

*NOTE: To avoid sending back a blank application, first save the completed application to your computer.  
Email the saved, completed application to [carol@gcar.net](mailto:carol@gcar.net).*



## **Nomination & Election Process for 2023-2024 Officer & Director Candidates**

Thanks for your interest in serving. All applications will be provided to the Nominating Committee for their consideration.

### **Qualifications**

- **President-Elect Candidates** must have served previously for no less than one (1) term as a Director.
- **Secretary-Treasurer Candidates** must have served previously for no less than one (1) term as a Director OR no less than one (1) year on the Budget & Finance Committee.
- **Director Candidates** must have had active REALTOR® membership for a minimum of two (2) consecutive years prior to the date of their election. The Nominating Committee shall give consideration, but is not limited, to members who (a) were actively involved on a local, state, or national Association committee or task force; (b) served as an officer of a local council or chapter; and/or (c) participated in a local, state or national Association leadership development program.
- **Term Limits:** Officers and Directors are limited to serving no more than two (2) consecutive terms in the same position.

### **Officer & Director Commitments & Expectations**

- Participate in **Committee Leadership Orientation (January 2023)**.
- Participate in the **annual planning retreat (January 23-24, 2023)**.
- Participate in the **2023 Installation (January 2023)**.
- **Attend the monthly board meetings**, which typically are held on the third or fourth Thursday of each month and scheduled to last no more than 90 minutes. No more than two (2) absences are allowed per calendar year.
- **Special Board Meetings:** If need be, there may be Board of Directors meetings that are scheduled outside of the regular board meetings to conduct business that cannot wait until the next regular meeting.
- Each director will be **appointed to serve as a Director Liaison to a committee/task force** and is expected to attend those meetings (or find a fellow Director to attend in their place) and present committee/task force recommendations to the Board of Directors.
- **Participate in membership events** to gain insight from members regarding current and future programs and services.
- **Travel:** Officers and Directors may be asked to attend specific state and national meetings, as determined by the annual budget, and are reimbursed after returning from the meetings.

### **Timeline for Election**

- Monday, October 31, 5:00 pm – Application Deadline
- November 2 – Nominating Committee Reviews Applications
- November 3 – Candidate Interviews & Finalize/Announce Slate
- November 10-16 – Online Voting
- November 17 – Announce Election Results

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## **If Elected, What's Next?**

### **1. Interview with the Nominating Committee – November 3**

Should your name be among those considered for the ballot, the Nominating Committee will contact you for an interview. Interviews will be in 15-minute increments beginning at 1:00 pm.

### **2. Online Voting – November 10-16**

### **3. Election Results Announcement – November 17**

Via Greater Chattanooga REALTORS®'s website and social channels.

### **4. 2023 Leadership Planning Retreat – January 23-24 (Barnsley Gardens)**

All costs are paid by the Association. Please alert Carol Seal ([carol@gcar.net](mailto:carol@gcar.net) OR 702-7427) of any special needs or dietary restrictions.

Additional information will be sent to you prior to retreat once confirmed and may include pre-retreat reading materials.

Once the details are confirmed, you are asked to take care of as much of your business as possible prior to the retreat and only put out fires during the retreat.

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GREATER  
CHATTANOOGA  
REALTORS®

## Officer & Director Nominee Application

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

Firm: \_\_\_\_\_

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

\_\_\_\_\_

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

Licensed since: \_\_\_\_\_ REALTOR® since: \_\_\_\_\_

I am applying as a candidate for: (check one)

2023 President-Elect

2023 Secretary-Treasurer

2023-2024 Director (2-year term)

NAR Professional Designations. List current designations and year in which earned.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Association Involvement (i.e. committee, task force). Include dates and positions held.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State/National Association Involvement (i.e. committee, task force). Include dates and positions held.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Chapters and Councils (i.e., WCR, CRS, CCIM, etc.). List membership involvement and dates.**

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**Community Service (i.e., civic and service clubs, charitable activities, special projects). List dates.**

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**Business Accomplishments (i.e., public/industry recognitions, civic appointments). List dates.**

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**I wish to run for the Board of Directors for these reasons and make the following contributions:**

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**Is there anything in your background, which although not specifically asked, if made known to the general public through your nomination or election would cause an embarrassment to you and/or Greater Chattanooga REALTORS®? If yes, please explain.**

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**By my signature below, I certify I am a member in good standing of the Greater Chattanooga REALTORS®; acknowledge I understand the responsibilities of a Director; and agree to fulfill the specified duties and responsibilities to the best of my ability if nominated and elected. I understand the information contained in this application may be used in a "Candidate Profile" for distribution to the general membership.**

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Signature of Applicant

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Date

*Attach any **additional information** you wish to be considered by the Nominating Committee.*

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*Return a **high-resolution photo** and **completed application** to [carol@gcar.net](mailto:carol@gcar.net) by **5:00 pm on Monday, October 31**.*