

**APPLICATION AND DISCLAIMER FOR DIRECTOR OF SIRA**

Name: ­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #: (cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Company and or franchise affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_

The following information is directly associated with the Director position for SIRA. Please read thoroughly and determine your ability to fulfill the position.

**Term:** Five of these nine Directors will be elected during even numbered years to serve for two years, and four of these nine will be elected during odd numbered years to serve for two years. No director shall serve for more than two consecutive, two-year elected terms.

**Duties:**

1. Review and approve a budget prepared by the Finance Committee reflecting projected income from all sources and projected costs and expenses of SIRA for the next fiscal year.
2. Review and act on committee requests and recommendations.
3. Approve and amend such rules, regulations and policies necessary to the operation of SIRA.
	1. Serve without compensation.
	2. Represent the entire membership by:
		1. Soliciting member input as much as possible.
		2. Placing the welfare of the entire membership ahead of geographical or factional considerations.
		3. Expressing their view points and sharing their opinions on issues before the group.
	3. Be informed and knowledgeable in areas of particular interest, concern and importance to SIRA and the real estate industry.
	4. Encouraged to serve on community boards and committees as requested by the SIRA President.
	5. Recommend appropriate policy and make informed decisions based on fact and research. MLS bylaws and operational policies.
	6. Support the decisions of the SIRA Board of Directors in all company, public and private discussions and in written correspondence.
	7. Abide by and actively promote and encourage the highest degree of ethics and Indiana license law, NAR Code of Ethics, Association bylaws and operational policies and procedures of SIRA.
	8. Accept no personal compensation from Board of Directors’ related activities, which might create a conflict of interest, without full disclosure and knowledge of SIRA’s Board of Directors.
	9. Serve to represent all association members fairly and impartially.
	10. Maintain confidentiality of privileged information entrusted or known by virtue of an office or position on the Board of Directors, unless disclosure is necessary to protect the interests of the organization.
	11. Refuse to engage in activities that undermine the services of another member office or individual.
	12. Refuse to engage in, or countenance, unlawful discrimination.
	13. Refuse to engage in, or countenance, activities for personal gain at the expense of the association or the real estate industry.
	14. Ensure that all communications are accurate and truthful.
	15. Cooperate in every reasonable and appropriate way with other REALTOR® Associations and work with them to advance the real estate industry.
	16. Create and promote a positive public image and role for the REALTOR® Association and the real estate industry.
	17. Ensure that the objective of all association actions and pursuits is to provide the best possible services for the REALTOR® member.

In addition, the attendance is mandatory with only three absences allowed for the monthly Board of Directors meetings. There are no “excused” absences. The dates are the first Thursday of each month at 9 a.m. and generally lasting approximately two hours or less barring unique agendas. The exceptions to those meetings are: January (trying to still be the first Thursday) is a training session of Roberts Rules of Order. February leadership training of roles and responsibilities (potentially two days) This meeting is mandatory in its entirety. May and July (generally no meeting due to Derby and the holiday proximity to first Thursday) and December (potential change of date due to installation).

The procedure of the nominating committee shall be in an interview style whereby you will be given approximately two minutes to tell the committee about yourself and your goals. The committee will then have questions posed to you. You will have another two minutes to finalize your desire to become a Director of SIRA.

By signing below and submitting your resume to the CEO, you agree that CEO may review your name in the website: [www.mycase.IN.gov](http://www.mycase.IN.gov) for any civil or criminal actions in the State of Indiana and may be reviewed by committee.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant’s signature (not electronic)