



## 2018 ELECTED LEADERSHIP POSITIONS NOMINATION FORM

**Filing deadline: 5:00 p.m., Friday, June 30, 2017**

*Late nominations cannot be accepted*

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- I hereby nominate myself for the attached position(s), and certify that all information is true and correct.
- or,
- I, \_\_\_\_\_, hereby nominate \_\_\_\_\_ for the attached position(s), and believe that all information is true and correct to the best of my knowledge.  
**(Please note that any nominated candidate must agree and sign this form as indicated below.)**

Further, I acknowledge and agree to abide by the following PMAR Election & Campaign Rules:

1. Campaign expenditures for any individual candidate are limited to a maximum of \$500 for items such as brochures, flyers, mailings, campaign functions, etc. Candidates shall submit to the PMAR CEO itemization of all campaign expenditures, if any, within ten (10) days after the election.
2. No campaign materials are allowed on walls, tables, chairs, etc. at any PMAR meetings/conferences or at the Annual meeting at which a runoff election takes place.
3. Campaigning is not allowed on official PMAR social media channels or distribution lists. Candidates may not promote their candidacy on any PMAR-sanctioned page, nor may they tag the organization in posts. This includes PMAR's Facebook page, Masters Circle Facebook group, YPN Facebook page, Masters Circle distribution lists and any other PMAR communications or social media channels as may be added from time to time.
4. Violation of these campaign rules is basis for disqualification from candidacy.

Candidate Name \_\_\_\_\_  
*please print*

Firm Name \_\_\_\_\_

Candidate Signature \_\_\_\_\_  
*required*

Date \_\_\_\_\_

# Portland Metropolitan Association of Realtors®

## 2018 ELECTED LEADERSHIP POSITIONS NOMINATION FORM

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### **Local Director** - Seven positions available: (check only ONE)

See pages 5-6 for Local Director position description

- Local Director at large from a large firm (183 or more Realtor® members) - 1 year term
- Local Director at large from a medium firm (26-182 Realtor® members) - 1 year term
- Local Director at large from a small firm (1-25 Realtor® members) - 1 year term
- Local Director - 4 positions; 3 year terms

*Qualifications\**: Minimum of two years service on a Realtor® Committee or Board during the past five years (for example, RMLS™ Committee or Board of Directors, OREF Forms Committee or Board of Managers, MC Leadership Team, PMAR Committee, NAR Committee, OAR Committee or Board of Directors, NAR Institute, Society or Council, e.g., CRS Oregon Chapter, WCR Oregon/Portland, etc).

Realtor® Service: \_\_\_\_\_ Year \_\_\_\_\_

*Note: In accordance with Article XII, Section 2 of the PMAR Bylaws, the PMAR Officers will be elected by and from among the Local Directors; contact PMAR for complete election bylaws and policies.*

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### **State Director** - Fifteen positions available – 3 year terms; One position available – 1 year term:

(check only ONE)

See pages 7-8 for State Director position description

- State Director – 15 positions; 3 year terms
- State Director – 1 position; 1 year term

*Qualifications\**: Minimum of two years Local or State Committee, or Director service during the past five years.

Committee Name: \_\_\_\_\_ Year \_\_\_\_\_

*\*The PMAR Elections Committee has the authority to certify a nominee that does not meet current qualification criteria for the position sought, based upon the nominee's tenure, experience and past service to the Realtor® organization.*

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Questions? Contact PMAR CEO Kathy Querin, 503-459-2161 or [kquerin@pmar.org](mailto:kquerin@pmar.org)



## 2018 Elected Leadership Candidate Guide Information

*The information you submit will be published in a Candidate Guide that will be provided to all PMAR Realtor® members with their online ballot. In the event that you are running for more than one position, please submit one Candidate Information Form per position.*

**Please print or type:**

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

Realtor® Designations/Certifications Earned (circle all that apply): ABR ABRM AHWD ALC BPOR CIPS  
CCIM CPM CRB CRS CRE e-PRO GAA GREEN GRI PMN RAA RSPS SFR SIOR SRES

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

Position Running For: \_\_\_\_\_

Number of Years as a Realtor®: \_\_\_\_\_

Realtor® Activities during Past **Three** Years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Required Candidate Statement** (40 words or less): **“Why I wish to serve”**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please submit the following to the PMAR office no later than 5:00 pm, June 30, 2017:**  
**Signed Nomination Form ♦ Candidate Guide Information ♦ Photo**  
**Late nominations cannot be accepted.**

Questions? Contact PMAR CEO Kathy Querin, 503-459-2161 or [kquerin@pmar.org](mailto:kquerin@pmar.org)

Return to **one** of the following:

- ✓ Portland Metropolitan Association of Realtors®  
150 SW Harrison St., Suite 200; Portland, OR 97201
- ✓ Fax: 503-228-4170
- ✓ [kquerin@pmar.org](mailto:kquerin@pmar.org)

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## **PMAR LOCAL DIRECTOR LEADERSHIP POSITION DESCRIPTION**

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**FUNCTION:** To review and evaluate issues and activities of the Association to accomplish the goals and mission as outlined in the Business/Strategic Plan, and in conformance with the established annual budget.

**DUTIES AND RESPONSIBILITIES:**

Within the limits of the Association's constitution, bylaws and policies, the Local Director is responsible and has commensurate authority to:

- Attend and fully participate, as a voting delegate, in the Association's Board of Directors Meetings.
- Serve as a fiduciary of PMAR, maintaining the duty of loyalty and good faith. Diligently review information provided in advance of meetings; maintain confidentiality per policy; actively participate in decision making; disclose potential conflicts of interest.
- Endeavor to attend all membership meetings of the Association.
- Support and facilitate PAC Fundraising efforts. Make an annual "fair share" contribution to RPAC, at minimum.
- Have a working knowledge of the PMAR bylaws, policies, the NAR Code of Ethics, and Robert's Rules of Order.
- Accept other responsibilities as requested by the PMAR President.

*Position Criteria: Minimum of two years service on a Realtor® Committee or Board during the past five years (for example, RMLS™ Committee or Board of Directors, OREF Forms Committee or Board of Managers, MC Leadership Team, PMAR Committee, NAR committee, OAR Committee or Board of Directors, NAR Institute, Society or Council, e.g., CRS Oregon Chapter, WCR Oregon/Portland, etc.).*

**FREQUENTLY ASKED QUESTIONS:**

*Who do I represent?*

The PMAR Board of Directors (BOD) represents its 8,000+/- members. Your legal and fiduciary obligation is to determine what is in the best interest of PMAR and its entire membership and to put those interests before all others – including your own, and that of your company.

*How often do we meet, and what if I cannot attend a meeting?*

There are monthly pre-scheduled Board of Directors meetings that take place at the PMAR office, normally on a Wednesday starting at 9:30 a.m. We ask members to block 1.5 hours for each meeting. Meetings may be canceled at the discretion of the President, typically due to a lack of action items to be considered. However, the PMAR Bylaws require not less than nine meetings annually.

Consistent attendance by each BOD member is necessary in order to ensure adequate stewardship of the association, therefore, if a member fails to attend three scheduled meetings within any 12 month period, the President may remove the individual from their position (with approval of the Executive Committee).

*How will I understand what the issues are?*

PMAR staff will email a preliminary agenda, with supporting materials where applicable, several days in advance of the Board meeting. New PMAR Directors will be assigned a “mentor” who, as a seasoned volunteer, will help them to understand and navigate the information and meetings.

*What types of issues will I be asked to vote on?*

As a member of the governing body of PMAR you will review and approve an annual business plan and budget; set annual dues; approve public policy positions as they pertain to the real estate industry and PMAR governmental affairs policies; establish governing policies and procedures; consider major corporate actions; review financial statements; and conduct other governance activities typical of a Board of Directors.

*Who serves on the PMAR Board of Directors?*

Twenty-one PMAR members serve on the BOD: 20 Realtors® and one Affiliate member.

*What's in it for me?*

Serving on the PMAR Board of Directors puts you in a position of helping to build a stronger, more vibrant and relevant trade association. You know the issues of concern in your industry, and will now have a voice at the decision-making level. And, PMAR Directors often use their position as a stepping-stone to become involved on the Oregon Association of Realtors® Board of Directors and/or the National Association of Realtors®.

An additional benefit of your involvement is the opportunity to meet and network with Realtors® from throughout the PMAR membership. You will also hear monthly reports from the Executive Directors of both RMLS™ and OREF, which give you unique, and often advance knowledge, of service issues and upcoming changes.

*Who should I contact if I'd like more information?*

PMAR Chief Executive Officer Kathy Querin, 503-459-2161 [kquerin@pmar.org](mailto:kquerin@pmar.org)

PMAR Chief Operating Officer Michele Holen, 503-459-2154 [mholen@pmar.org](mailto:mholen@pmar.org)

Also, give either of Kathy or Michele a call if you'd like to be connected with a current PMAR Director to obtain their insider perspective.



## PMAR STATE DIRECTOR POSITION DESCRIPTION

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**FUNCTION:** To represent the Realtor® membership on the Oregon Association of Realtors® (OAR) Board of Directors.

### DUTIES AND RESPONSIBILITIES:

Within the limits of the Association's constitution, bylaws and policies, the State Director is responsible and has commensurate authority to:

- Attend, as an OAR Director and voting delegate, all regular and special meetings of the Board of Directors of the Oregon Association of Realtors®.
- Serve as a fiduciary of OAR and PMAR, maintaining the duty of loyalty and good faith. Diligently review information provided in advance of meetings; maintain confidentiality per policy; actively participate in decision making; disclose potential conflicts of interest; support all decisions of the Board.
- Have a working knowledge of the PMAR and OAR bylaws and policies, the NAR Code of Ethics, and Robert's Rules of Order.
- Attend PMAR State Director Caucus meetings held in advance of each OAR Board meeting.
- Attend and actively participate in OAR meetings, including teleconference calls, director forums, business meetings and conventions, etc.
- Support and facilitate PAC Fundraising efforts. Make an annual “fair share” contribution to RPAC, at minimum.
- Accept other responsibilities as requested by the PMAR and/or OAR President.

### FREQUENTLY ASKED QUESTIONS:

#### *Who do I represent?*

The OAR Board of Directors represents 15,000+/- members from throughout Oregon; you represent all of them, not just those in PMAR. Your legal and fiduciary obligation is to determine what is in the best interest of OAR and its entire membership and to put that interest before all others.

#### *How often do we meet?*

There are two scheduled Board of Directors meetings each year: the Spring Governance Meetings (usually in April in Salem) and the Fall Governance Meetings (location varies, usually in September, typically held in Portland, Eugene or Sunriver). As a Director, you are expected to attend both meetings.

Additionally, PMAR holds a State Director Caucus meeting (at the PMAR office) approximately 2-weeks in advance of each OAR meeting, during which we dial in to an OAR conference call to have a preliminary discussion regarding upcoming issues.

#### *How will I understand what the issues are?*

Each Director will receive a packet of materials from OAR 30-days in advance of the Board meeting. PMAR State Directors discuss the packet as a group at our Caucus meeting, and have an opportunity to ask questions of OAR leadership on the conference call. It is important to note that PMAR State Directors never vote as a block – it is each individual's responsibility to vote in what s/he believes is the best interest of the membership. New PMAR State Directors will be assigned a PMAR “mentor” who, as a seasoned volunteer, will help you understand and navigate the information and meetings.

## PMAR STATE DIRECTOR POSITION DESCRIPTION

*Continued*

As a Director, you are also encouraged to seek appointment to an OAR Committee; there are numerous opportunities to serve, including Business Issues, Political Affairs, and Professional Development. Serving on a Committee is an excellent way to obtain in-depth information about current issues and initiatives. Call OAR for more information (1-800-252-9115).

*What types of issues will I be asked to vote on?*

As a member of the governing body of OAR you will approve an annual budget; set annual dues; approve public policy positions as they pertain to the real estate industry and OARs legislative activities; establish governing policies and procedures; consider major corporate actions; review financial statements; and conduct other governance activities typical of a Board of Directors.

*Who serves on the OAR Board of Directors?*

Depending on the annual size of the statewide Realtor® membership, there are 120+/- members that serve on the OAR Board. The vast majority comes from local associations based on a predetermined formula; PMAR generally has approximately 45 representatives that serve on the Board. Additional members include the OAR Executive Committee (President, President Elect, Officers, Committee Chairmen, and the like).

*What's in it for me?*

Serving on the OAR Board of Directors puts you in a position of helping to build a stronger, more vibrant and relevant trade association. You know the issues of concern in your industry, and will now have a voice at the decision-making level. And, State Directors often use their position as a stepping-stone to become involved on the PMAR Board of Directors and/or the National Association of Realtors®.

An additional important benefit of your involvement is the unique opportunity to meet and network with Realtors® from throughout the state (you never know where your next referral might come from!) You will also hear and learn from industry experts from around our region and from the National Association of Realtors®.

PMAR budgets for each of its State Directors to receive a stipend of \$150, twice per year, to help offset your travel expenses. However, attendance at the PMAR Caucus meeting and the OAR Board of Directors meeting is required in order to receive the stipend. If you dial into the conference call separately, you are responsible for advising PMAR, otherwise you will be considered absent.

*Who should I contact if I'd like more information?*

PMAR Chief Executive Officer Kathy Querin, 503-459-2161 [kquerin@pmar.org](mailto:kquerin@pmar.org)

PMAR Chief Operating Officer Michele Holen, 503-459-2154 [mholen@pmar.org](mailto:mholen@pmar.org)

Also, give either of Kathy or Michele a call if you'd like to be connected with a current State Director to obtain their insider perspective.