



# CCIAOR UPPER CAPE DIRECTOR | 2018-2020

## REQUIREMENTS

- Must currently be a primary REALTOR® member of CCIAOR in good standing;
- Must have been a CCIAOR REALTOR® for the last 3 years;
- Has no finding of REALTOR® Code of Ethics Violations in the last three years
- Be associated with an office location in Bourne, Falmouth, Sandwich, Mashpee or Wareham;
- Has not served as CCIAOR Immediate Past President in the past 24 months;
- Has not resigned from the CCIAOR Board of Directors in the past 24 months;
- Has not served more than two (2) consecutive terms as a Director, including Secretary/Treasurer without a 24 month hiatus;
- Upon election, complete CCIAOR/CCIMLS Leadership Orientation to become familiar with the structure and workings of CCIAOR/CCIMLS.

## RESPONSIBILITIES

- Attend monthly CCIAOR Board of Director meetings. 2018 CCIAOR/CCIMLS President, Martha Knapp, will set meeting date and time of meetings in 2018;
- Adhere to CCIAOR/CCIMLS Policy Manual. Click [HERE](#) for a copy;
- Be familiar with and help CCIAOR implement its Strategic Plan;
- Keep abreast of technology, business and regulatory changes that impact CCIAOR and its REALTOR® and affiliate members;
- Be active in Association activities; and attend membership events of CCIAOR;
- Serve as communication liaison between CCIAOR and its REALTOR® and affiliate members, specifically the segment of membership elected to represent;
- Communicate information about Association programs, services and events and promote and be active on the Association's social media accounts

## ROLE OF THE CCIMLS BOARD OF DIRECTORS

- Read and understand financial statements; Directors are responsible for oversight of the association's finances and to approve the annual operating budget of the organization;
- Authorize and approve contracts and agreements on behalf of the organization;
- Shape the development of policy and the formation of a basic philosophy that keeps the organization on track for those initiatives;
- Reinforce the value of being a REALTOR® and the value CCIAOR and CCIMLS provide;
- CCIAOR Board of Directors, as CCIAOR is single shareholder of CCIMLS, has oversight over the motions & activities of CCIMLS.