

Name: \_\_\_\_\_ NRDS#: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street City State Zip Code

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

### State Director Responsibilities

1. Maintain a REALTOR® membership in good standing at OC REALTORS®. "Good standing" is defined in the OCR Bylaws, including but not limited to, that member satisfy the obligations of REALTOR® members set forth in Article VI, Section 1, is current with all financial and disciplinary obligations to OCR and MLS, has completed any new members requirements, and complies with NAR's trademark rules.
2. Abide by the terms of OC REALTORS®'s "State Director Commitment and Policy on Travel."
3. Act as an ambassador for OC REALTORS® and its members while fulfilling your duties as a state director.
4. Agree to serve a minimum of one, 3-year term.  
  
\*Note: Starting in 2021, OCR shall assign new state director applicants to three (3) year terms.
5. Attend all three (3) C.A.R. state business meetings scheduled annually whether held live or virtually.
6. Actively serve on three (3) state committees.
7. Submit a written report within 2 weeks after conference but no later than the next meeting of the OCR Board of Directors.
8. Invest at least \$148 in the REALTOR® Action Fund (RAF) while serving as a State Director.
9. Serve in a volunteer capacity at OC REALTORS®, as a committee or task force member, as a project or event volunteer, or as a member of OC REALTORS®'s board of directors while serving as a State Director.
10. Agree to use a personal or corporate credit card, or other form of payment, for all upfront travel-related expenses, including airfare, parking, ground transportation, hotel, hotel incidentals, and meals.
11. Prior to the start of the term, complete NAR's At Home with Diversity course, Fairhaven training, and Implicit Bias Training.

**Code of Conduct for State Director Attendees:**

1. Individuals are expected to prepare for meetings. This includes reviewing any documents provided before the meetings and being prepared to discuss anticipated issues.
2. Individuals must be properly attired when representing the Association. Business attire is required unless otherwise advised.
3. Individuals must act appropriately at all times, refrain from inappropriate conduct or harassment, and be subject to the same rules of conduct applicable to meetings and other activities of the Association. Engaging in inappropriate conduct toward other attendees or anyone while on travel is grounds for discipline pursuant to Association policy.
4. Attendance at all meetings, including timely arrival and remaining present during the meetings, is required.
5. Travel shall be the least expensive and most practical means. Attendees will only be reimbursed or compensated for previously approved Association expenses.
6. All attendees shall prepare reports that are individually composed by the attendee and represent the perceptions and experiences of the attendee. The use of meeting organizer notes is not adequate.
7. The Association reserves the right, through the Executive Committee, to suspend or revoke, with or without cause, the right of any individual to travel to any event or meeting where it appears they may be acting on behalf of the Association.

**By reviewing, completing, signing and submitting:**

A. You give permission to Credentials Committee to contact you for additional information regarding your qualifications and experience; and

B. You understand that the Credentials Committee will review your service record and conduct at OCR-sponsored events and other industry-related events, in accordance with the General Travel Policy.

**I HAVE READ AND UNDERSTAND THE GENERAL TRAVEL POLICY AND CODE OF CONDUCT FOR ATTENDEES:**

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Signature

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Date

Please print, sign, and email back to [Debby@ocrealtors.org](mailto:Debby@ocrealtors.org).

**Deadline: August 2, 2024**

1. How have you demonstrated your leadership in the real estate profession?

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2. As an CAR Director what would your contribution to OC REALTORS® be upon return?

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3. What does your leadership path with OC REALTORS® look like in the next three years? And, who are you mentoring or helping in Leadership?

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4. Why should you be appointed or reappointed as a State Director?

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5. Do you have a credit card to use for hotel and travel costs? \_\_\_\_\_

6. As a prospective state/national director do you agree to participate in OCR's State and National Director Mentorship Program? \_\_\_\_\_Yes \_\_\_\_\_No

7. Are you interested in a FUNDED \_\_\_ or UNFUNDED \_\_\_ Director position? Check one or both.

Please list your professional designations:

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**Current State Committees and other volunteer participation (2024)**

Please use the following table to list volunteer activity during 2024.

Committee/Volunteer Activity	Position	Additional Information

**Please rank your top 5 State Committee Selections:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Business Technology Forum	Investment Housing	REALTOR® Party of California Fundraising & Member Mobilization Advisory
C.A.R. Scholarship Foundation/C.A.R. Education Foundation	Legal Action Trustees	REALTOR® Party of California Fundraising & Member Mobilization Forum
Defense Strategy Advisory	Legal Affairs Forum	REALTOR® Risk Management and Consumer Protection Forum
Diversity	Legal Issues & Information	REImagine! Conference & Expo Advisory
Environmental Sustainability	Legislative	Standard Forms Advisory
Fair Housing & Diversity	Local Government Policy	Standard Forms Forum on Forms
Federal	MLS Policy	Strategic Planning and Finance
Global Real Estate Forum	Political	Taxation & Government Finance
Government Affairs Directors Subcommittee	Professional Development & Education Forum	Transaction & Regulatory
Home Ownership Housing	Professional Standards	Young Professional Network Forum
Housing Affordability Fund	Public Policy	
IMPAC Trustees	Public Policy Forum	
Industry Information & Membership Services	REALTOR® Party of California Coordinating Committee	

**List any positions you have applied for/appointed to:**

Committee, Special Committee or Task Force	Position	Applied or Appointed?	Term

## 2025 C.A.R. Committee Timeline

### APRIL 2024

- Committee Selection Process goes live in early April for members to make recommendations for Chair, Vice Chair, Issues Chair and Member positions on Standing, Special and Advisory Committees. More information on the policies for committee selections, descriptions/mission statements, and how to enter recommendations is available on the C.A.R. Committee Selection Process - [www.car.org/meetings/carmeetings/committeeselection](http://www.car.org/meetings/carmeetings/committeeselection)

### MAY 2024

- The deadline date for submitting 2025 C.A.R. Committee Leadership and Specialized/Advisory recommendations (Chair, Vice Chair or Issue Chair of Standing Committees, and Chair, Vice Chair or Members of Special or Advisory Committees) is Wednesday, May 15, 2024.

### JULY 2024

- Leadership Team reviews all committee recommendations for Leadership and Members on Specialized/Advisory positions.
- Members can submit recommendations ONLY for membership positions on Standing Committees. 2024 Regional Chairs to notify C.A.R. via the online Committee Selection Process ([www.car.org/meetings/carmeetings/committeeselection](http://www.car.org/meetings/carmeetings/committeeselection)) of 2025 C.A.R. Committee Regional Representatives/Liaisons.
- The deadline date for both of the above items is Wednesday, July 31, 2024.

### AUGUST 2024

- 2024 C.A.R. Chairs, Vice Chairs, Executive Committee, Committee Liaisons, Strategic Planning & Finance Committee and Specialized/Advisory committee selections finalized. Respective appointees confirmed. Committee Leadership Rosters containing Chairs, Vice Chairs, Issues Chairs, and Committee Liaisons to be posted online in September.

### SEPTEMBER 2024

- Members notified of 2025 appointments via email. Regional Chairs and Local Associations advised of appointments of members within the Region/Local Association who have been asked to serve on 2024 C.A.R. committees.

### OCTOBER 2024

- Preliminary 2024 committee rosters are available to C.A.R. staff coordinators to share with their committee leadership.

### NOVEMBER 2024

- Final committee rosters available to C.A.R. staff coordinators and committee leadership.

### DECEMBER 2024

- 2024 Regional Chairs provided respective rosters of 2024 Directors and Committee members by Region.

If you have any questions, please contact C.A.R. Staff at [governance@car.org](mailto:governance@car.org).

## 2024 OC REALTORS® Application Timeline

- 2025 State Director Application deadline is Thursday, August 2, 2024