

# BECOME A REAL ESTATE LEADER

## GKAR BOARD OF DIRECTORS 2024-2026

### Role Descriptions & Time Commitments

#### DIRECTOR

The Directors are official representatives of the Greater Kalamazoo Association of REALTORS® (GKAR) and are responsible for the activity, strength, and viability of GKAR. The position of Director is one of prestige, honor, and responsibility.

##### What are my responsibilities as a Director?

- Adhere to and uphold the Code of Ethics and set a positive example for all Members
- Familiarize yourself with GKAR *Bylaws, Policy, MLS Rules and Regulations*, Annual Budget, and Robert's Rules of Order
- Be informed of local, state, and national real estate trends and concerns
- Report on real estate related situations in evidence within GKAR
- Maintain the confidentiality of all matters discussed in Executive Session and strive to maintain the integrity of the position
- Uphold fiduciary duties including the Duty of Care (making informed decisions by following a deliberative process by attending meetings; preparing for the meetings; being attentive and an active participant in the meetings; exercising independent judgement; delegating to professionals and governing through policy allowing the CEO to implement policy and conduct operations) and Duty of Loyalty (acting in best interest of the Association, rather than their own interests; not using the Association for personal profit or gain

or other personal advantage; disclosing any potential conflict of interest or any potential financial benefit)

- Prepare for and attend all meetings of the Board of Directors by reading materials prior to meeting, participate in discussion of agenda items (remembering that they are representing GKAR as a whole), and support all decisions of the Board of Directors
- Establish Annual Strategic Plan for GKAR and review quarterly, to ensure successful completion
- Vote to approve Committee Meeting Minutes; Annual Operating Budget including Annual Dues and Monthly User Fees; Monthly Financials; New Members; member programs; new products and services; new GKAR policies; confirm Committee Chairs and Vice-Chairs; approve other motions from Committees; and other agenda items
- If appointed by the President, serve as Director Liaison to a GKAR Committee, be conscientious in attendance and in advising the Board of Directors of any matter pertinent to the Committee and advising the Committee of any matters from the Board of Director pertinent to the Committee
- Carry out tasks assigned by the President or Executive Committee
- If called upon to represent GKAR, shall act in a manner supportive of the goals of the Association
- Inform the GKAR Staff of Membership problems of which they are aware so that staff can take appropriate action to help correct deficiencies

- Support RPAC through investment and respond to "Calls to Action" both by NAR and MR
- Be vigilant in the search for Members who have been or can be effective, knowledgeable participants in GKAR Committees or task forces, encouraging them to serve in that capacity and recommending them to the President or President-Elect

##### What are my time commitments as a Director?

- Monthly Board of Directors' meetings; typically, the fourth Friday of each month from 8:30 am – 10:30 am at GKAR
- Annual Strategic Planning Session (October; full day)
- Annual Installation & State of the Association Luncheon (December)
- Attend New Director Orientation
- Annual Legislative Candidate Interviews; follows regular meeting (August; full day)
- Task Forces/Work Groups, as appointed
- Monthly Committee meetings (1 – 1 ½ hours), if appointed, as Director Liaison
- Attend at least three GKAR programs throughout the year to represent and promote the Board of Directors
- Review and score REALTOR® of the Year Qualification forms (September)
- Encouraged to attend NAR and MR Conventions

#### PRESIDENT

The President is the executive head of the Association and is responsible to the Board of Directors.

##### What are my responsibilities as the President?

- Same responsibilities as a Director
- Preside as Chairperson at the Board of Directors meetings
- Serve on the Budget & Finance Committee and Executive Committee; attend monthly meetings
- Serve on the annual CEO Evaluation Committee
- Ex-officio member of all standing committees
- Serve as voting Delegate to MR and spokesperson for GKAR at NAR and MR meetings
- Appoints Task Forces; Nominating Committee; and Elections Committee
- Provides reports to the Membership on GKAR operations and Director actions through letters, publications and/or speeches (e.g. State of the Association)
- Accessible to Membership to listen and address concerns or questions about GKAR
- Prepares President-Elect for their term as President

##### Additional Time Commitments as President

- Attend monthly Budget & Finance Committee Meetings (1 hour)
- Attend Executive Committee Meetings following Budget & Finance Committee Meeting (1 hour)
- Attend NAR and MR Conventions

#### PRESIDENT-ELECT

The President-Elect shall perform the duties of the President in the event of the President's absence or disability and shall have such other powers and duties as may be prescribed by the Board of Directors, the Executive Committee, or the President, from time to time.

##### What are my responsibilities as the President-Elect?

- Same responsibilities as a Director
- Serve as President in second year of their term
- Preside as Chairperson in the absence of the President
- Serve on the Budget & Finance Committee and Executive Committee; attend monthly meetings
- Serve on the annual CEO Evaluation Committee
- Appoint Committee Vice-Chairpersons to serve as Chair during their year as President
- Ex-officio member of all committees and task forces
- Serve as Alternate Delegate to MR and NAR and Alternate Manager for MichRIC®
- Chairperson of the Strategic Planning Meeting and sets agenda for meeting

##### Additional Time Commitments as the President-Elect

- Attend monthly Budget & Finance Committee Meetings (1 hour)
- Attend Executive Committee Meetings; follows Budget & Finance Committee Meeting (1 hour)
- Attend MichRIC® Managers Meetings (6 annually; 2 – 3 hours each)
- Attend NAR and MR Conventions
- Attend NAR Leadership Conference in Chicago in August (2 days)



## GKAR Board of Directors Terms & Qualifications

	ELECTED TERM	QUALIFICATIONS* <small>*In accordance with GKAR Bylaws, Article XI</small>	HELPFUL EXPERIENCE
<b>DIRECTOR</b>	3 Years	Any REALTOR® Member in Good Standing	Three Years of Experience as a REALTOR®  Previous GKAR Committee Involvement
<b>PRESIDENT-ELECT</b> (President in 2nd Year)	2 Years	Any REALTOR® Member in Good Standing	Previous GKAR Board of Director

### 2023 Election Dates

Tuesday, September 26<sup>th</sup>, 2023 – 2:00 pm on  
Thursday, September 28<sup>th</sup>, 2023

### Important Dates (if elected)

- Until your term is effective, attend monthly Board meeting as a guest:
  - October 27<sup>th</sup>, 8:30 am – 10:30 am, at GKAR
  - November 20<sup>th</sup>, 8:30 am – 10:30 am, at GKAR (*Monday*)
  - December 13<sup>th</sup>, 11:30 am – 1:30 pm, TBD
- Attend the Annual Strategic Planning Session
  - October 13<sup>th</sup>, 8:30 am – 8:00 pm, TBD
- Attend the annual Installation & State of the Association
  - December 1<sup>st</sup>, 11:30 am – 2:00 pm, at Radisson
  - Take your oath of office

### Benefits

Attend National and State Conventions  
(with Travel Reimbursement, per GKAR Policy)

Represent GKAR at the State Capitol  
and in Washington, DC

Increased Networking Opportunities

NAR, MR, and GKAR Annual Dues Waived  
During Years Served

GKAR Monthly User Fees Waived During Years Served  
(President, President-Elect, and Treasurer)

Professional Photo Taken and Displayed in the GKAR Lobby and  
Online at GKAR.com

Recognition at GKAR Installation &  
State of the Association Luncheon

### Next Steps

If you're interested in representing GKAR on the Board of Directors, contact a member of the Nominating Committee prior to **Monday, August 14<sup>th</sup>, 2023, at 5:00 pm.**

### Nominating Committee

Amy Hamilton, Chair (269) 303-0709  
Jennifer Hoffman (269) 720-0846  
Jill Kingsbury (269) 207-7548  
Joe Taylor (269) 998-2935  
Mark Vickery (269) 806-6673



**GKAR**  
Greater Kalamazoo  
Association of REALTORS®

**REALTOR®**

5830 Venture Park Drive, Kalamazoo, MI 49009 | (269) 382-1597