

## **Now That You Are on The Board of Directors About Your Responsibilities**

### ***What are the governing responsibilities and authority of the Board of Directors?***

The Board of Directors is responsible for governing the Association (see Article IX, Section 3 of the GAR Constitution and Bylaws). Among other things, the Board of Directors has the authority to:

- Approve the annual operating budget
- Establish dues
- Borrow money, issue notes, bonds or certificates of indebtedness as may be deemed necessary
- Approve the strategic plan
- Approve amendments to the Constitution and Bylaws
- Elect the officers
- Elect the NAR directors
- Expel or suspend members
- Shall have general control and supervision over its Regions, Committees and the Institutes, Societies and Councils.
- Shall have authority to create such Regions and Committees as their judgment and discretion may deem best.

### ***What are my responsibilities as a director?***

- Know the issues of importance to your constituency and bring matters of concern to the attention of the Association.
- Know the issues of importance to the Association and report matters of concern or actions taken by the Association back to your constituency.
- Understand how the Association works by reading the Constitution and Bylaws, the Strategic Plan, Policies and Procedures, etc.
- Participate in the meetings! The Association depends on the experience, knowledge, judgment and spirit you bring to the Board of Directors.

### ***Whom do I represent?***

As a member of the Board of Directors, you represent each of GAR's approximately 30,000 members. This may be challenging because there may be a multitude of viewpoints by the membership on various issues, but if you place the welfare of the Association first, the right decision will be made.

### ***What is my liability as a director of GAR?***

A well-informed Board of Directors seldom makes mistakes. However, in the unlikely event that any litigation should result from actions taken by the board, the Association provides blanket coverage to directors through its errors and omissions liability insurance.

### ***How will I ever keep up with all of the business of the Association?***

The answer is a great Association staff! You can count on them to keep you informed through the Association's many communication vehicles such as:

- Georgia REALTOR® magazine
- [www.garealtor.com](http://www.garealtor.com)
- Online posting of minutes from committee meetings between the regularly scheduled Board of Directors meetings can be found at [www.garealtor.com/MemberCenter/Committees/CommitteeMaterialDownloads.aspx](http://www.garealtor.com/MemberCenter/Committees/CommitteeMaterialDownloads.aspx)

## **About The Board of Directors Meetings**

### ***How often does the Board of Directors meet?***

As a director, you are expected to attend and participate in two regular meetings each year:

- The Inaugural & Legislative Conference and Expowill be held in the first six months of each year.
- The Annual Conference will be held in the latter six months of each year.

Special meetings may also be called in which case you will be notified not less than ten days in advance.

### ***Must I attend all of the Board of Directors meetings?***

Your presence is required at every meeting for the duration of the meeting. Should the President or an elected State Director of a Member Board be unable to attend a meeting of the Board of Directors, the member Board may designate in writing or via electronic notice another member of the Member Board to serve as a voting State Director for that meeting. Such designation must be received at least twenty-four hours prior to the call to order of the Board of Directors meeting. Except for Past Presidents, absence from two consecutive scheduled meetings of the Board of Directors will constitute automatic resignation from the Board of Directors.

### ***When will I receive information regarding registration and hotel arrangements for the two regular meetings?***

A schedule and registration form for the next meeting with all of the hotel and event information will be accessible on [www.garealtor.com](http://www.garealtor.com) approximately one month after each meeting. Schedule your arrival and departure dates so you may attend the Board of Directors meeting and all committee meetings of interest to you.

### ***As a director, am I guaranteed a room in the headquarters hotel?***

No. The Georgia Association of REALTORS® reserves rooms in the hotel based on prior year records; therefore, room reservations are on a first-come, first-serve basis.

### ***When and where do I pick up my director materials?***

On the day of director meetings, you may pick up your materials at the Board of Directors check-in desk. Reports of the committees will be given to you upon check-in at the Board of Directors meeting in the form of a director's booklet.

### ***How should I prepare for the Board of Directors meetings?***

As a director, you are obligated to understand the business of the Georgia Association of REALTORS®. Read the following:

- Board of Directors agenda
- Constitution and Bylaws
- Minutes from the previous Board of Directors meeting
- Reports of the committees

Participation in committee meetings is important to your role as a director. Share ideas regarding current issues with other members, ask questions and obtain input. Be recognized for the leader you are!

A GAR Director must be registered for the convention prior to regularly scheduled meetings of the Board of Directors to be entitled to vote. At regularly scheduled meetings and special meetings of the Board of Directors, each State Director shall have one vote and must cast it in person. No vote by proxy shall be valid.

### ***Where do I check in prior to the start of the Board of Directors meeting?***

All state directors need to check in at the Board of Directors check-in desk at the entrance to the meeting room. Directors who do not check in will be counted as absent.

### ***How is seating designated at the Board of Directors meeting?***

Seating for the directors is arranged by region.

A sign designates each region. To assure that the necessary quorum is maintained for conducting the Association's business, directors are required to sit with their region for the entire meeting.

There is seating for non-directors at the back of the room.

### ***What are my responsibilities while the Board of Directors meeting is in session?***

- Pay attention to the proceedings. (Please conduct private discussions with other directors outside of the meeting room so as not to disrupt the business at hand.)
- Share with the Board of Directors your constituency's viewpoints on the issues discussed. Any member may address an issue, after being recognized by the Presiding Officer. Only GAR Directors may make motions and vote.

## **About Parliamentary Procedure**

### ***What is the parliamentary procedure of the Georgia Association of REALTORS®?***

The latest edition of Robert's Rules of Order Newly Revised is the authority governing all Georgia Association of REALTORS® meetings. A parliamentarian will be on hand at the Board of Directors meeting, but you should be familiar with parliamentary procedure to help expedite the business of the meeting.

### ***How do I receive recognition to address an issue or present a question/motion during the Board of Directors meeting?***

If you wish to address an issue or make a motion from the floor, stand behind one of the two microphones located in the aisles until the chair calls on you. Before addressing an issue or reading a motion, state your name and local Board/Association. Any member may address an issue, after being recognized by the Presiding Officer. Only GAR Directors may make motions and vote.

A written copy of any motion made from the floor should be presented to the Director of Leadership Services at the head table so that the motion may be incorporated into the Board of Directors minutes. Forms to record a proposed motion may be obtained from the head table during the meeting.

### ***Are the Board of Directors meetings easy to follow?***

Usually. However, because you have an obligation to understand the business of the Board, please ASK the person making the report to explain anything you do not understand or need clarified. You may also INTERRUPT the proceedings if appropriate. (See "Ask for a Point of Information" or "Raise a Question of Privilege" in Robert's Rules of Order Newly Revised)

## **About Committees**

### ***Do I have the responsibility to serve on GAR committees?***

You are strongly encouraged to serve on at least one committee since the accomplishment of GAR's Strategic Plan starts at the committee level.

### ***If I am a director, why is it so important that I serve on a committee?***

Through committee service, you share expertise and gain knowledge, which improves decision-making capabilities at the Board of Directors meetings. It also provides leadership opportunities, which will help you acquire future roles within the Association.

### ***How do directors receive an appointment to a committee?***

The Georgia Association of REALTORS® publishes an online committee request form, available at [www.garealtor.com](http://www.garealtor.com). Directors should indicate their choices for committee assignments on the form and then submit the request form to the state office by the published deadline. The Georgia Association will inform you of your committee appointment.