

Tucson Association of REALTORS®, Inc.
CANDIDATE APPLICATION
2024 Leadership



Candidates must meet all qualifications as specified in the Tucson Association of REALTORS®, Inc. Bylaws.
All qualified candidates as determined by the Nominating, Credentials & Recognition Task Force will appear on the ballot.

Agent # _____ Name _____ NAR Professional Designations _____
Company _____ Contact Phone _____
Signature _____ Date _____

Deadline to declare candidacy in **writing** to Nominating, Credentials & Recognition Task Force: 5:00 p.m. Fri, March 10, 2023

Deadline to submit photo and biography: 5:00 p.m. Fri, March 10, 2023

Deadline for nominees from the floor to submit application, biography and photo: 5:00 p.m. Thur., March 16, 2023

TUCSON ASSOCIATION OF REALTORS® BOARD OF DIRECTORS

Only Members of the Tucson Association of REALTORS® may serve as Officers or Directors. A candidate shall not be placed on the ballot for more than one (1) TAR elective position. Candidates understand that election to office involves commitment to attend Director Meetings, Association Events and other assignments necessary to the proper functioning of the Tucson Association of REALTORS®.

I hereby submit my application for candidacy for the office of:

- PRESIDENT-ELECT**
 - I am a REALTOR® Member;
 - I have served at least two (2) years as an Association Director, or one (1) year as an Association Director and one (1) year as an Association Officer. Date(s) served: _____;
 - I have previously served as TAR President-Elect:
 Yes No If yes, please list date(s) served: _____; and
 - I do not have a pending, unresolved felony charge nor have I had a felony conviction within the previous five (5) years and do not have an unfulfilled sanctions(s) resulting from a REALTOR® Professional Standards hearing.

- VICE PRESIDENT**
 - I am a REALTOR® Member,
 - I have served at least one (1) year as an Association Director. Date(s) served: _____;
 - I have previously served as TAR Vice President:
 Yes No If yes, please list date(s) served: _____; and
 - I do not have a pending, unresolved felony charge nor have I had a felony conviction within the previous five (5) years and do not have an unfulfilled sanctions(s) resulting from a REALTOR® Professional Standards hearing.

- TREASURER**
 - I am a REALTOR® Member,
 - I have served at least one (1) year as an Association Director. Date(s) served: _____;
 - I have previously served as TAR Treasurer:
 Yes No If yes, please list date(s) served: _____; and
 - I do not have a pending, unresolved felony charge nor have I had a felony conviction within the previous five (5) years and do not have an unfulfilled sanctions(s) resulting from a REALTOR® Professional Standards hearing.

- TAR REALTOR® "A" DIRECTOR (3) *Two-Year Term***
 - I am a REALTOR® Member
 - I have previously served as a TAR Director:
 Yes No If yes, please list date (s) served: _____;
 - I have served on or am serving one complete term on a committee, taskforce, working group of TAR or MLSSAZ.
Date(s) served: _____; and
 - I do not have a pending, unresolved felony charge nor have I had a felony conviction within the previous five (5) years and do not have an unfulfilled sanctions(s) resulting from a REALTOR® Professional Standards hearing.

- TAR REALTOR® "B" DIRECTOR (3) *One-Year Term***
 - I am a REALTOR® Member
 - I have previously served as a TAR Director:
 Yes No If yes, please list date (s) served: _____;
 - I have served on or am serving one complete term on a committee, taskforce, working group of TAR or MLSSAZ.
Date(s) served: _____; and
 - I do not have a pending, unresolved felony charge nor have I had a felony conviction within the previous five (5) years and do not have an unfulfilled sanctions(s) resulting from a REALTOR® Professional Standards hearing.

NOTE: The maximum number of Directors associated with any firm shall be three (3).

Please submit an editable biography of **no more than 200 words** and a photo for the Election Preview with completed application to: **Christine Sanchez, Tucson Association of REALTORS®, 2445 N. Tucson Boulevard, Tucson AZ 85716 or christine@tucsonrealtors.org.**

An email confirmation will be sent within 24 business hours confirming receipt of application.

Duties and Responsibilities of TAR Officers and Directors



Duties and Responsibilities of TAR Officers and Directors include but are not limited to: Monthly Board of Director meetings, Leadership Training, an annual membership meeting, awards event and installation ceremony. Directors are encouraged to attend Association-sponsored functions and activities, including but not limited to REALTOR® Day at the Capital and the Real Estate EXPO. Other duties and responsibilities specific to each office are listed below and in the Association Bylaws.

President-Elect

- The President-Elect shall succeed to the Presidency at the expiration of the current President's term. Remember, when you run for the position of President-Elect, you make a three-year commitment to sit on the Board of Directors: one year as President-Elect, one year as President, and one year as Immediate Past President.
- The President-Elect shall assume the responsibilities of and act as the President of the Association in the President's absence. The President-Elect shall perform such other duties as are requested by the President or the Board of Directors.
- In the event the President is no longer willing or is unable to serve as President for any reason, the President-Elect shall automatically succeed to the office of President to complete the unexpired term of the current President and shall then serve as President for an additional full term.
- The President-Elect shall serve as a MLS Director and Liaison to the MLS Board.
- The President-Elect and President serve on the TAR Executive Committee.
- The President-Elect and President have an automatic appointment to the AAR Board of Directors, and are expected to attend all AAR Board of Director meetings and NAR meetings and conventions. (Basic travel costs are covered by TAR.)

Qualifications for President-Elect are indicated below (Refer to Article XIII of the Association Bylaws for Officer Duties):

- Only REALTOR® Members of the Tucson Association of REALTORS® may serve as Officers.
- To be eligible for the position of President-Elect, a Member shall have served two (2) years as an Association Director, or one (1) year as an Association Director and one (1) year as an Association Officer.
- In the event the President is no longer willing or is unable to serve as President for any reason, the President-Elect shall automatically succeed to the office of President to complete the unexpired term of the current President and shall then serve as President for an additional full term.
- No REALTOR® shall be eligible to be elected more than two (2) successive terms in the same Officer position.
- A candidate for President-Elect shall not have a pending, unresolved felony charge nor have a felony conviction within the previous five (5) years.
- A candidate for President-Elect shall not have an unfulfilled sanction resulting from a REALTOR® Professional Standards hearing pursuant to the REALTOR® Code of Ethics.

Vice President

- In the absence of the President and President-Elect, the Vice President shall act as the President of the Association.
- The Vice President shall perform such other duties as are requested by the President or Board of Directors to include but not limited to fostering new leadership and engaging members.
- The Vice President serves on the TAR Executive Committee.

Qualifications for Vice President are indicated below (Refer to Article XIII of the Association Bylaws for Officer Duties):

- Only REALTOR® members of the Tucson Association of REALTORS® may serve as Officers.
- To be eligible for the position of Vice President, a Member shall have served one (1) year as an Association Director.
- No REALTOR® shall be eligible to be elected more than two (2) successive terms in the same Officer position.
- A candidate for Vice President shall not have a pending, unresolved felony charge nor have a felony conviction within the previous five (5) years.
- A candidate for Vice President shall not have an unfulfilled sanction resulting from a REALTOR® Professional Standards hearing pursuant to the REALTOR® Code of Ethics.

Treasurer

- The Treasurer shall, in addition to responding to relevant requests pertaining to financial matters from the Board of Directors, be responsible for: 1) presenting a comprehensive financial report at each regular meeting of the Board of Directors; 2) reviewing and monitoring the Association's accounts receivable, accounts payable, and dues status of Association Members; 3) being familiar with check signatory authorization and periodically monitoring for compliance; 4) investigating which employees have corporate credit cards and ensuring that adequate safeguards and controls are in place to control the use and accountability thereof; 5) periodically verifying which employees have spending authority and in what amount to ensure that those limits are not being exceeded; 6) reporting to and acting as liaison between the Chief Executive Officer and the Board of Directors to ensure all parties are informed on important financial issues relevant to the management of the Association; 7) reviewing relevant insurance policies to ascertain the appropriateness of the coverage and the cost effectiveness thereof; 8) reviewing each deferred benefit plan ensuring compliance with the Association's responsibilities; 9) reviewing the quality effectiveness and cost of the corporation auditors; 10) confirming that adequate records of the current dues status of all Members by category of Membership are being maintained ensuring accurate billing of Members; and 11) reporting all relevant and significant findings regularly to the Board of Directors. The Treasurer shall coordinate with the Staff Officer in charge of Finance and shall be entitled to have said Staff Officer assist in providing information, records and reports to assist the Treasurer in accomplishing the above duties all without creating interference in the performance of the Staff Officer's regular duties.
- The Treasurer serves as Chairperson of the TAR Finance Committee.
- The Treasurer serves on the TAR Executive Committee.
- The Incoming Treasurer will be a non-voting, Ex Officio member on the Executive Committee.

Qualifications for Treasurer are indicated below (Refer to Article XIII of the Association Bylaws for Officer Duties):

- Only REALTOR® Members of the Tucson Association of REALTORS® may serve as Officers.
- To be eligible for the position of Treasurer, a Member shall have served one (1) year as an Association Director.
- No REALTOR® shall be eligible to be elected more than two (2) successive terms in the same Officer position.
- A candidate for Treasurer shall not have a pending, unresolved felony charge nor have a felony conviction within the previous five (5) years.
- A candidate for Treasurer shall not have an unfulfilled sanction resulting from a REALTOR® Professional Standards hearing pursuant to the REALTOR® Code of Ethics.

REALTOR® Director (One-Year and Two-Year Terms)

- The Board of Directors shall be charged with the management of the Association's business, including the adoption of necessary rules and regulations and the levy of fines in the enforcement thereof.
- ### **Qualifications for REALTOR® Director are indicated below (Refer to Article XI of the Association Bylaws for Director Duties):**
- Only REALTOR® members of the Tucson Association of REALTORS® may serve as REALTOR® Directors.
 - REALTOR® Directors shall have served or be serving at least one (1) complete term as a Member of a Committee, Task Force or Working Group of TAR or TAR/MLS.
 - REALTOR® Directors shall not be eligible to be elected to more than three (3) successive terms.
 - No candidate for REALTOR® Director shall have a pending, unresolved felony charge nor have a felony conviction within the previous five (5) years.
 - REALTOR® Director candidates shall not have an unfulfilled sanction resulting from a REALTOR® Professional Standards hearing pursuant to the REALTOR® Code of Ethics.