-Elect may be charged with the supervision and coordination of certain committees, committee objectives, programs, and activities of the Association.

Among other items as stated above, the President-Elect is specifically charged with the following responsibilities:

1. Assume all duties of the President in the event of his/her incapacity, absence, removal from office, or resignation.
2. Be knowledgeable and conversant relative to the Association's strategic plan, objectives, programs, and activities of the Association at all levels.
3. Serve on the Board of Trustees.
4. Attend all general membership meetings.
5. Participate in all Association functions, or as requested by the President. (see below)
6. Attend National and State conventions. (see below)
7. Represent the Association at other associations and organizations as requested by the President.
8. Keep abreast of all current issues relevant to our business and to Realtors® in particular.
9. Maintain a close working relationship with the CEO being cognizant of the respective differing areas of responsibilities.
10. Be familiar with the Bylaws and Policies of the Association.
11. Be familiar with Roberts' Rules of Order and basic parliamentary procedures.
12. Keep abreast of legislative activity at the local, state, and national levels.
13. Attend NJR Triple Play Convention in Atlantic City, NAR Legislative Meetings & Conference in Washington DC, and NAR Conventions in November.

## DUTIES OF THE SECRETARY:

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The Secretary shall oversee all Minutes and records of the Association to ensure that permanent record of the Association activities is maintained. He/She may assign certain duties of his/her office to the President-Elect, subject to approval of the Board of Trustees.

In addition, the Secretary is specifically charged with the following responsibilities:

1. Serve on the Board of Trustees.
2. Verify quorum at each Trustees meeting and General Membership meetings.
3. Attend all General Membership meetings.
4. Participate in all Association functions, or as requested by the President.
5. Be knowledgeable and conversant relative to the Associations' Strategic Plan, objectives, programs, and activities of the Association at all levels.
6. If acting as Liaison to any committee, present summary of committee activities and committee progress reports at the Trustee's meetings.
7. Undertake any other duties or assignments as may be recommended by the President of Board of Trustees.
8. Be familiar with current Bylaws, Rules and Regulations, Strategic Plan, and Policies of the Association
9. Be familiar with Roberts' Rules of Order, and basic parliamentary procedures
10. Know current committee descriptions.
11. Be aware of legislative activity and litigation affecting the industry and Association's on a local, state, and national level.
12. Be familiar with the Association's Strategic Plan, Bylaws and Policies.

## DUTIES OF THE TREASURER:

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The Treasurer shall oversee the funds and securities of the Association and shall render all financial reports at all meetings of the membership and Board of Trustees. He/She may assign, subject to the approval of the Board of Trustees, certain duties of his/her office to the President-Elect.

In addition, the Treasurer is specifically charged with the following responsibilities:

1. Serve on the Board of Trustees.
2. Attend all General membership meetings.
3. Participate in all Association functions, or as requested by the President.
4. Serve as Co-Chairperson of the Association Budget and Finance committee.
5. Be aware of the location and types of all Association accounts, interest rates earned, and make recommendations in coordination with the CEO and CFO to the Board of Trustees to capitalize on higher rates and/or transfer from one type of account to another as need's are determined by the Board's financial status.
6. Arrange and coordinate with the accountant, CEO and CFO, and all reports as requested by the Board of Trustees. Supervise and analyze the reports to see they are adequate and correctly contain all the information required. Make recommendations for any additional reports, or revisions of existing reports, to adequately indicate the financial status of the Board.
7. Analyze financial reports before submission to the Trustees to be familiar with the contents. Obtain any answers from the CEO and CFO needed so that he/she will be in a position to answer any questions from the President, Trustees, or the membership.
8. See committee requests for financial needs in advance of annual budget preparation
9. Be a co-signer on any and all bank accounts for the Association.