



## Interested in making a difference?

Leadership at GJARA is a great way to ensure that your association is serving the interest of its members and you can be an active part of the process. Volunteers are the infrastructure of all REALTOR® associations, whether local, state, or national. It all starts here at your local association where we value your input and need your voice.

To be an Officer of the Executive Committee you must first have served on the Board of Directors at any time and at any REALTOR® Board of Membership. To be a director you must have previously served on a Committee/Taskforce. To be a CAR director you must have previously served as a director.

### GJARA Director/Officer Recommendation Form

I respectfully request that the Nominating Committee for the GJARA considers:

Nominee's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Office/Firm: \_\_\_\_\_

Please circle the position you would like to serve on (circle one)

#### BOD voting members:

REALTOR® Director

Treasurer

Chair-Elect

#### BOD Non-voting members:

CAR Director

Please describe the qualifications of this consideration in the following space:

---

---

---

---

#### References/BIO

Please use this space to either provide references who support you for the position or to give the committee a bio, so they can consider candidates based on their talents, skills, and past efforts.

---

---

---

---

\_\_\_\_\_ Nominee has not been found in violation of Colorado Real Estate License law within five (5) years preceding date of election for office.

\_\_\_\_\_ Nominee agrees to conduct themselves in accordance with the ethical mandate of the REALTOR® Association at all times and have not been found to have violated said Code of Ethics in the three (3) years preceding date of election to office.

\_\_\_\_\_ Nominee agrees to maintain all criteria while serving term of office. If nominee fails to maintain written criteria for position, they shall resign or be removed from office immediately upon change of mandated status.

\_\_\_\_\_ Nominee understands that should any information on nomination form be deemed unsubstantiated or incorrect, they shall either be subject to verification by and through a third-party background check and will provide such necessary information to conduct such check or be removed from eligibility.

Please list any State REALTOR® events or committees you have attended and/or served:

---

Please list any National REALTOR® events or committees you have attended and/or served:

---

Please list any community involvement:

---

Please list your reasons for wanting to serve in leadership:

---

What are the characteristics of an effective leader?

---

|                       |                              |
|-----------------------|------------------------------|
| _____<br>Nominee Name | _____<br>Nominee's Signature |
|-----------------------|------------------------------|

**Please scan to [rip@gjrealtors.org](mailto:rip@gjrealtors.org)**

**OR**

**Mail to 2743 Crossroads Blvd., Grand Junction CO 81506**

**On or before the last day of June**

**GRAND JUNCTION AREA REALTOR ASSOCIATION  
CREDENTIALS POLICY**

Approved xxxxxxxx, 2021

Acronyms: Grand Junction Area REALTOR Association (**GJARA**)

Colorado Association of REALTORS (**CAR**)

**Credentials** is a REALTOR member or person appointed by the GJARA Board of Directors to oversee the Credentialing policy, current Chair-Elect along with the CEO, is recommended

**1. Purpose of Credentials**

To determine the qualification of candidates seeking election to the leadership positions specified in the Bylaws of the Grand Junction Area Realtor Association. The purpose of the GJARA Credentials Policy is to function as a guideline for applying the rules, policies and limitations set forth herein in determining whether candidates are qualified to serve in their respective elected positions.

**2. Process and Charges of the Credentials**

2.1 Credentials is to ensure that candidates meet all stated criteria for the desired position. Credentials shall rely upon information contained in the written applications from the candidates and perform a background check on each candidate to verify compliance.

2.2 Credentials will submit the slate of qualified candidates seeking election of Chair, Chair-Elect, Treasurer, Director, and Colorado Association of REALTORS Director to the GJARA Board of Directors.

**3. Credentials Timeline**

3.1 Annual elections of office will take place in XXXXXXXXXXXX-(Month we decide each year) via online voting beginning with the day of the General Membership Luncheon and ending XXXXXXXX days later.

3.2 A prospective nominee who has been disqualified by Credentials may appeal the decision of Credentials. The appeal shall be made to GJARA Board of Directors within 5 business days upon notice of not qualifying.

**4. Criteria for Officers and CAR Directors**

4.1 The nominee must be an active REALTOR of GJARA as their primary Board.

4.2 The nominee must pledge to spend the time and effort to serve in the position to the best of such person's ability. The nominee must commit to attend all GJARA Board of Directors meetings.

4.3 The nominee must conduct their real estate business in an appropriate location relative to the elected position in the Grand Junction Area.

- 4.4 The nominee must not have been found in violation of Colorado Real Estate License Law within the seven (7) years preceding the date of election.
- 4.5 The nominee must not have been found in violation of NAR's Code of Ethics with three (3) years preceding the date of the election.
- 4.6 The nominee must not have been convicted of a felony within seven (7) years preceding the date of the election.
- 4.7 The nominee must have shown good fiscal responsibility in their personal financial life and shown good fiduciary duty on any committees and boards where they have been members.
- 4.8 The nominee must maintain all criteria while serving their term in office. In the event the nominee fails to maintain the criteria set forth for their position, they shall resign or be removed from office immediately upon failing to meet the criteria.
- 4.9 All Candidates shall agree to and pass a background check.

## **5. Additional Criteria for Chair, Chair-Elect, Treasurer and CAR Director Nominees**

- 5.1 The Chair-Elect and Treasurer nominees must have previously served as a Director on the GJARA board of directors or as a CAR Director from GJARA.
- 5.2 The CAR Director nominees must have served as a Director on the GJARA board of directors.
- 5.3 The Chair, Chair-Elect, and CAR Director nominee must not have any bankruptcy or other financial judgments within the five (5) years preceding the date of the election.
- 5.4 The Chair, Chair Elect, and CAR Director nominee must not have been convicted of a felony within the last ten (10) years preceding the date of the election.

## **6. Announcement of Candidacy and Campaign Materials**

Candidates must have been informed in writing as being a qualified candidate for their respective position before they formally announce their candidacy and begin distribution of campaign materials. Copies of all campaign materials to be distributed must be sent to GJARA CEO for approval three (3) business days prior to distribution. GJARA CEO and the other credentialing policy director (Chair elect is recommended) shall have three (3) business days to review materials and reply in writing if materials are approved.

## **7. Candidate Forum**

GJARA shall schedule time at the membership luncheon when the vote is started for the candidates to introduce themselves to the general membership.

## **8. Post-Election Guidelines**

Candidates who have been elected to an office shall avoid use of their title in written communications until they have been formally installed into office. GJARA Board of Directors reserves the right to determine how GJARA Officers may use their GJARA titles in personal correspondence and advertising.

## **9. Election and Installation**

A record of all GJARA election results, including a tally of the votes, will be retained; however the ballots will be destroyed immediately following the election and notification to the winners.

**End of Policy**

