

# RESA® LEADERSHIP POSITIONS

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# Local Chapter President

## Responsibilities

- Presides at the board and chapter meetings.
- Appoints all committees, subject to the approval of the board.
- Presidents are facilitators and are to facilitate the running of the chapter.
- Disseminates RESA events, new programs, and other initiatives to officers/members.
- Coordinates officer and committee activities and responsibilities.
- Schedules meetings for the entire year with the help of the board.
- Assures that the chapter runs smoothly and according to the bylaws.
- Assures chapter decisions are made by the board and all board members' opinions, feedback, and ideas are heard.
- After the president's term is complete, they assume the title of immediate Past President and may serve in an advisory capacity (not a director) when requested by the new board.
- Establishes relationships and identifies opportunities to collaborate with local REALTOR® associations, WCR, builders associations, etc.
- Learns and follows Robert's Rules of Order for all board meetings.
- Must actively seek to avoid situations and activities that create an actual or potential conflict between the individual's personal interests and the interests of the organization.
- Ensures inclusivity and creates a safe space for all participants.
- Assists with succession planning and recruiting for all board members, and with onboarding a successor.
- Participation in RESACON is STRONGLY encouraged as a leadership standard, as well as for personal and professional growth.

## Qualifications

Candidates must be a member of RESA in good standing with no ethics violations. Must have a minimum of six months experience in the real estate staging industry combined with six months leadership experience (either with RESA leadership or in some other field). Candidates must be willing to commit to participating in no less than 80% of the local chapter meetings and monthly BOD meetings. Candidates must demonstrate a passion for the industry and a willingness to support RESA's mission, values and goals for the betterment of the entire industry. This position is a one-year term with a two-year limit.



# Local Chapter President-Elect

In the absence of the president, the president-elect presides at all meetings and performs the necessary duties of the president. The president-elect automatically succeeds to the presidency the following year. The main role of the president-elect is to prepare for the presidency. This includes assisting the president throughout the year.

## Responsibilities

- Facilitates BOD meetings in the Chapter President's absence and assists the Chapter President with chapter meetings.
- To learn all board roles and how a chapter functions. Must be willing to step in for any other board member who is temporarily unable to perform their duties. This responsibility is not meant to fill a permanent vacancy.
- Ensure chapter meetings are promoted properly and members have timely notifications of meetings.
- Creates a social media plan and provides oversight of the chapter's social media accounts.
- Learns and follows Robert's Rules of Order for all board meetings.
- Must actively seek to avoid situations and activities that create an actual or potential conflict between the individual's personal interests and the interests of the organization.
- Ensures inclusivity and creates a safe space for all participants.
- Assists with succession planning and recruiting for all board members, and with onboarding a successor.
- Participation in RESACON is STRONGLY encouraged as a leadership standard, as well as for personal and professional growth.

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# Local Chapter Secretary

## Responsibilities

- The chapter secretary prepares the agenda for each board meeting. Board meeting agendas should be distributed to all board members at least one week prior to all board meetings.
- The secretary is also responsible for recording the board meeting minutes and distributing minutes to the BOD and RESA HQ immediately following each BOD meeting.
- Original copies of all minutes should be kept in a permanent chapter binder (3 ring binder). Meeting minutes are brought to the following board meeting and approved by the board as an official record. Responsible for maintaining any electronic files and ensuring that everyone that needs access to it has it, and that files are managed and organized in an orderly fashion.
- Learns and follows Robert's Rules of Order for all board meetings.
- Must actively seek to avoid situations and activities that create an actual or potential conflict between the individual's personal interests and the interests of the organization.
- Ensures inclusivity and creates a safe space for all participants.
- Assists with succession planning and recruiting for all board members, and with onboarding a successor.
- Participation in RESACON is STRONGLY encouraged as a leadership standard, as well as for personal and professional growth.

## Qualifications

Candidates must be a member of RESA in good standing with no ethics violations. Must have a minimum of six months experience in the real estate staging industry combined with six months leadership experience (either with RESA leadership or in some other field). Attention to detail, and administrative experience is a plus. Candidates must be willing to commit to participating in no less than 80% of the local chapter meetings and monthly BOD meetings. Candidates must demonstrate a passion for the industry and a willingness to support RESA's mission, values and goals for the betterment of the entire industry. This position is a one-year term with a two-year limit.



# Local Chapter Vice President of Membership

## Responsibilities

- Coordinates, manages, and tracks membership recruitment and retention efforts, with the support of the board. These efforts include but are not limited to welcoming new members, maintaining current members, and identifying potential members.
- Prepares a membership report for all board meetings.
- Works closely with the Chapter Treasurer to manage and communicate member dues owed and received.
- Maintains a sign-in sheet or other written record of attendees for every chapter meeting.
- Maintains the local chapter website directory by submitting a current chapter roster to RESA HQ quarterly, and notifying RESA HQ when a new member joins or leaves the chapter.
- Notifies any chapter members who are not current with RESA membership, and encourages them to join or renew their RESA membership in order to remain a local chapter member in good standing.
- Learns and follows Robert's Rules of Order for all board meetings.
- Must actively seek to avoid situations and activities that create an actual or potential conflict between the individual's personal interests and the interests of the organization.
- Ensures inclusivity and creates a safe space for all participants.
- Coordinates efforts with other board members to maximize chapter visibility on social media to current as well as prospective members.
- Assists with succession planning and recruiting for all board members, and with onboarding a successor.
- Participation in RESACON is STRONGLY encouraged as a leadership standard, as well as for personal and professional growth.

## Qualifications

Candidates must be a member of RESA in good standing with no ethics violations. Must have a minimum of six months of experience in the real estate staging industry combined with six months of leadership experience (either with RESA leadership or in some other field). Must be comfortable using a spreadsheet. Candidates must be willing to commit to participating in no less than 80% of the local chapter meetings and monthly BOD meetings. Candidates must demonstrate a passion for the industry and a willingness to support RESA's



mission, values, and goals for the betterment of the entire industry. This position is a one-year term with a two-year limit.

# Local Chapter Treasurer

## Responsibilities

- The Treasurer maintains financial compliance for the chapter.
- The treasurer has custody of the funds of the chapter and handles the chapter's banking needs.
- Prepares financial reports for all board meetings and for any other reason as required by law.
- Works closely with the VP of Membership to communicate member dues owed and received.
- Gives receipts for collection of payments, and keeps copy of transactions for the chapter's permanent records.
- The Treasurer is responsible for filing the chapter's tax returns and annual reports with assistance from RESA HQ.
- Learns and follows Robert's Rules of Order for all board meetings.
- Must actively seek to avoid situations and activities that create an actual or potential conflict between the individual's personal interests and the interests of the organization.
- Ensures inclusivity and creates a safe space for all participants.
- Assists with succession planning and recruiting for all board members, and with onboarding a successor.
- Participation in RESACON is STRONGLY encouraged as a leadership standard, as well as for personal and professional growth.

## Qualifications

Candidates must be a member of RESA in good standing with no ethics violations. Must have a minimum of six months experience in the real estate staging industry combined with six months of leadership experience (either with RESA leadership or in some other field). Financial experience, and banking experience are a plus. Candidates must be willing to commit to participating in no less than 80% of the local chapter meetings and monthly BOD meetings. Candidates must demonstrate a passion for the industry and a willingness to support RESA's mission, values, and goals for the betterment of the entire industry. This position is a one-year term with a two-year limit.



# State/Provincial President

## Responsibilities

State/Provincial Presidents provide regular outreach to chapter leaders in their state/province to provide support and to identify & encourage the formation of new chapters.

State/Provincial Presidents demonstrate a passion for the industry and a willingness to support RESA's mission, values, and goals for the betterment of the entire industry.

- Create a strong communication plan (conference calls, in-person meetings, newsletter, etc.) with the chapters in their state/province to reinforce objectives to be met throughout the year.
- Facilitate the sharing of ideas and solutions to issues and challenges faced by local chapters and/or members.
- Observe emerging leadership and encourage new leaders at all levels of the organization.
- Serve as a mentor to local chapters and members.
- Identify and develop a chapter growth plan for their state/province.
- Positioned to be an effective liaison between RESA HQ and the chapters in their state/province.
- Identify and develop industry-related partnerships beneficial to members and chapters in their state/province.
- Ensures inclusivity and creates a safe space for all participants.
- Must actively seek to avoid situations and activities that create an actual or potential conflict between the individual's personal interests and the interests of the organization.
- Assists with succession planning and recruiting for all board members, and with onboarding a successor.
- Participation in RESACON is STRONGLY encouraged as a leadership standard, as well as for personal and professional growth.

## Qualifications

To apply for a RESA State/Provincial President position, candidates must be a member of RESA in good standing with no ethics violations, have experience in the real estate staging industry, and have served on the board of a local RESA chapter. Candidates must demonstrate a passion for the industry and a willingness to support RESA's mission, values, and goals for the betterment of the entire industry. This position is a one-year term with a two-year limit. This position must be approved by the national BOD and may be appointed by the BOD. State/Provincial Presidents meet monthly via conference call. "Dual office holding" is not permitted at the local, state, or national level of leadership within RESA.



# National Board of Directors

## Responsibilities

Board members provide foresight, oversight, and insight to the organization. Board members are the fiduciaries who steer the organization toward a sustainable future by adopting sound, ethical, and legal governance and financial management policies to advance its mission. To these ends, board members:

- Confirm the organization's mission and purpose. It is the board's responsibility to review and reaffirm a statement of mission and purpose that articulates the organization's goals, means, and members served.
- Support and evaluate the chief executive: The board should ensure that the chief executive has the moral and professional support she or he needs to further the organization's goals.
- Ensure effective strategic planning. Board members must actively participate in an overall and ongoing planning process and assist in implementing and monitoring the plan's goals. Priorities include but are not limited to:
  - Collecting and analyzing data related to the organization and the industry environment.
  - Evaluating programs and services. It's the board's responsibility to determine which programs and services are consistent with the organization's mission and monitor their effectiveness.
  - Protecting the organization's assets and providing proper financial oversight. The board must assist in developing the annual budget, confirm that the organization has adequate resources to advance its mission and to ensure that appropriate financial controls are in place.
  - Adopting bylaws as needed.
  - Providing oversight and direction to existing committees, and forming new committees as needed.
  - Appointing state and provincial presidents.
  - Attending board retreats as needed.
- Build and maintain a competent board. Board members have a responsibility to have a succession plan, articulate prerequisites for candidates, recruit and onboard new board members, and periodically and comprehensively evaluate their own performance. To this end, board members agree to promote inclusivity and create a safe place for all participants.
- Ensure full and thorough review and consideration of all matters before the board: Board members must be willing and prepared to make their concerns and opinions known to fellow board members, and/or to the chief executive.
- Must actively seek to avoid situations and activities that create an actual or potential conflict between the individual's personal interests and the interests of the organization.
- Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support for the same from its members, the real estate staging and allied industries, and the public at large.
- Participation in RESACON is STRONGLY encouraged as a leadership standard, as well as for personal and professional growth.





## Qualifications and Requirements

To apply for a RESA National Board position, candidates must have a minimum of three years' experience in the real estate staging industry, a minimum of three years of membership with RESA, and must have some prior experience serving on a board either for RESA or some other corporation. Candidates must demonstrate a passion for the real estate staging industry, and a desire to advance RESA's mission, values and goals for the betterment of the industry as a whole.

Candidates who self-nominate must be members of RESA in good standing and are elected by the membership. Non-members who can offer a valuable or unique set of skills may be appointed by the BOD at its sole discretion, as stipulated in the bylaws.

Each board position has a three-year term. Board meetings are held monthly by teleconference, with dates and times to be determined at the beginning of each year. Meetings are typically two hours in length and board members should plan for additional time spent preparing for meetings, committee oversight, etc. Only two missed meetings are allowed within a twelve-month period. Directors must be willing to discuss confidential board matters and make decisions as a board when needed (via phone or email) outside of regularly scheduled board meetings. "Dual office holding" is not permitted at the local, state, or national level of leadership within RESA.

Officer positions of the board (Chair, Secretary, Treasurer) will be determined by the board after elections.