



# LEADERSHIP

## Leadership Roles & Committees

Help lead your industry into the future by being a committee member or officer. Every year the New Mexico Association of REALTORS® Credentials/Leadership Committee has the goal of identifying, mentoring, and encouraging new leaders.

### LEADERSHIP ROLES

The **President** is the chief elected officer of the association, representing the entire membership. The President directs other elected officers, presides as chairperson of the Board of Directors and acts as a chief spokesperson for the association.

The **President Elect** automatically moves to office of President following their term.

Specific responsibilities:

- Assumes the duties of the president in his or her absence.
- Serves as a member of the Board of Directors and the Executive Committee.
- Prepares for his or her year as president.
- Performs duties assigned by the president, which include serving as a chair of the Strategic Planning Committee and as liaison to one or more committees.
- Represents NMAR with other associations or organizations as requested by the president.
- Serves as installing officer for Member Boards whose annual meetings/ installations are held in October, November, and December of President Elect's term.
- Represents NMAR at NAR and Region XI Meetings.

The **First Vice President** automatically moves to office of President Elect following their term.

Specific Responsibilities:

- Serves as a member of the Board of Directors and the Executive Committee.

- Performs duties assigned by the president, which include serving as a member of the Budget and Finance Committee and as a liaison to one or more committees.
- Represents NMAR with other associations as requested by president.
- Represents NMAR at NAR and Region XI Meetings.

The **Treasurer** ensures the integrity of the fiscal affairs of the association.

Specific responsibilities:

- Serves as a member of the Board of Directors, Executive Committee, and as chair of the Budget and Finance committee.
- Ensures that the association maintains accurate financial records.
- Reviews association expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- Ensures that regular financial reports are submitted to the Board of Directors and Executive Committee and presents an annual financial report to the membership.
- Performs other duties assigned by the president, which includes serving as liaison to other committees.
- Represents NMAR with other associations or organizations as assigned by the president.

**District Vice Presidents** are elected to represent specific territorial jurisdictions.

Specific Responsibilities:

- Serves as a member of the Board of Directors and the Executive Committee.
- Attends Installations held by the Member Boards in the District they represent.
- Makes at least one additional visit each year to each Member Board in the District to attend their Board of Directors meeting and/or meetings of their membership.

- Maintains close contact with Member Board Presidents in their District.
- Provides written reports on the District activities at meetings of the Executive Committee and Board of Directors.
- Brings issues of concern from their District to the attention of the leadership as soon as practicable.
- Promotes, advocates, and supports NMAR's policies, positions, and initiatives throughout the District.
- Manages the District Caucuses at each NMAR Business Meeting.
- Serves as liaison to NMAR Committees as assigned by the President.

**NAR Directors** represent New Mexico on the National Association of REALTORS® Board of Directors. NAR Directors are expected to apply to for membership on as many NAR committees as time and schedules will allow. NAR Directors are also members of the NMAR Board of Directors.

## NMAR COMMITTEES

- Board of Directors (made up of NMAR officers, Member Board Directors, Presidential appointees confirmed by BOD)
- Budget and Finance
- Bylaws
- Credentials/Leadership (elected by BOD; terms begin October 1)
- Forms
- Growth & Involvement
- Issues Advocacy Fund
- Legislative (terms begin April 1)
- Member Services
- Ombudsman
- Professional Education
- Professional Standards
- Grievance Sub-Committee
- REALTORS® Political Action Committee
- Strategic Planning

Visit the "Committees Boards Agenda" under "Membership" at [nmrealtor.com](http://nmrealtor.com) for committee descriptions and the application form. Watch your e-mail for announcements and deadlines as well.

## SUBSIDIARY CORPORATIONS/OTHER GROUPS

- NMAR Benevolent Fund
- NM Multi Board MLS
- Stanley H. Mathis Foundation
- Federal Political Coordinators
- State Political Coordinators

Each of these groups has their own application process; please contact us at [info@nmrealtor.com](mailto:info@nmrealtor.com) for more information.

## ELECTED OFFICERS

All officers are elected by the Board of Directors of the New Mexico REALTORS® Association during their annual meeting, held each fall. President, President Elect, and First Vice President serve one year terms. Treasurer and District Vice Presidents serve two-year terms. National Directors serve three-year terms.

Application forms are posted on [nmrealtor.com](http://nmrealtor.com) by January 1 of the year in which elections are to be held. Forms include criteria for each office and must be returned to NMAR by May 15. The Credentials/Leadership Committee reviews each application to ensure qualifications are met. All applicants who meet the qualifications are sent to the Board of Directors for election.

## COMMITTEES

Committee chairs, vice chairs, and members are appointed by the current President Elect and the incoming President Elect each fall following officer elections. Chair and vice chair terms are for one year. Most committee terms are for three years. Applications for committee appointment are posted on the NMAR website at [www.nmrealtor.com](http://www.nmrealtor.com) by mid-spring preceding the year terms begin.

## CONTACT US

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