

## BOARD OF DIRECTORS

## Role of the Director

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Members of the Board of Directors have duties and responsibilities of governing our association, and the association counts on directors to participate as we deliberate issues that impact our members' daily business lives.

The following answers to frequently asked questions will help make the role you play in the growth and development of the association a rewarding one.

## Responsibilities

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

The Board of Directors is responsible for governing the Association (see [Articles IV and VII of the NAR Constitution](#)). The Board of Directors has the authority to:

- Approve expenditures of the Association
- Set dues
- Set public policy positions as they pertain to the real estate industry
- Establish governing policies of the Association
- Approve member programs, products, and services
- Approve amendments to the bylaws and recommend to the Delegate Body Constitution and Code of Ethics

### 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.
- 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?

#### In this section

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As a member of the Board of Directors, you represent each of NAR's members (over one million). This may be challenging because there will 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.

### **As a director, am I automatically a member of the Delegate Body?**

The [Delegate Body](#) consists of all member board presidents or their designees.

Typically, the Delegate Body meets once a year at the REALTORS® Conference & Expo to vote on [Constitution](#) and [Code of Ethics](#) changes. The President or the Board of Directors, upon 30 days notice, may call a special Delegate Body meeting, if necessary.

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

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 coverage to directors through its errors and omissions liability insurance.

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

You can count on association staff to keep you informed through the association's many communication vehicles such as:

- REALTOR.org, with specific announcements for directors in the [National Leadership](#) section
- REALTOR® Magazine (print and [online](#))
- Subscribe to the [NAR e-Newsletter](#)
- NAR Webinars
- Email (refer to the [Electronic Communications Policy](#))
- Board of Directors Key Issues Summary (audio emailed to directors before each Board of Directors meeting)
- Internal News Service Reports (sent via email)
- Online access to [national meeting agendas and minutes](#)

## About the Meetings

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

During your term as a director, you will participate in two national meetings each year:

- [REALTORS® Legislative Meetings & Trade Expo](#) (May)
- [REALTORS® Conference & Expo](#) (November)

Special meetings may also be called. Details on special meetings are outlined in [Article IV, Section 4, of the NAR Constitution](#).

## **When will I receive information regarding travel and hotel arrangements for the NAR Business meetings?**

To help you plan your travel and meeting activities, NAR's Convention Division will mail you a letter in January of each year with important meeting dates and related deadlines for key NAR events. All housing and registration information will then be sent to you by email (with a reminder notice in the INS E-newsletter). Please make sure your information is up-to-date in the [NRDS](#) system at all times to ensure you receive NAR's e-communications.

Schedule your arrival and departure dates as follows:

- REALTORS® Legislative Meetings & Trade Expo: so you may attend the NAR 360 on Tuesday afternoon, and the Board of Directors meeting on Saturday morning.
- REALTORS® Conference & Expo: so you may attend the NAR 360 on Thursday afternoon, and the Board of Directors meeting on Monday morning.

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

The National Association reserves enough rooms in the headquarters hotel for all national directors up to a designated cut-off date (approximately four weeks prior to the meeting).

Please register before the cut-off date even if you are unsure of your arrival and departure dates. NAR can change your reservations after the cut-off date, but NAR cannot guarantee you a room in the headquarters hotel if you have not reserved one by the cut-off date.

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

You may pick up your materials at the Directors' Material Pick-up counter in the registration area when you first arrive on site. Reports of the committees will be provided to you upon Board of Directors check-in on the morning of the Board of Directors meeting.

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

As a director, you are obligated to understand the business of the National Association of REALTORS®. Directors should read the following materials prior to a Board meeting:

- Board of Directors preliminary agenda (received at Directors' Material Pick-up counter at the registration area onsite)
- Board of Directors Key Issues Summary (emailed prior to each meeting)
- Minutes from the previous Board of Directors meeting

- Reports of the committees (announced on REALTOR.org the evening prior and received upon check-in the morning of the Board of Directors meeting)

NAR will also post the above items in the [National Leadership section of REALTOR.org](#).

Also, attend NAR 360 where a synopsis and brief history of current issues and important policy recommendations are presented.

Attendance at NAR 360 and participation in your committee meetings are important roles of directors. Share ideas regarding current issues with other members; ask questions and obtain input. Be recognized for the leader you are.

### **What materials should I bring to the Board of Directors meeting?**

- Board of Directors agenda
- Minutes from the previous Board of Directors meeting
- Budget and Committee Structure packet (REALTORS® Legislative Meetings & Trade Expo only)
- Constitution & Bylaws packet (REALTORS® Conference & Expo only)

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

All national directors need to check in at the directors' check-in counters before entering the meeting room. Directors who do not check-in and who do not request an excused absence before the meeting will be listed in the Board of Directors minutes as having an unexcused absence.

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

Seating for the directors is arranged by region. Each region is designated by a sign. 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 additional seating for non-directors on the side or at the back of the room.

### **How do I present to the Board of Directors a resolution that has not gone through the committee process?**

It is preferred that all resolutions and ideas be submitted through one of the policy-making committees. You may, however, submit a resolution to the Board of Directors by presenting it in writing to the Vice President and Liaison to Committees at least three days prior to the Board of Directors meeting at which you desire the resolution to be considered.

The Vice President and Liaison to Committees will review the recommendation to determine if there is an appropriate committee that should consider the proposal first. If there is no appropriate committee, he/she will review the resolution with the President to determine its relevance to the business of the Association.

If they determine that the resolution is relevant, copies of the resolution may be distributed during the Board of Directors meeting at the proper time.

## Parliamentary Procedure

### **What is the parliamentary procedure of the National Association?**

The latest edition of [Robert's Rules of Order Newly Revised](#) is the authority governing all National Association meetings. A registered parliamentarian will be on hand at the Board of Directors, 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 microphones located in the aisles until the chair calls your microphone number. Before addressing an issue or reading a motion, state your name and home state. (Only directors are permitted to speak.)

A written copy of any motion made from the floor should be presented to the recording secretary seated at stage-left of the head table, so the motion may be incorporated into the Board of Directors minutes. Forms to record a proposed motion may be obtained from your regional vice president 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 committee chair 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](#).)

## Committees

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

You are strongly encouraged to serve on at least one committee.

### **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 your 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?**

Every effort is made to provide upcoming directors with his/her first choice for a committee assignment. If the first choice cannot be accommodated, then the second or third choice is considered. In any case, every effort will be made to offer a director a committee appointment as long as the director has adhered to the committee selection process procedures. In other words, directors need to submit an application, and they need to do it by the submission deadline in order to receive an appointment.

### **Contact Us**

If you need assistance, please call the National Association of REALTORS'® Information Services at (800) 874-6500.

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#### **Headquarters:**

430 N. Michigan Avenue  
Chicago, IL 60611-4087

#### **DC Office:**

500 New Jersey Avenue, NW  
Washington DC 20001-2020



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