



## Sample Board Member Recruitment Flyer

### *What you need to know about our Chapter Board*

Thank you for your interest in volunteering for the REIC \_\_\_\_\_ Chapter Board of Directors. This form provides you with basic information about what we require from our Board members. If you have doubts about your ability to commit the required time, attend scheduled meetings, or comply with these requirements, please advise the person who recruited you before he/she submits your name for consideration. Should you, however, feel that you are up for the challenge, please complete and submit the attached Board Application Form.

#### **Term of Office**

Directors are elected at the chapter's Annual General Meeting for a term of \_\_\_ years. Directors may serve a maximum of \_\_\_ years. Directors may be appointed by the Board to fill vacancies until the next Annual General Meeting.

#### **Time Requirement**

We require a time requirement of approximately \_\_\_ hours per month on average for board meetings, committee meetings and special events, including preparation time and attendance.

#### **Board Meetings**

The full board meets at least \_\_\_ times per year, usually for \_\_\_ hours. Although all Board members are expected to attend all meetings, we do understand that sometimes conflicting schedules makes this impossible. If you are unable to attend a board meeting you must send your regrets to the Chapter President prior to the meeting. If you are unable to attend more than \_\_\_% of our board meetings, we may ask you to resign from the Board to open up your seat to someone who is better able to commit to these meetings.

#### **Committee Meetings**

Each committee sets its own schedule based on the project and its deadline(s). Attendance is essential for the committees to do their work.

#### **Other Time Requirements**

##### **Annual General Meeting**

We hold an Annual General Meeting (AGM) each spring, which all Directors are expected to attend. There is also an REIC National AGM held each spring, which at least one representative from our chapter board will attend on behalf of the chapter.

##### **Chapter Meetings**

We host a minimum of \_\_\_ chapter meetings each year, usually featuring a speaker and networking opportunities. We ask that each of our directors attend a minimum of \_\_\_% of these events each year of their term.

##### **Social Events**

Over and beyond the chapter meetings, we may also host one or two social events – such as golf tournaments, holiday dinners, summer barbecues or dinner cruises. We may create a special events committee to plan such events, which are open to volunteers from the membership but which requires a minimum of one Board member – usually as the committee chair.

## Selection Process

Board members identify prospective board members. These are members in good standing who have demonstrated leadership and a commitment to the continued growth of our chapter as well as REIC as a whole. Prospects receive this information package and if the incumbent is interested in moving forward with the application, they are invited to attend a board meeting as a guest and asked to submit the Board Member Application Form.

On recommendation of a Chapter Board Member, the prospect's name is placed on the slate for election by the membership at the next AGM. If the recruitment is to fill a vacancy on the Board, the candidate may be appointed by the Board to serve what remains of the term until the next AGM.

## Approach to Governance

Briefly stated, we believe that the Board's role is to ensure that our chapter establishes and maintains the trust of REIC's members in our community to the consumer by being clear in our mission, prudent and ethical in our activities and accountable for our actions. Although an individual entity, we work closely with REIC to ensure our messaging, branding and goals are in line with REIC's objectives on a national level. Our board meetings focus on strategy/succession planning, chapter meetings and consumer awareness campaigns (such as advertising and fundraising opportunities) and assessing our progress.

## Our Mission

Our chapter promises to adopt and follow the mission of **REIC National**, always keeping our member's best interests in mind by:

- Providing the highest quality programs and services
- Providing timely and useful information
- Setting and maintaining standards of excellence for the Real Estate professional
- Representing the interests of Real Estate professionals to government as well as other sectors of the industry
- Representing the interests of within REIC, and
- Expanding REIC's membership base.

## Director's Code of Behaviour

Our Board of Director's sign the following code of behaviour:

As a Board Member of the REIC \_\_\_\_\_ Chapter Board of Directors, I will

- ✓ Be committed to the mission of my chapter and REIC National
- ✓ Act in a manner consistent with the mission and values of my chapter and those of REIC National
- ✓ Focus my efforts on the mission of my chapter and not on my personal goals
- ✓ Accept responsibility and share power in order to work as a productive, cooperating member of the Board
- ✓ Avoid conflicts of interest between my position as a board member and my personal and professional life
- ✓ Support in a positive manner all actions taken by the Board even when I am in a minority position on such actions
- ✓ Never exercise authority as a board member except when acting in a meeting with the full Board (or Executive Committee, if a member) or as I am delegated by the Board
- ✓ Work in cooperation with REIC to ensure my chapter Board's initiatives are in line with National's
- ✓ Keep confidential matters confidential
- ✓ Be accountable to the membership, the community and REIC National, for competent, conscientious and effective accomplishment of the obligations to my chapter Board
- ✓ Ensure that discrimination is never practiced within my chapter board or the membership as a whole
- ✓ Act in a manner consistent with REIC's Professional Code of Conduct
- ✓ Attend meetings consistently, prepare for such meetings, participate fully and otherwise fulfill my fiduciary obligations to my chapter.