



OREGON
ASSOCIATION
OF REALTORS®

2019 GOVERNANCE PRIMER

Guide to Success for First-Time
Attendees and New Directors

2019 FALL CONVENTION & TRADE SHOW
SALEM CONVENTION CENTER
OCTOBER 1-3, 2019

2019 SPRING GOVERNANCE

PURPOSE

The purpose of this primer is to help you get the most from your governance meeting experience. You will have the opportunity to network with fellow REALTORS® from all over the state and see how the association is governed and how important decisions are made.

FIRST STOP

Be sure to stop by the OAR registration table and meet the state association staff, pick up your name badge and pick up any event tickets you may have ordered. Don't forget to get your new leader ribbon, so other attendees can be sure and introduce themselves to you. Feel free to ask questions, that's why we're here!

Read through the information you receive at registration and plan your moves for the days to follow. Agenda information is available on the Eventleaf app; instructions will be available at the registration desk.

COMMITTEE MEETINGS

Most committee meetings are open to all attendees, so find the committee meetings that capture your interest. While attending meetings you are welcome to sit anywhere on the perimeter, as table seating is reserved for committee members. Feel free to raise your hand to make a comment, as the Chairs often recognize and welcome visitor input.

REALTOR® OF THE YEAR

OAR recognizes the REALTOR® of the Year at a special luncheon during Spring Governance. This is one of the highest honors granted by OAR. It is designed to recognize one member who has provided outstanding service to all REALTOR® organizations, their profession and their community.



KEY COMMITTEES



OREGON
ASSOCIATION
OF REALTORS®

Business Issues

BUSINESS ISSUES

- Staff Liaison- Jenny Pakula, CEO
- 18 members including Chair and Vice Chair
- Chair serves on the OAR Executive Committee
- One-Year Term

Government Affairs

GOVERNMENT AFFAIRS

- Staff Liaison- Political Affairs Director, Jeremy Rogers
- 18 members including Chair and Vice Chair
- Chair serves on the OAR Executive Committee
- Two-Year Term-staggered

Political Affairs

POLITICAL AFFAIRS

- Staff Liaison- Political Affairs Director, Jeremy Rogers
- 18 members including Chair and Vice Chair
- Chair serves on the OAR Executive Committee
- Two-Year Term-staggered

Professional Development

PROFESSIONAL DEVELOPMENT

- Staff Liaison- Education Manager, Kayla Lowery
- 18 members including Chair and Vice Chair
- Chair serves on the OAR Executive Committee
- One-Year Term

ORPAC Trustees

ORPAC TRUSTEES

- Staff Liaison- Political Affairs Director, Jeremy Rogers
- 18 members including Chair and Vice Chair
- Chair serves on the OAR Executive Committee*
- Two-Year Term, staggered
- Meet on an as-needed basis (staff liaison will attempt to hold meetings via conference call)

Finance Review

FINANCE REVIEW

- Staff Liaison- Jenny Pakula, CEO
- 3 members including Chair
- Chair serves on the OAR Executive Committee*
- Two-Year Term, staggered
- Meet quarterly, meet as needed via conference call

*Ex-Officio Non-Voting Member

SPECIAL COMMITTEES



OREGON
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OF REALTORS®

Special committees shall be appointed by the President, subject to the approval of the Board of Directors. Meetings occur on an as-needed basis with staff liaisons attempting to conduct the meetings via conference- call.

Elections

ELECTIONS

- Staff Liaison- Lori Broncheau, Executive Assistant
- 8 Members including Chair and Vice Chair
- One-Year Term

ROTY

REALTOR® OF THE YEAR (ROTY)

- Staff Liaison- Lori Broncheau, Executive Assistant
- 7 Members including Chair, Vice Chair and past REALTOR® of the Year
- One-Year Term-staggered

Legal Action

LEGAL ACTION

- Staff Liaison- Jenny Pakula, CEO
- 8 Members including Chair and Vice Chair
- Three-Year Term, staggered

Issues Mobilization

ISSUES MOBILIZATION

- Staff Liaison- Jeremy Rogers, Political Affairs Director
- 7 Members including Chair and Vice Chair
- Two-Year Term, staggered

Professional Standards

STATE PROFESSIONAL STANDARDS

- Staff Liaison- Jenny Pakula, CEO
- 15 Members including Chair and Vice Chair
- Two-Year Term, staggered

Diversity

DIVERSITY

- Staff Liaison- Kayla Lowery, Education Manager
- 18 Members including Chair and Vice Chair
- One-Year Term, staggered

2019 KEY COMMITTEES

GENERAL INFORMATION

- Meet a minimum of twice yearly, in person, except ORPAC Trustees and Finance Review.
- Spring Governance (April 10-12, 2019) Salem Convention Center, Salem, OR
- Fall Governance (October 1-3, 2019) Salem Convention Center, Salem, OR
- The President shall have the authority to appoint chairmen, vice chairmen and members of Key Committees to implement the objectives as stated in the Association's Strategic Plan. For selection criteria for the Chair position, please refer to the OAR Policy Manual, Section 2, found on OAR's website.
- Committees are composed of a diverse group of people, representing one or more disciplines.
- Committees have the authority and responsibility to implement current and new programs, products and services within the policies and budget as approved by the Executive Committee and Board of Directors.
- Committees are not directly involved with delivery or management of programs, products and services. That is the responsibility of OAR staff.
- Committee leadership may recommend Work Groups to the Executive Committee to work on specific assignments under the Committee's responsibility.
- Committee Work Groups may have as many members as needed and those members may be appointed from the Association membership or from industry partners. Work Groups may be of short duration or semi-permanent depending on the assignment.
- Committee Staff Liaisons may recommend to the Executive Committee to appoint Work Groups.
- Committee leadership will be required to report to the Executive Committee and Board of Directors at all governance meetings.



DUTIES & RESPONSIBILITIES OF A STATE DIRECTOR

OVERVIEW

As a member of the Board of Directors of the Oregon Association of REALTORS®, you have been chosen by your peers to help lead the Association. You may be newly elected or you may have been involved in a leadership position for several years. In either case, your job is important and comes with a high level of responsibility.

The function of the Board of Directors is to establish and review major policy of the Association. Board members also have legal and fiscal responsibilities to the members of the Association.

As a Director, you will be working in cooperation with your local Association, your fellow OAR Board members and the staff of Oregon Association of REALTORS®. Your local members look to you for representation of ideas and the success of the state Association depends, in part, on your performance as a Director.

SUGGESTIONS

Get acquainted with Association Bylaws, Policies and the Strategic Plan, as well as other documents stating its purpose, objectives and methods of operation. As a Director, one of your responsibilities is to help change some of these rules if needed, but until a rule is changed through formal procedures, the Association must adhere to it.

As a Board member, you are responsible for considering the needs of the membership statewide even though you were elected from a specific area of the state. Your success as a Director will be measured by your ability to judge and plan based on the needs of all local associations, as well as what is best for the state Association.

Your role as a Director is one of guidance. Association leaders are expected to be well informed and to offer constructive criticism when it is called for. It is essential that you avail yourself of information on those topics about which you must make a decision. Board members are expected to carefully consider what they say and do and know when and how to present their views.

Report back to your local board/association about what is happening at the State level. You are one of the conduits of information for the members in your local board.



DUTIES & RESPONSIBILITIES OF A STATE DIRECTOR

TERMS

State Directors' terms are determined by the local member board/association.

MEETINGS

- You are expected to attend the bi-annual REALTOR® Day at the Capitol, typically scheduled during the Spring of odd years.
- Participate in the scheduled conference calls prior to Governance Meetings.
- Attend District Caucuses at Governance Meetings.
- You are also expected to attend two (2) Board meetings each year; one in the Spring (Salem) and the other in the Fall (location varies). Committee meetings are held in conjunction with the Spring and Fall Meetings.
- Board packets, including a Preliminary Agenda, are sent via email to each Director 30 days in advance of the meeting. Association staff assembles a final agenda packet and distributes it electronically a few days before the meeting.
- To ensure accurate attendance records and to ensure a quorum, each Director is expected to appear in person at the Credentials table located at the meeting registration area one-half (1/2) hour prior to the start of the Directors' meeting. 50%, plus one, a "majority," constitutes a quorum.

EXCUSED ABSENCES

If you're unable to attend a meeting, you are expected to notify your local association in advance to request an excused absence. Should you miss two (2) consecutive meetings without submitting written, advance notification, your local Association will be notified. Proxy representation is not permitted.

RESIGNATION FROM THE BOARD

If it should become necessary for you to discontinue your service as a Director, please advise your local board as soon as possible so your successor can be named. The name of the person replacing you must be sent to the state Association in conformance with the deadline specified in the State Association bylaws.



DUTIES & RESPONSIBILITIES OF A STATE DIRECTOR

WORKING WITH OTHER BOARD MEMBERS

If this is your first experience as a Director, you may feel that since you're new to the Board that you should just listen. You are expected to make contributions and shouldn't be held back by your seeming lack of experience. You owe it to yourself and the membership to make meaningful contributions. To maximize productivity at each meeting, you should be prepared to make significant contributions.

SUGGESTIONS

- When you receive the agenda prior to the meeting, study it carefully. If there are items on it that you don't understand, contact someone who does and ask for an explanation.
- When addressing a particular topic, keep your responses short and to the point. If your remarks are lengthy or involved, sum them up at the end of your presentation.
- There will always be dissenters or those with different points of view. Ask others to summarize their convictions as this permits a more thorough examination of an idea that could be highly constructive and completely understood.
- Hurriedly passed motions usually don't receive the consideration they deserve. It's better to postpone a motion until later than to pass one you will later regret. After the meeting, ask yourself if you have made a genuine contribution to your Association.
- Having been selected by your local association to represent them at the State level you may, on occasion, have some difficulty deciding what course of action to take. There are many different viewpoints in the Association and sound reasons to support each of them. In evaluating a position, keep in mind that the Board of Directors of the Oregon Association of REALTORS® is responsible to all members within Oregon and must place the welfare of the total Association ahead of geographic or self-seeking considerations.

WORKING WITH ASSOCIATION STAFF

Association staff is eager to help you in your role as a Director. You may wish to consult with them regarding your role and your service on Association committees. At times, you may wish to suggest activities or a change in present activities. Please submit your suggestion to info@oregonrealtors.org or talk with the assigned committee staff liaison.



OUR MISSION

WE UNIFY AND SERVE OUR MEMBERS AND LOCAL ASSOCIATIONS PROVIDING THE RESOURCES AND TOOLS FOR THEIR SUCCESS.

OUR VISION

THE REALTOR® IS THE TRUSTED SOURCE FOR ALL THINGS REAL ESTATE.

STRATEGIC GOALS

- **IMPROVE THE PERCEIVED PROFICIENCY OF OREGON REALTORS® WITHIN OAR AND WITH THE PUBLIC.**
- **EXPAND OAR'S POLITICAL STRENGTH AT THE CAPITOL AND TO ALL CORNERS OF THE STATE.**
- **CREATE A STRATEGIC LEADERSHIP CULTURE WITHIN OAR THAT ENGAGES MEMBERS AND LOCAL ASSOCIATIONS.**



OREGON
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REALTOR PLEDGE

I AM A REALTOR®

I PLEDGE MYSELF

**TO STRIVE TO BE HONORABLE AND TO ABIDE BY
THE GOLDEN RULE;**

**TO STRIVE TO SERVE WELL MY COMMUNITY, AND
THROUGH IT, MY COUNTRY;**

**TO ABIDE BY THE REALTORS® CODE OF ETHICS
AND TO STRIVE TO CONFORM MY CONDUCT TO
ITS ASPIRATIONAL IDEALS;**

TO ACT HONESTLY IN ALL REAL ESTATE DEALINGS;

**TO PROTECT THE INDIVIDUAL RIGHT OF REAL
ESTATE OWNERSHIP AND TO WIDEN THE
OPPORTUNITY TO ENJOY IT;**

**TO SEEK BETTER TO REPRESENT MY CLIENTS BY
BUILDING MY KNOWLEDGE AND COMPETENCE.**

