



## **Nomination & Election Process for 2025-2026**

### **Officer & Director Candidates**

Thank you for your interest in serving on the Board of Directors (BOD) of the Williamsburg Area Association of REALTORS® or the Williamsburg Multiple Listing Service. All applications will be provided to the WAAR Nominating Committee for their consideration.

**Qualifications:** Must have served as a member in good standing of a WAAR Committee, Council, Task Force or Work Group within the 10 years prior to the BOD application deadline or a WAAR/WMLS instructor. BOD Job Descriptions available upon request.

#### **Commitments & Expectations**

- WAAR BOD members serve either a 1-year or 2-year term; WMLS BOD members serve a 3-year term.
- Officers and Directors are expected to participate in an annual leadership training seminar usually held in early January at the Association office or alternate location.
- Officers and Directors are expected to attend the monthly board meetings. The WMLS BOD usually meets on the third Thursday of the month and the WAAR BOD on the last Thursday of the month. Morning meetings start promptly as scheduled and typically last one to three hours depending on the agenda. No more than three (3) absences are allowed per fiscal year. A calendar of meeting dates is provided at the beginning of your term of office.
- **Special Board Meetings:** If necessary, 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.
- Officers and Directors are expected to **participate in membership events** to gain insight from members regarding current and future programs and services. This includes attending general membership meetings and the annual Installation and Business Meeting in November.
- Those elected or appointed to serve in 2025 are invited, but not required to observe the last Board of Directors Meeting in October. Your attendance at this meeting is for observational purposes and not for engaging in the meeting discussions or voting. You will be notified of the exact date and time of the meeting later.
- **Travel:** Officers and Directors may be asked to attend specific state and national meetings, as determined by the annual budget, and are either issued corporate credit cards or reimbursed after returning from the meetings.

#### **Election Timeline**

- **Tuesday, September 3rd, 4:30 p.m.** Deadline to submit nominee applications to Charlie Willits, CEO. Email: [charlie@waarealtor.com](mailto:charlie@waarealtor.com).
- **Thursday, September 4th** - Mandatory Candidate Interviews with WAAR Nominating Committee. **Current WAAR/WMLS BOD members in the past two (2) years can opt-out of the interview.**
- **Wednesday, September 10th** - Nominating Committee slates sent to Membership.
- **Wednesday, September 17th** - Deadline for additional candidates from Membership.
- **Week of September 22nd** - Absentee and Online voting begins.
- **Wednesday, October 1st** - **virtual meeting to finalize selections.**
- **December 4th** - Installation Event & "Meet the Leaders" Holiday Reception.

## **2025-2026 Officer & Director Nominee Application**

I am applying as a candidate for the Williamsburg REALTOR® Association or the Williamsburg Multiple Listing Service Board of Directors.

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

Firm Name: \_\_\_\_\_ Firm Address: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Email: \_\_\_\_\_

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

Primary Association: \_\_\_\_\_ Secondary Association: \_\_\_\_\_

What is your real estate specialty?

- ☐ Residential      ☐ Commercial      ☐ Property Management      ☐ Other  
☐ Appraisal      ☐ Auction      ☐ Land

What is your position in your real estate firm: (check all that apply)?

- ☐ Office Principal      ☐ Managing Broker      ☐ Associate Broker      ☐ Other  
☐ Broker/Owner      ☐ Sales Manager      ☐ Salesperson/Agent

Number of real estate closings in the last 12 months: \_\_\_\_\_

Please list your previous or current local (report available in member profile on WAAR website), state or national REALTOR® Association involvement:

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Please list any community service (i.e., civic and service clubs, charitable activities, special projects):

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Please list any leadership positions you have held or experiences you have had that may be relevant to holding a position on the BOD.

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Please list any professional designations, certifications, or memberships, and any college/university degrees.

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Do you have any sanctions against or involving you by the Virginia Real Estate Board within the immediately five (5) years due to your direct action and/or do you have any REALTOR® Professional Standards violations, or any current criminal investigation or conviction, or are you aware of any other matters involving you which adversely would affect the image of WAAR/WMLS or your ability to perform your Board of Directors' role?

☐ Yes    ☐ No

Please provide a full explanation, including date(s), of the nature of the sanction, violation, action, investigation, etc., as well as current disposition of the matter. *(Attach additional page(s) if necessary.)*

We encourage all board members to invest a minimum of \$99 in RPAC. Do you contribute to RPAC?

☐ Yes    ☐ No    If no, why not?

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- ☐ I am a current or returning BOD member in the past two years and wish to “opt out” of the interview process. Instead, I would like to submit this short paragraph outlining why I want to continue serving in a leadership position.

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- ☐ I am not a current or returning BOD member in the past two years and understand that I will be scheduled for a twenty (20) minute interview with the Nominating Committee on September 4<sup>th</sup>.

### AGREEMENT

*I verify that the foregoing information is true to the best of my knowledge and further, that I clearly understand the qualifications, commitment, expectations and requirement of time required to serve on the Williamsburg Area Association of REALTORS® or the Williamsburg Multiple Listing Service Board of Directors; that I am ready, willing and able to serve the Williamsburg Area Association of REALTORS® or the Williamsburg Multiple Listing Service as a member of the Board of Directors; that I agree to attend the Board of Directors meetings; that I agree to the best of my ability to make decisions in the best interests of the Association and Multiple Listing Service and its entire membership; to uphold and abide by the Bylaws of the Williamsburg Area Association of REALTORS® and the Bylaws and Rules & Regulations of Williamsburg Multiple Listing Service, including the missions, policies and procedures and job position description.*

*I also pledge that if elected to the BOD and if I am found in violation of the REALTOR® Code of Ethics or a violation against my real estate license by the Virginia Real Estate Board, I will report the violation to the Board of Directors and resign my service on the Board of Directors.*

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