

Nomination and Election Process

NCJAR Officers & Trustees

Leadership Takes You Further

The North Central Jersey Association of REALTORS® invites qualified members to apply for leadership positions as Officers and Trustees of the Association.

NCJAR's nomination and election process is designed to be **open, transparent, and competency-based**, allowing members to nominate themselves or fellow members who demonstrate leadership readiness, professionalism, and a commitment to service.

Application & Submission

- **Application Deadline:** June 1 (annually)
- Applications must be submitted **online or via email** to: **ceo@ncjar.com**
- A **completed application, current resume, and two (2) letters of recommendation** are required for consideration

Eligibility & Readiness Statement

Leadership Readiness

NCJAR leadership roles require a strong understanding of the real estate profession and the Association. Candidates should generally have at least two (2) years of active licensure and demonstrated involvement with NCJAR or the broader real estate community. The Nominating Committee will consider overall readiness, engagement, and experience when reviewing applications.

Review & Selection Process

The Nominating Committee reviews all applications to ensure candidates meet the qualifications and expectations of the position sought. Interviews may be conducted as part of the evaluation process.

The proposed slate of candidates will be announced to the membership **at least 30 days prior to the Annual Membership Meeting**, at which time the slate will be presented for vote.

Questions

For questions regarding the nomination or election process, please contact NCJAR Leadership at **ceo@ncjar.com**.

NCJAR LEADERSHIP APPLICATION

Application Year of Service: _____

Position(s) Applying For

- President-Elect
 - First Vice President
 - Treasurer
 - Trustee
 - NAR Director
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Candidate Information

Full Name: _____

Brokerage Firm & Town: _____

License Type: Broker Salesperson

Email: _____ Cell Phone: _____

Professional Experience

How many years have you been actively licensed in real estate?

- 2-5 years
- 6-10 years
- 10+ years

Please briefly describe your involvement with NCJAR and/or the real estate community:

Leadership & Governance Experience

NCJAR Committees Served (include leadership roles):

NJ REALTORS® / NAR Committees or Leadership Roles:

Areas of Expertise Relevant to NCJAR Leadership (Check all that apply)

- Strategic planning
- Financial oversight / budgeting
- Committee leadership
- Business ownership or management
- Advocacy / Government Affairs
- Education / Professional Development
- Diversity, Equity & Inclusion

- Risk management / compliance
- Other: _____

Statement of Interest

Why do you wish to serve in this NCJAR leadership role?

Required Supporting Documents

All applications must include the following:

- Current Resume**
- Two (2) Letters of Recommendation**

Letters of recommendation should:

- Be from individuals familiar with the applicant's leadership, governance, or professional experience
- At least one letter should be from a **current or past NCJAR, NJ REALTORS®, or NAR leader**, when possible
- Address the applicant's readiness for board or officer service

Certification & Acknowledgment

By submitting this application, I certify that:

- I am a REALTOR® member in good standing with NCJAR
- I understand and accept the fiduciary duties of Board and officer service
- I commit to attending meetings, preparing in advance, and serving in the best interest of the Association
- I agree to comply with NCJAR's Bylaws, policies, confidentiality, and conflict-of-interest requirements
- I understand that submission of a resume and **two letters of recommendation is mandatory**

Signature: _____

Date: _____

GOVERNANCE

In accordance with the **Bylaws of the North Central Jersey Association of REALTORS®**, the Association is governed by a **Board of Trustees**, which includes the following officers and members:

- President
 - President-Elect
 - First Vice President
 - Treasurer
 - Immediate Past President
 - Three additional Past Presidents
 - NAR Directors
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FIDUCIARY DUTIES OF THE BOARD OF TRUSTEES

Members of the Board of Trustees owe fiduciary duties to the North Central Jersey Association of REALTORS® comparable to those owed to a client.

These duties include:

- **Duty of Obedience**
Adherence to the Association's Bylaws, policies, procedures, and lawful decisions of the Board of Trustees.
- **Duty of Loyalty**
Acting in the best interests of the Association and supporting duly adopted Board decisions, regardless of personal opinion.
- **Duty of Disclosure**
Providing relevant facts, research, and an honest assessment of risks, benefits, and alternatives related to matters before the Board.
- **Duty of Confidentiality**
Maintaining confidentiality of Board deliberations, votes, and sensitive information in accordance with Association policy.
- **Duty of Care**
Exercising reasonable care by preparing in advance, engaging in informed discussion, and making decisions in the best interest of the Association.
- **Duty of Financial Oversight**
Ensuring responsible stewardship of Association funds and assets.

Violation of fiduciary duties may result in loss of Errors & Omissions coverage and may subject an Officer or Trustee to removal as outlined in the Bylaws.

DUTIES OF THE PRESIDENT-ELECT

The President-Elect is the **President-in-training** and is responsible for ensuring leadership continuity and readiness.

The President-Elect shall:

- Exercise the powers and duties of the President in the President's absence or as delegated
- Work closely with the President, Treasurer, and Chief Executive Officer
- Be knowledgeable and conversant with the Association's strategic plan, goals, programs, and governance responsibilities
- Assist the President in advancing short-term priorities and long-term strategic objectives
- Participate in budget development and financial oversight discussions
- Monitor committee progress in coordination with the President and CEO
- Prepare for the transition to the presidency by engaging in leadership development and succession planning
- Attend Board, Executive Committee, leadership training, and required state and national meetings
- Represent NCJAR at meetings or events when requested
- Be familiar with:
 - NCJAR Bylaws and policies
 - Fiduciary responsibilities
 - Parliamentary procedure (Robert's Rules of Order)
 - Legislative and advocacy priorities

The President-Elect reports to and is accountable to the Board of Trustees.

DUTIES OF THE FIRST VICE PRESIDENT

The First Vice President is an elected officer of the Association and a voting member of the Board of Trustees. The position is intended as a **leadership development and succession role**, providing preparation for future officer service.

The First Vice President shall:

- Support the President and President-Elect in carrying out the goals and priorities of the Association
- Perform duties as assigned by the President or Board of Trustees
- Serve as a liaison to committees, task forces, or special initiatives as designated
- Participate actively in Board of Trustees and Executive Committee meetings
- Become familiar with the Association's:
 - Strategic plan and annual objectives
 - Bylaws, policies, and governance structure
 - Fiduciary responsibilities and risk considerations
- Assist in monitoring committee activity and progress toward Board-approved goals

- Represent NCJAR at meetings, events, or functions when delegated by the President
- Participate in leadership development opportunities, including state and national training
- Prepare for potential advancement to higher office by gaining exposure to governance, strategy, and financial oversight

The First Vice President is accountable to the Board of Trustees and is expected to demonstrate leadership readiness, professionalism, and a commitment to the long-term success of the Association.

DUTIES OF THE TREASURER

The Treasurer serves as the Association's **primary fiduciary officer** and is responsible for financial oversight and accountability.

The Treasurer shall:

- Oversee the receipt, management, and disbursement of Association funds
- Ensure funds are deposited or invested in institutions approved by the Board of Trustees
- Serve as a signatory on Association bank accounts
- Chair the Budget & Finance Committee
- Present regular financial reports to the Board of Trustees
- Work closely with the CEO and the Association's CPA
- Ensure the Board receives accurate financial statements and audit information
- Assist in ensuring strategic plan initiatives are appropriately funded
- Commit the time necessary for preparation, meetings, and financial review
- Attend NAR meetings when requested by the President

The Treasurer serves a **two-year term** and must take a **one-year break** before being eligible for consideration for another leadership position, in accordance with the Bylaws.

DUTIES & QUALIFICATIONS OF NAR DIRECTOR

A National Association of Realtors® (NAR) Director is a key leadership position within the real estate industry, serving on the board of directors for a local, state, or national association. NAR Directors are responsible for guiding the strategic direction of the association, making policy decisions, and overseeing the organization's activities to ensure they align with the interests of its members. Their responsibilities include participating in meetings, contributing to committees, and representing the association at various levels.

Qualifications & Duties:

- Past President or NAR Director at the Local, State or National Level.
- Meet all [Qualifications and Performance Expectations for NAR Directors](#)
- Serve on a NAR Committee
- Demonstrated dedication to the organization's mission and activities
- Adherence to the highest ethical and professional standards
- Submission of a detailed application outlining qualifications, contributions to the association, and a vision for future involvement.
- A candidate applying for a NAR Director position cannot serve on the Nominating Committee.
- NAR Director travels within the budget of the Association.
- NAR® Directors are required to travel to both the May and November meetings.