

Arizona REALTORS® Regional Vice President (RVP)

Position/Nomination/Election Process

RVP Position

The AAR elective officers shall be a President, a President-elect, a First Vice President, a Treasurer and five (5) Regional Vice Presidents (“RVPs”) . . . RVPs shall be elected for two (2) year terms and shall be limited to two (2) consecutive terms. Officers shall be ex-officio members of the Board of Directors . . . *Bylaws Article VII, Section 1*

AAR shall be divided into five (5) Regions, as approved by the Board of Directors, with an RVP elected from each Region, pursuant to Article VII. The First Vice President shall be responsible for the coordination of the efforts and activities of the RVPs. The RVPs shall be AAR officers and shall be responsible for developing and maintaining effective communication and cooperation among the Member Boards in their Region and AAR. *Article VII, Section 3*

RVP Nominating Committee

The RVP from each Region shall be nominated by a Regional Nominating Committee comprised of one (1) member (which may be the: President, President-elect, Immediate Past President, or an appointee of the President) from each Member Board within the Region.

Nominees for RVP must be nominated by a Member Board within their appropriate Region. An application containing the signature of the applicant’s member board AE or President shall be submitted to the current RVP no later than ninety (90) days prior to the election date.

The current RVP shall chair the Committee without voting rights, unless a vote is necessary to break a tie. Each Region’s nominee shall be voted on by the AAR’s Board of Directors at the first Directors’ meeting. No nominations for RVP shall be accepted from the floor.

If any Region does not submit a nominee for RVP for the following year or if the Board of Directors does not accept any nominee, the AAR President-elect shall have the authority to appoint a qualified RVP from the membership within the Region with the approval of the Board of Directors.

In the event the Regional Nominating Committee cannot reach a consensus in the selection of one (1) candidate for RVP, those candidates being considered shall be submitted to the Board of Directors for selection of that Region’s RVP. *Article VII, Section 7*

Each candidate’s application will be reviewed to verify candidates’ compliance with position qualifications. RVP applications shall be verified by the respective Regional Nominating Committee and follow procedures as provided in Section 7 of this Article. *Article VII, Section 5c*

RVP Position Criteria

The following are the minimum criteria, per the Arizona REALTORS® Bylaws, which must be met to qualify as a candidate for AAR Officers or National Directors. Any nominee for Arizona REALTOR® Officer or NAR Director shall:

- a. Be a REALTOR® member in good standing, **and**
- b. Display knowledge of the Arizona REALTORS® Strategic Plan objectives, **and**
- c. Have served as an elected officer of a local board/association for at least one (1) year; **or**
- d. Have served at least one (1) year as an elected, or appointed, Arizona REALTORS® Director; **or**
- e. Have served at least one (1) year on the Arizona REALTORS® Executive Committee.

Article VII, Section 6

RVP Vacancy or Removal

Should a vacancy occur in an RVP position, that Region shall appoint a replacement for the duration of the unexpired term. *Article V, Section 6*

The Region from which the RVP was nominated and a manner agreed upon within that Region shall handle removal of an RVP. *Article VI, Section 9d*

THE CURRENT RVP IN CONJUNCTION WITH THE AE SHOULD DO THE FOLLOWING

STARTING NEAR THE END OF THEIR FIRST YEAR TERM

AE of the Current RVP: The AE of the current RVP shall be responsible for the administrative duties of the RVP Nominating Committee.

This includes: (1) Soliciting from the associations in the region for their appointee to the committee, (2) sending out notice to the AEs and Presidents of the region the committee roster once finalized, (3) scheduling and notifying the committee members of the meetings, (4) supplying the nomination form to all AEs and Presidents in the region, (5) compiling all nominations for review by the committee and (6) notifying AAR of the selected candidate.

SEPTEMBER/OCTOBER:

(1) Solicit Applications for the next RVP term

- The current RVP and AE should begin soliciting members for RVP applications (*the manner of solicitation is in your discretion – personal requests or via email/newsletter/Facebook posts*).
 - Share the RVP position criteria, the RVP job description, and that this is a 2-year term in the solicitation.
- Instruct members to submit RVP applications containing the Local Association AE or President’s signature **to the current RVP AE 90 days prior to the election** date (*generally in December*). The applications do not need to be submitted to the Arizona REALTORS® at this point.

(2) Form a Nominating Committee

- The AE of the current RVP should contact each Local Association AE and President/President-elect and ask for one member from each association in the Region to serve on the Nominating Committee.
 - Nominating Committee members may be the: President, President-elect, Immediate Past President, **or** an appointee of the President.

NOVEMBER/DECEMBER:

(1) Establish a Nominating Committee Meeting Date

- The AE of the current RVP should coordinate the selection of a Nominating Committee meeting date.

(2) Hold the Nominating Committee Meeting

- The process of selecting an RVP is decided by each Region’s Nominating Committee.
- The current RVP shall chair the Nominating Committee without voting rights, unless a vote is necessary to break a tie.

JANUARY

- (1) Notify the selected RVP Nominee (*if not done previously*)**

- Request that the nominee draft a bio/candidate statement (*if not done previously*).

(2) Submit the RVP Nominee’s Application to the Arizona REALTORS® CEO by the Deadline

- The AE of the current RVP must submit their Region Nominee’s **application and bio** to the Arizona REALTORS® CEO and copy the nominee **sixty (60) days prior to the election date** (*Article VII, Section 4*).
 - The application deadline is generally in January, but varies depending upon the election date.
 - Check the Arizona REALTORS® website or contact the CEO for the application deadline.

MARCH

- The Arizona REALTORS® Board of Directors will ratify the RVP nominee during the election at the Board of Directors Meeting.

APRIL

- Each elected RVP will be asked to attend the Arizona REALTORS® Planning Session.

SEPTEMBER

- Elected RVPs must attend the Executive Committee Orientation and Budget Meeting at the Arizona REALTORS® building.

DECEMBER

- The RVP term on the Arizona REALTORS® Executive Committee begins on December 1st.

If you have any questions regarding this process, please contact CEO Michelle Lind, Director of Operations Christina Smalls, or the Arizona REALTORS® First Vice President.

ARIZONA REALTORS®

DUTIES OF THE REGIONAL VICE PRESIDENT (RVP)

Q: What is the official job description for RVPs?

A: RVP - A regional representative on the Arizona REALTORS® Executive Committee who provides leadership to both the state association and individual associations within the region, and determines effective approaches to address current regional issues, as required.

Q: What do I do as an RVP?

A: Yours is a special service to provide a means of communication between state association and the local associations comprising the areas of our state to which you are assigned. The associations in your Region will look to you for assistance and cooperation throughout the length of your term of office. The RVP is the most visible Arizona REALTORS® officer to very large groups of our general membership.

Q: Give me some specifics about working with associations directly?

A: Your duty as an RVP is to meet with the leadership and the members of the associations in your Region to elicit from each association any input for the state association or areas of concern it may be experiencing and to provide specific solutions where possible, during the meetings or at a later date, if necessary. These solutions may be provided by you or by someone to whom you delegate the responsibility. An additional duty is to encourage greater participation by each association within your Region in the activities of the state association. Association growth comes through knowledge and participation, RVPs need to help achieve both of these.

You will be representing the Arizona REALTORS® and the President as their representative at local association functions within the Region in such areas as updating the associations of the positions and programs of the state association; and attending association social functions and other association meetings as requested by the local associations. Attend as many as possible. (You may have to invite yourself.)

Q: How should I follow up with the state association about issues that are important to the local associations?

A: You will be acting as the official ombudsman for the associations in your Region and to help resolve problems, keeping the Arizona REALTORS® President and staff informed of all such activities and requests, as necessary. Contact the appropriate staff person at the state association to handle any concerns or requests for information or materials. If you're not sure of the right person to contact, check with the CEO.

Q: Are there special regional functions I will be expected to attend or coordinate?

A: Your duty is to assist, when requested, with any function of the Arizona REALTORS® directed to your Region or functions the assigned associations may request, such as: Regional Conferences, Regional Professional Standards, Regional education seminars, etc. You will need to be prepared to disseminate (or request from Arizona REALTORS® staff) proper materials and basic information about such activities as: education, political activities, membership, ethics, and other such programs that are important to the local associations.

Q: What other duties does an RVP have within the Arizona REALTORS® organization?

A: By virtue of your RVP position, you serve as a member of the Executive Committee.

Q: Anything else? And who can I call for answers?

A: If you have any questions about your role, your officer liaison is the Arizona REALTORS® First Vice President, and your staff liaisons are the CEO and the Director of Operations.



REGIONAL VICE PRESIDENTS

Caucus Procedures

Governance Meetings

The Regional Caucuses will be held on **Wednesday, March 31st** in Phoenix. Room assignments will be on the final program which you will receive on-site.

Leadership Conference

The Regional Caucuses will be held in **Friday, October 22nd** in Phoenix. Room assignments will be on the final program which you will receive on-site.

There is no established agenda, the flow of the meeting is left up to you. However, you should review the items in the Executive Committee Report to the Board of Directors prior to the caucus. There may be additional items added to the report from the Executive Committee meeting held the day before the Board of Directors Meeting that the Directors will need to take action on.

Additionally, we are trying to focus some discussion during the Directors meeting on real estate issues/concerns which the Association should address. It is not intended that a resolution of those issues/concerns be established during the Directors meeting, however, those issues/concerns would be placed on the Association's "agenda" for short-term or long-term planning consideration. We hope you can encourage members in your caucus to identify what those issues/concerns are, if any.

There will not be sufficient time after the caucuses to have a Line Officer/RVP meeting before the Directors Meeting. If there are any significant issues/concerns that are raised during your caucus, please contact the current Arizona REALTORS® President or the CEO prior to the Directors meeting.