

**Qualifications for Candidates Seeking a Leadership Position
as an
Officer of the Board of Directors**

The Hawaii Association of Realtors is among the largest and most prominent trade associations in Hawaii. Serving as one of its elected officers is a privilege and requires a person of impeccable integrity decisive leadership skills, fortitude, vision, and communication skills. Officers must have an understanding of the HAR mission, goals, processes & procedures. These attributes shall fortify a candidate's commitment, enthusiasm, and loyalty to the ultimate purpose of the Hawaii Association of Realtors and the well-being of its members.

The purpose of the Qualifications for Elected Officers is to enhance the caliber of the HAR leadership. It is also aspirational in nature for our organization and the candidates. These qualifications are intended to provide a roadmap for our volunteer leaders within HAR, the Member Boards, Institute Affiliates, and MLSs who aspire to serve on behalf of our HAR members as an Elected Officer.

Should an insufficient number of candidates meet the specified qualifications; the Board Development Committee may waive such requirements at their sole discretion and shall note such waiver to the HAR Board of Directors at the time of nomination.

These qualifications are intended to inspire and attract leaders who are committed to the mission of HAR.

HAR Mission

Hawaii Realtors serves its membership by providing innovative programs and services to enhance members' ability to successfully practice real estate and collectively promotes real property ownership and the preservation of real property rights.



**Qualifications for Candidates Seeking the Position of
First Vice President
(President-Elect & President)**

The role of the First Vice President, among other things, is to serve on HAR & NAR Committees, Presidential Advisory Groups, and Task Forces as appointed; serve on and act as a liaison for the HAR Board Leadership Team; appoint HAR Committee/Task Force Chairs, Vice Chairs & members; serve as a spokesperson for HAR when

designated; and be an authorized signatory for legal documents. Upon successfully fulfilling the role as First Vice President, it is expected that the First Vice President shall be elected to the President-Elect of HAR. It is incumbent for the HAR Board Development Committee, the Leadership Team and its Board of Directors that candidates for the First Vice President position can demonstrate the qualities and qualifications desired.

1. Shall be a Realtor Member who is an active licensed real estate broker or licensed certified appraiser.
2. Shall have served as President of a Member Board, Institute Affiliate, *or MLS* and an additional year as an Officer or Director of a Member Board, Institute Affiliate or *MLS* Board.
3. Shall not have been a Past President of the Hawaii Association of Realtors.
4. Shall have served at least two terms at the time of application as a Federal Political Coordinator, or member of an HAR Task Force, Presidential Advisory Group, or Standing Committee member of which one term is served and as a Committee Chair or Vice Chair prior to their application. (Include in aspirational section: Strategic Planning Committee – Member Board
5. Shall have been a RPAC supporter and investor at the Honu level for one term.
6. Shall have attended NAR Business meetings.
7. Shall have no criminal law convictions within the last 10 years or license law violations indicative of moral turpitude within the last 5 years.
8. As a candidate for First VP, the candidate shall be able to demonstrate the ability to fulfill the duties as prescribed by the job description for the First VP. As a candidate for President Elect and President, the candidate shall have satisfactorily completed duties prescribed by each respective Job Description.
9. It is preferred that a candidate for First VP is a HARLA graduate. If not at the time of application, the candidate shall commit to and complete the HARLA requirements during his/her term as First VP.



Qualifications for Candidates Seeking the Position of Secretary

The role of the Secretary, among other things, is to serve on the Leadership Team, HAR Committees, Presidential Advisory Groups, and Task Forces as appointed; maintain official records of the organization, including Board and organizational policies; assist with the periodic review and revision of the Bylaws; work closely with the President and the CEO in planning the Board of Directors and Annual Meetings and distribution of agendas; ensure the accuracy of recording and distribution of meeting minutes; and be an authorized signatory for legal documents for a one-year term.

1. Shall be a Realtor Member who is an active licensed real estate broker or licensed certified appraiser in good standing.
2. Shall have served two terms as a Director or Officer for HAR, a Member Board, or an Institute Affiliate.
3. Shall have served one term as a Committee Chair for HAR, Member Board or Institute Affiliate.
4. Shall have no criminal law convictions within the last 10 years or license law violations indicative of moral turpitude within the last 5 years.



Qualifications for Candidates Seeking the Position of Treasurer

The role of the Treasurer, among other things, is to act as the custodian of the funds and securities and be the disbursing officer of the Association. The Treasurer shall deposit the funds and securities in such depositories and in such manner as the Board of Directors may designate. The Treasurer shall serve as Chair of the Audit Committee. In addition, the Treasurer shall serve on the 401K Administrative Committee as well as the Leadership Team, HAR Committees, Presidential Advisory Groups, and Task Forces as appointed. The Treasurer shall be authorized signatory for legal documents for a two-year term.

1. Shall be Realtor Member who is an active licensed real estate broker or licensed certified appraiser in good standing.
2. Shall have served 1 year as a member of the HAR Finance Committee or Audit Committee.
3. Shall have served 2 years as a Treasurer or Finance Committee Chair at a Member Board or an Institute Affiliate.
4. Shall have no criminal law convictions within the last 10 years or license law violations indicative of moral turpitude within the last 5 years.
5. Shall have no personal bankruptcies within the last 10 years.