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**Here's your chance to be part of the decision making process for the North San Diego County Association of REALTORS® by serving on the Board of Directors.**

The election will be held in June of this year for the elected term beginning January 1, 2011, and ending December 31, 2012. Although this is the year in which even numbered Districts and one of the two At Large Director positions are elected, there will also be an election to fill the unexpired term in District 5 where the elected Director resigned. The Director term for District 5 will be July 1, 2010 - December 31, 2011.

Interested REALTOR® members are encouraged to fill out and submit an application no later than Friday, April 9, 2010. The Nominating Committee will interview all interested candidates the week of April 23 - 29 (date TBD) at the Vista Administrative Office.

**Director positions are available for the following:**

- District 4: Carlsbad, La Costa
- District 5: Oceanside (partial term)
- District 6: Vista, San Marcos
- District 8: Fallbrook, Bonsall
- At Large

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**APPLICATION TO SERVE ON NSDCAR BOARD OF DIRECTORS**

**Please forward my name to the Nominating Committee to register my interest in serving on the Board of Directors of the North San Diego County Association of REALTORS® for the terms listed below. You will be contacted by the Nominating Committee for an interview scheduled the week of April 23 - 29, 2010 (exact date TBD). The Annual Election is held in June of each year and terms begin the following January. (Except District 5 begins 7/1/2010)**

\_\_\_\_\_  
**Name (please print)**

\_\_\_\_\_  
**Office name (please print)**

\_\_\_\_\_  
**Office address**

\_\_\_\_\_  
**Phone number**

\_\_\_\_\_  
**E-mail address**

**I would be interested in the following position:**

\_\_\_\_\_ **Director on the NSDCAR Board of Directors**  
**Seats available for At Large, Districts 4, 6 and 8**  
**(2-yr term: January 1, 2011 - December 31, 2012)**

\_\_\_\_\_ **Director on the NSDCAR Board of Directors**  
**Seat available for a partial term for District 5**  
**(Unexpired term: July 1, 2010 - December 31, 2011)**

**Eligibility Requirement: must have been a member in good standing for at least one (1) year and must have been actively involved on a committee, task force, work group, or District Coordinating Committee for at least one year prior to assuming office if elected. We'd like to know more about you. Please attach a brief bio, including information on your background and highlights of your real estate career. Use a second page if necessary.**

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**Please fax this form to NSDCAR at 760-597-0362  
no later than April 9, 2010.**

**NORTH SAN DIEGO COUNTY ASSOCIATION OF REALTORS®**  
**VOLUNTEER JOB DESCRIPTIONS & EXPECTATIONS**

**NSDCAR DIRECTOR**

- Be aware of your fiduciary responsibilities under California corporate law as a Director or Officer.
- Attend all regular and special meetings of the Board of Directors.
- Arrive at the meeting on time to avoid unnecessarily wasting the time of others and to assure a quorum for the transaction of business.
- Prepare for Director meetings by reviewing the advance packet provided.
- Schedule your time on the meeting day in such a way as not to leave the meeting before its adjournment.
- Be thoroughly familiar with the Association's operating documents: Bylaws, Policies, Annual Budget, COORDINATING COMMITTEE Guidelines, and Program Descriptions.
- Serve as an example to others by adhering to all AOR operating documents, Sandicor Rules & Regulations, and the N.A.R. Code of Ethics, remembering always that you are a representative of this organization and that your voice and actions reflect on NSDCAR.
- Attend the Association's Annual Leadership Kickoff, Annual Installation, Annual Meeting in June, and Association-wide events such as the RAAD Golf Tournament dinner and the RAAD Family Picnic, Fall Expo, Broker/Member Forums, etc.
- Make reservations/registration for these events if required, and call for excused absence if absolutely unable to attend.
- Participate in deliberations and support decisions of the Board once made.
- You must be or become certified/recertified to serve as a Tribunal on Professional Standards matters brought to the Board.
- Be an advocate of the Association among the members and the general public.
- Each Director is strongly encouraged to make the \$197 contribution to the REALTOR® Political Action.

**Important Note:**

See also Governance Process Policies below:

- Board Job Products (4.2)
- Board Chair's Role (4.4)
- Board members' Code of Conduct (4.5)

**Policy 4.2 – BOARD JOB PRODUCTS**

*Date Adopted/Last Revised: 01/08/2009*

*Governance Process*

The specific job outputs of the board are those unique "values-added" that, on behalf of the membership, define and ensure appropriate organizational performance.

- 4.2.1. The board will produce the link between the organization and the membership
  - 4.2.1.1. Needs Assessment: The Board will assess the needs of the membership as they relate to NSDCAR's activities and scope of influence, and will develop Ends policies identifying and prioritizing the outcomes the Association will produce to address those needs.
  - 4.2.1.2. Advocacy: The Board will inform the membership of the Association's expected future results, and its present accomplishments.
  
- 4.2.2. The board will produce written governing policies that realistically address the broadest levels of all organizational decisions and situations.
  - 4.2.2.1. Ends: Organizational products, effects, benefits, outcomes, recipients, and their cost or relative worth (what good for which recipients at what relative worth/cost/priority).
  - 4.2.2.2. Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
  - 4.2.2.3. Governance Process: Specification of how the board conceives, carries out, and monitors its own task.
  - 4.2.2.4. Board-CEO Linkage: How authority is delegated and its proper use monitored; the CEO's role, authority and accountability.

- 4.2.3. The board will assess and assure CEO performance against Ends and Executive Limitations policies.
- 4.2.4. The Board will determine membership dues and Sandicor Fees.
- 4.2.5. The Board will confirm the decisions and hear appeals from Professional Standards hearing panels.

**Policy 4.4 – BOARD CHAIR’S ROLE**

*Date Adopted/Last Revised: 01/08/2009*

*Governance Process*

The Board Chair, serving as NSDCAR’s chief governance officer, assures the integrity and fulfillment of the board’s process and, secondarily, represents the board to outside parties.

Accordingly:

- 4.4.1. The Board Chair’s job is to ensure that the board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
  - 4.4.1.1. Meeting discussion content will be only issues that, according to board policy, clearly belong to the board to decide, consider or monitor..
  - 4.4.1.2. Deliberation will be fair, open, and through but also timely, orderly, and to the point.
- 4.4.2. The Board Chair is authorized to make decisions consistent with board policies on Governance Process and Board-CEO Linkage, except (a) regarding employment/termination of the CEO, or (b) instances where the board specifically delegates portions of this authority to others. The Board Chair is authorized to use any reasonable interpretation of the provisions in these policies.
  - 4.4.2.1. The Board Chair is empowered to preside at board meetings with the commonly accepted power of that position (for example, ruling, recognizing). The Board Chair shall vote only in the event of a tie.
  - 4.4.2.2. The Board Chair has no authority to make decisions within the Board’s Ends and Executive Limitations policy areas. Therefore, the Board Chair has no authority to supervise or direct the CEO.
  - 4.4.2.3. The Board Chair may represent the board to outside parties in announcing board-stated positions and in stating decisions and interpretations within the area delegated to her or him.
  - 4.4.2.4. The Board Chair may delegate this authority but remains accountable for its use.
  - 4.4.2.5. The Board Chair may appoint board members to serve on Board Committees and as Chair of such committees, except where specified otherwise in Bylaws or Board policies.

**Policy 4.5 – BOARD MEMBERS’ CODE OF CONDUCT**

*Date Adopted/Last Revised: 01/08/2009*

*Governance Process*

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

Accordingly:

- 4.5.1. Board Members must represent unconflicted loyalty to the interests of the membership. This accountability supersedes any conflicting loyalty such as to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any board member acting as a consumer of the NSDCAR’s services.
- 4.5.2. Board members are accountable for discharging their duties honestly and in good faith. Board members shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 4.5.3. Board Members must avoid conflict of interest with respect to their fiduciary responsibility.

- 4.5.3.1. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization, except as procedurally controlled, to assure openness, competitive opportunity, and equal access to inside information.
  - 4.5.3.2. When a discussion takes place or a decision is to be made upon an issue about which a member has an unavoidable conflict of interest, that member shall disclose the conflict of interest and absent himself or herself from the vote.
  - 4.5.3.3. Board members must not use their positions to obtain staff employment for themselves, family members, or close associates. Should a member desire staff employment, he or she must first resign.
  - 4.5.3.4. Board Members will annually disclose their involvements with other organizations, with vendors, or any other associations that might produce a conflict.
- 4.5.4. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
- 4.5.4.1. Board Members' interaction with public, press, or other entities must recognize the inability of any board member to speak for the CEO, or for the board except to repeat explicitly stated board decisions.
  - 4.5.4.2. Board members' interaction with the CEO or with staff must recognize the lack of authority vested in individuals except when explicitly Board authorized.
  - 4.5.4.3. Except for participation in Board deliberation about whether the CEO has achieved any reasonable interpretation of Board policies, Board members will not publicly express individual judgments of performance of employees or the CEO.
- 4.5.5. Board Members will respect the confidentiality appropriate to issues of a sensitive nature.
- 4.5.6. A Board member aware of credible information that suggests that a Board policy has been violated, by either the Board or the CEO, has an affirmative obligation to bring the concern to the Board's agenda for monitoring.
- 4.5.7. Board members will support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue.
- 4.5.8. Attendance — Board members are expected to attend Board meetings. Absence from more than two of the Board's regularly scheduled meetings in any calendar year will constitute that member's resignation from the Board. In case of extenuating circumstances, a Board member may request a waiver to this provision. Waivers may be granted only by vote of the Board.
- 4.5.9. All members of the Board of Directors must complete the same training required for any member of our Professional Standards committee in order to fulfill their duties in Disciplinary and Arbitration review panels. Directors shall not serve as a hearing panelist for Professional Standards unless no other choice is available.