

## Leadership Application

Please complete this application and provide a copy of your resume along with a cover letter highlighting your professional background, your real estate experience, and your reasons for wanting to serve your fellow REALTORS<sup>®</sup> as a member of the SCCAOR Board of Directors. Candidates for all positions listed below must be REALTOR<sup>®</sup> members in good standing at the time of nomination.

Please indicate the position(s) for which you wish to be considered:

- President-Elect:** The President-Elect assumes the responsibilities of the President in his or her absence. Additionally, the President-Elect assists the President in carrying out the functions of that office and performs specific duties delegated by the President. The President-Elect also serves on SCCAOR's Board of Directors, Executive Committee, and other committees assigned by the President. At the end of his or her term, the individual automatically becomes President.
- Vice President:** The Vice President assumes the responsibilities of the President and President-Elect in their absence. He or she also assists the President in carrying out the functions of that office and performs specific duties delegated by the President. Additionally, the Vice President serves on the Board of Directors, the Executive Committee and Foundation member-at-large.
- Secretary/Treasurer:** The Secretary/Treasurer ensures that records are maintained of all Association, Board, and Executive Committee meetings. He or she also ensures the integrity of the fiscal affairs of the Association. Additionally, this individual serves on SCCAOR's Board of Directors, Executive Committee, Finance Committee and Investment Subcommittee.
- Director/Affiliate Director:** The role of the Board of Directors is to set policies and ensure the board fulfills its legal and professional responsibilities to the Association. Directors approve the annual financial plan for Association operations. They create a budget, approve new policies as required and are aware of the goals and objectives established by the Association President. They also keep abreast of all Association activities, to aid the President and other elected officers in accomplishing plans and goals. Additionally, they attend all board meetings and special meetings and communicate pertinent information to members and obtain feedback from members.

Please indicate your current status:

- REALTOR<sup>®</sup> Broker       REALTOR<sup>®</sup> Broker-Associate       REALTOR<sup>®</sup>       Affiliate

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

\* For the complete job descriptions, please contact Alma Moreno at (408) 445-5061

**Please send your application along with a cover letter and resume to *Alma Moreno***  
***Santa Clara County Association of REALTORS<sup>®</sup>***  
***1651 North First Street, San Jose, CA 95112***  
***or e-mail [alma@sccaor.com](mailto:alma@sccaor.com)***

**Deadline is May 22nd, 2020**