



UPSTATE ALLIANCE OF REALTORS®  
*Serving Real Estate Professionals In Upstate Indiana*

August 1, 2019

Dear UPSTAR Members:

The purpose of the Board of Directors, on behalf of the membership, is to assure that the Upstate Alliance of REALTORS® (UPSTAR) achieves the appropriate results for the membership at an optimal cost and avoids unacceptable actions and situations. Additionally, the four officers (President, President-Elect, Secretary/Treasurer and Immediate Past President) comprise the executive committee, which acts on behalf of or within the powers granted to them by the board of directors. Two of the four officers, President-Elect and Secretary/Treasurer are elected by the membership during the annual election.

Service to UPSTAR in a leadership capacity is an honor, a challenge and a serious promise to your Association. We invite you to consider helping the Association accomplish its strategic goals and realize its potential on behalf of the membership.

**All Board officer candidates must have been an active member in good standing of the Association for at least two years and must agree to accept the responsibility of the office.** If you are willing to dedicate the time and energy necessary to lead your Association we encourage you to complete and submit the candidate application linked below.

<https://www.surveymonkey.com/r/2020BoardOfficer>

Submission of the candidate application constitutes your agreement and acceptance of the job responsibilities of the position to which you are applying outlined on the next pages. Please review the job responsibilities **BEFORE** submitting the online candidate application.

To be considered for candidacy, applications must be submitted **by Thursday, August 15, 2019.**

Sincerely,  
The Board Development Committee



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[www.UpstarIndiana.com](http://www.UpstarIndiana.com)



**Upstate Alliance of REALTORS® Board of Directors  
OFFICER AND DIRECTOR ROLES**

**Secretary/Treasurer Job Description**

**OVERVIEW**

In the absence of the President and the President-Elect, the Secretary/Treasurer shall perform the duties of the President. The Secretary/Treasurer is elected to this office and serves a one-year term.

**The Secretary/Treasurer shall also:**

- Attend all meetings of the Executive Committee and the Board of Directors and become familiar with the Roberts Rules of Order.
- Serve as the chairperson of the UPSTAR Finance Committee
- Appoint at-large members to the UPSTAR Finance Committee subject to approval by the Board of Directors.
- Serve as a member of the MLS Finance Committee
- Communicates with the Association Executive Officer to help ensure accurate accounting of all funds, securities and assets.
- Review and present financial statements to the Board for approval.
- Present a financial overview at membership meetings as appropriate.
- Encouraged to contribute to RPAC
- Serve as media spokesperson when assigned to do so. Spokesperson duties primarily fall on the President and President-Elect.
- Attend UPSTAR meetings to keep informed on issues and programs of UPSTAR.
- Attend IAR and NAR meetings to keep abreast of state and national issues.
- Perform other duties as required by the Board or as requested by the President
- The Secretary/Treasurer does not represent a constituency within UPSTAR and does not represent their company or even a specific group. The Secretary/Treasurer's fiduciary responsibility is to the Association. The Secretary/Treasurer must sign a conflict of interest disclosure and a confidentiality agreement.
- Decisions of the Board of Directors are made by majority vote. The final decision of the Board is information to which membership is welcome. However, details concerning debate, individual opinions, and discussions leading to a decision should always remain within the confines of the Board. The UPSTAR Board acts as a whole and all Board members are asked to support the MLS Board's decisions even if they themselves have voted against a motion or action.

**Upstate Alliance of REALTORS® Board of Directors  
OFFICER AND DIRECTOR ROLES**

**President-Elect Job Description**

**OVERVIEW**

In the absence of the President, the President-Elect shall perform the duties of the President. The President-Elect is elected to this office and serves a one-year term. After the conclusion of the one-year term, the President-Elect automatically becomes President of the UPSTAR Board.

**The President shall also:**

- Attend all meetings of the Executive Committee and the Board of Directors and become familiar with the Roberts Rules of Order.
- When called upon by the President or Association Executive Officer, represent UPSTAR
- Attend NAR Leadership Summit with the Association Executive Officer.
- Serve as a Director of the UPSTAR MLS Board of Directors with full voting privileges.
- Serve as a member of the UPSTAR Finance Committee
- Serve as the RPAC Chairperson, meeting regularly with the Association Executive Officer and Public Affairs Officer to provide leadership over activities of the RPAC Trustees and RPAC Fundraising Committees.
- Encouraged to contribute to RPAC
- Attend IAR conferences and stay abreast of IAR issues.
- Attend NAR conferences
- Regularly meet with the President and Association Executive Officer to discuss issues relevant to UPSTAR and participate in the selection of Board committees/taskforces and their leadership.
- Serve as media spokesperson when the President is not available, including president's videos as needed.
- Be a signer on UPSTAR accounts.
- The President-Elect does not represent a constituency within UPSTAR and does not represent their company or even a specific group. The President-Elect's fiduciary responsibility is to the Association. The President-Elect must sign a conflict of interest disclosure and a confidentiality agreement.
- Decisions of the Board of Directors are made by majority vote. The final decision of the Board is information to which membership is welcome. However, details concerning debate, individual opinions, and discussions leading to a decision should always remain within the confines of the Board. The UPSTAR Board acts as a whole and all Board members are asked to support the MLS Board's decisions even if they themselves have voted against a motion or action.