



Emerald Coast Association of REALTORS®

10 Hollywood Blvd SE, Fort Walton Beach, FL 32548
6757 US Hwy 98, Suite 202, Santa Rosa Beach, FL 32459
(850) 243-6145 - barbara@ecaor.com

Application for Assistant Treasurer (2021-2022)

Date:

Name:

Firm Name/Address:

Mobile Phone:

Other Phone:

Email Address:

If less than two years, in your current position, please list previous firm/address:

- Current position held (Owner, Broker, Salesperson, etc.)
- Profile of current real estate activities (Residential brokerage, commercial brokerage, property management, appraising, developing, etc.):
- Member of what local board(s)/association(s) of Realtors:
- Description of Office: The office of ECAR Assistant Treasurer begins a **two (2) year commitment** of service to the association. This officer will serve one year as Assistant Treasurer and one year as Treasurer (barring unforeseen events). The duties of all officers shall be such as their titles, by general usage, would indicate and such other duties as may be assigned to them by the Board of Directors. During the two years, the elected candidate is expected to attend all monthly Board of Directors meetings as well as any membership or broker meetings, major events, and other meetings as required. The ECAR Treasurer serves as Chair of the Budget and Finance and the Investment Management committees, and the Assistant Treasurer serves as Vice Chair of these two committees. Officers also serve on the ECAR Executive Committee and as a member of the ECAR Board of Directors. They are expected to annually sign a confirmation that they have read and will comply with the following ECAR Directors Code of Conduct:

- To act in the best interests of, and fulfill their obligations to, the organization and its constituents/members;
 - To act honestly, fairly, ethically, and with integrity;
 - To conduct themselves in a professional, courteous, and respectful manner;
 - To comply with all applicable laws, rules, and regulations;
 - To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
 - To act in a manner to enhance and maintain the reputation of the organization;
 - To disclose potential conflicts of interest that they may have regarding any matters that may come before the Board, and to abstain from discussion and voting on any manner in which the director has or may have a conflict of interest;
 - To make available to and share with directors any information that may be appropriate to ensure proper conduct and sound operation of the organization's governance and management;
 - To respect the confidentiality of information relating to the affairs of the organization acquired in the course of service, except when authorized or legally required to disclose such information;
 - To not use information acquired in the course of service for personal advantage;
 - To not violate any federal, state, or local laws governing the organization and to understand and adhere with all governing documents applicable to the organization.
- Do you understand and are you willing to perform the duties and meet the expectations of these positions during the next two years?
 Yes No
- Minimum qualifications: Please confirm that you have met the minimum qualifications by checking the appropriate box(s).
 - All officers must have been members of ECAR for at least three years before taking office.
 - All officers must have served at least one year as an ECAR Director.
 - Although not required, it is strongly recommended that officers be a graduate of ECAR's Leadership Development Program.

Please attach your typed answers to the following questions, using no more than half a page per response.

- Do you have an accounting background? Yes No

If so, what are they:

- Have you ever served on the ECAR Budget and Finance Committee? Yes No

Dates served:

- What is the largest organization for which you have been an elected officer?

When?

How many members did this organization have?

What office did you hold?

- Please list leadership positions and years held, and principal services rendered:

a) Emerald Coast Association of REALTORS:

b) Other Associations/Boards of REALTORS:

c) Florida REALTORS:

d) National Association of REALTORS:

e) Business, community and civic organization affiliations:

- What opportunities do you envision for the association's future?
- Describe your perception of the role of ECAR Assistant Treasurer and the reasons you believe you are qualified to serve in this position. Include your strengths that would be an asset to the Association.

By checking this box, I affirm that:

1) to the best of my knowledge, the above information is true and complete;

2) I am actively engaged in the real estate business;

3) I am a member in good standing with the Emerald Coast Association of Realtors; and

4) I understand that my application will be screened by the ECAR Election Committee and that this application will be posted on ECAR's website for members' viewing.

Completed applications and a current jpeg photo should be submitted by **October 4th, 2020, no later than 4:30 pm.** Submit by mail, hand delivery to either Fort Walton Beach or Santa Rosa Beach offices, or email: See information below.

Election Committee
Emerald Coast Association of REALTORS
6757 US Hwy 98 Suite 202
Santa Rosa Beach, FL 32459
Email: Barbara@ecaor.com

Thank you and good luck!