



## **DCAR Elected and Appointed Leadership Positions Core Competencies and Qualification Requirements**

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**Competency #1: Lead the Association or Participate in the Leadership and Promotion of the Association in a Designated Role**

**Competency #2: Understand the Structure of the REALTOR® Organization Within the Context of the Evolving Real Estate Industry**

**Competency #3: Understand Real Estate Issues and Trends**

**Competency #4: Acquire and Communicate Valuable Information**

**Competency #5: Foster Effective Interpersonal Relationships**

## **Elected Officers and Directors**

### **President/President-Elect /Immediate Past-President – One-Year Term:**

The **President** is the Chief Presiding Officer of the Association and Chairperson of the Board of Directors. Responsible for the general direction of the Association and presides at all meetings. Major spokesperson for the association.

The **President-Elect** performs the duties of the President in the absence of the President and is responsible for getting prepared to assume the role of presidency.

The **Immediate Past-President** supports the Officers and Directors with a historical perspective. The primary duty is to meet regularly with the Officers of the DCAR and other Directors to approve, establish, prioritize and evaluate the programs and services of the association to be sure that they serve the mission of the association.

### **General Competencies**

- Communication Skills - verbal/written; public speaking; media/PR networking; interpersonal; listening; mediation; facilitation; negotiation
- Organization Development and Review- forward thinking; vision; goal-oriented; state of association assessment
- Leadership Responsibilities – formal; management; supervision; direct a meeting; planner; policy-maker; direction-setter; initiator; risk-taker; critical thinker; problem solver; decision-maker; motivator; inspirer; transformer; creator; innovator; continuous learner
- Fiscal Oversight for Budget- profit & loss accountability; proper accounting
- Consensus Building – teambuilder; trust-builder; conflict resolution; valuing diversity
- Self-Leadership - personal accountability and ethics; self-confidence; discipline; assertiveness
- Industry Knowledge - market practices; knowledge on companies; forecaster of association long-term needs and directions; real estate trends, issues and practices; multiple listing systems services and delivery
- Association knowledge – structure; interrelationships national, state, local; governance

### **Primary Qualifications**

- Served as a Board of Director, local or state association for a minimum of two (2) years
- Served on the local or state association Public Policy Committee for a minimum of two (2) years
- Earned REALTOR<sup>®</sup> designations of a GRI graduate
- Demonstrated support of RPAC through multi-year contributions

## **Other Qualifications for Consideration**

- Earned REALTOR<sup>®</sup> designations
- Attended the NAR, MAR, DCAR or other Leadership and Management Academy
- Completed professional training and courses, positions held and direct experience in leadership, management and supervision, public or private sector, may be substituted for formal attendance at a leadership school
- Minimum higher level education attained is a Bachelor's Degree
- Served on a national, state or local realtor association committee (other than public policy)
- Volunteer service in civic and professional organizations

## **Secretary – One-Year Term:**

The primary duty is to attend meetings and to oversee accurate records and meetings minutes.

### **General Competencies**

- Communication Skills - verbal/written; networking; interpersonal
- Organization Development and Review- forward thinking; vision; goal-oriented
- Leadership Responsibilities – informal; analysis; policy-maker; critical- thinker; problem solver; decision-maker; continuous learner
- Fiscal Oversight for Budget – profit and loss accountability; proper accounting
- Consensus Building – teambuilder; trust-builder; conflict resolution; valuing diversity
- Self-Leadership - personal accountability and ethics; self-confidence; discipline; assertiveness
- Industry Knowledge - market practices; knowledge on companies; real estate trends, issues and practices; multiple listing systems services and delivery
- Association knowledge – structure; interrelationships national, state, local; governance

### **Primary Qualifications**

- Served as a member of a national, local or state association committee for a minimum two (2) years
- Served on the local or state association Public Policy Committee, minimum one (1) year
- Expected to be a significant RPAC contributor

### **Other Qualifications for Consideration**

- Earned REALTOR designations
- Attended the NAR, MAR, DCAR or other Leadership and Management Academy
- Completed professional training and courses, positions held and direct experience in leadership, management and supervision, public or private sector, may be substituted for formal attendance at a leadership school
- Minimum higher level education attained is a Bachelor's Degree
- Served on a national, state or local realtor association committee (other than public policy)
- Volunteer service in civic and professional organizations

## **Treasurer – Two-Year Term:**

The primary duty is to attend board meetings and to oversee accurate financial records of the association. Authority to sign checks for the association.

### **General Competencies**

- Communication Skills - verbal/written; networking; interpersonal
- Organization Development & Review- forward thinking; vision; goal-oriented
- Leadership Responsibilities – informal; analysis; policy-maker; critical-thinker; problem solver; decision-maker; continuous learner
- Fiscal Oversight for Budget – profit and loss accountability; proper accounting
- Consensus Building – teambuilder; trust-builder; conflict resolution; valuing diversity
- Self-Leadership - personal accountability and ethics; self-confidence; discipline; assertiveness
- Industry Knowledge - market practices; knowledge on companies; real estate trends, issues and practices; multiple listing systems services and delivery
- Association knowledge – structure; interrelationships national, state, local; governance

### **Primary Qualifications**

- Served as a member of a national, local or state association committee for a minimum two ( 2) years
- Served on the local or state association Public Policy Committee for a minimum one (1) year
- Expected to be a significant RPAC contributor

### **Other Qualifications for Consideration**

- Earned REALTOR designations
- Attended the NAR, MAR, DCAR or other Leadership and Management Academy
- Completed professional training and courses, positions held and direct experience in leadership, management and supervision, public or private sector, may be substituted for formal attendance at a leadership school
- Minimum higher level education attained is a Bachelor's Degree
- Served on a national, state or local realtor association committee (other than public policy)
- Volunteer service in civic and professional organizations

**Directors (includes NAR Directors & Presidential Appointees) – One-Year Term for Presidential Appointees; Two-Year Term for Elected Directors; Three-Year Term for NAR Directors:**

The primary duty is to meet regularly with the Officers of the DCAR and other Directors to approve, establish, prioritize and evaluate the programs and services of the association to be sure that they serve the mission of the association.

### **General Competencies**

- Communication Skills - verbal/written; public speaking; networking; interpersonal
- Organization Development & Review- forward thinking; vision; goal-oriented
- Leadership Responsibilities - management; supervision; direct a meeting; policy-maker; direction-setter; initiator; critical thinker; problem solver; decision-maker; motivator; inspirer; continuous learner
- Fiscal Oversight for Budget – profit and loss accountability; proper accounting
- Consensus Building – teambuilder; trust-builder; conflict resolution; valuing diversity
- Self-Leadership - personal accountability and ethics; self-confidence; discipline; assertiveness
- Industry Knowledge - market practices; knowledge on companies; real estate trends, issues and practices; multiple listing systems services and delivery
- Association knowledge – structure; interrelationships national, state, local; governance

### **Primary Qualifications**

- Served as a member of a national, local or state association committee for a minimum two ( 2) years
- Served on the local or state association Public Policy Committee for a minimum one (1) year
- Expected to be a significant RPAC contributor
- General understanding or knowledge of federal, state and local legislative issues
- Knowledge of local REALTOR<sup>®</sup> public policy positions

### **Other Qualifications for Consideration**

- Earned REALTOR<sup>®</sup> designations
- Attended the NAR, MAR, DCAR or other Leadership and Management Academy
- Completed professional training and courses, positions held and direct experience in leadership, management and supervision, public or private sector, may be substituted for formal attendance at a leadership school
- Minimum higher level education attained is a Bachelor's Degree or equivalent
- Served on a national, state or local realtor association committee (other than public policy)
- Volunteer service in civic and professional organizations

## **Appointed Leadership Positions**

### **Public Policy**

#### **Committee Chair – One-Year Term:**

Preside over meetings and directs the activities of the Committee. Advise the Association President on recommended public policy positions.

#### **General Competencies**

- Communication Skills - verbal/written; public speaking; networking; interpersonal; facilitation
- Organization Development & Review- forward thinking; vision; goal-oriented
- Leadership Responsibilities - management; supervision; direct a meeting; policy-maker; direction-setter; initiator; critical thinker; problem solver; decision-maker; motivator; inspirer; continuous learner
- Consensus Building – teambuilder; trust-builder; conflict resolution; valuing diversity
- Self-Leadership - personal accountability and ethics; self-confidence; discipline; assertiveness
- Industry Knowledge - market practices; knowledge on companies; real estate trends, issues and practices; multiple listing systems services and delivery
- Association knowledge – structure; interrelationships national, state, local; governance

#### **Primary Qualifications**

- Served as a member of a local or state public policy or government affairs committee for a minimum one (1) year
- General understanding or knowledge of federal, state and local legislative issues
- Knowledge of local and/or state association committee procedures
- Knowledge of local realtor public policy positions

#### **Other Qualifications for Consideration**

- Earned REALTOR® designations
- Attended the NAR, MAR, DCAR or other Leadership and Management Academy
- Completed professional training and courses, positions held and direct experience in leadership, management and supervision, public or private sector, may be substituted for formal attendance at a leadership school
- Minimum higher level education attained is a Bachelor's Degree or equivalent
- Served on a national, state or local realtor association committee (other than public policy)
- Volunteer service in civic and professional organizations

## **Appointed Leadership Positions**

### **Government Affairs**

The following positions typically will be filled with members that have served in a leadership capacity on the local or state association Board of Directors or have political and/or RPAC volunteer experience and public policy volunteer experience at the national, state and local levels.

#### **Realtor Political Action Committee (RPAC) Trustee – Two-Year Term:**

A Trustee assigned to a political committee, independent of the DCAR Board of Directors, to collect voluntary political contributions and make expenditures for the purpose of assisting real estate supported candidates win election to federal office. The Trustee also works to enhance the effectiveness of NAR's grassroots lobbying by mobilizing REALTORS®, as well as targeted segments of the general public, to gain the support of key federal legislators for the REALTORS® position on a specific legislative objective.

#### **RPAC Major Donor Council Representative – One-Year Term:**

Serves as association liaison to NAR to promote RPAC to members for the purpose of increasing major donor contributions. A major donor is a contributor of a minimum \$1,000 annually.

#### **Realtor Political Involvement Committee (RPIC) Representative – One-Year Term:**

Works on a grassroots level to make association members aware of legislation that will impact the real estate industry and engage their support and call to action.

#### **Federal Political Coordinator (FPC) – Two-Year Term:**

Liaison to a member of Congress.

Consideration may be given to other members based on their history of volunteer service for the association, history as a contributor to RPAC and demonstrated leadership ability. Consideration will be given to direct and related background and experience with national, state, local and/or community organization fundraising, government affairs, political campaign volunteer activities, civic associations and similar activities.