

South Shore Realtors® Volunteer Leadership Agreement

Introduction

Volunteer Leaders are selected annually by the South Shore Realtors® Executive Committee and approved by the Board of Directors. Chairs are appointed by the President and ratified by the Board. Volunteer Leaders must meet certain standards of conduct in carrying out their duties and responsibilities for the well-being of the organization and are asked to submit an online application and attend required training.

This Agreement outlines many of those duties and responsibilities, with more information contained in the Association's Policy and Procedure Manual.

Role and Conduct

- Maintain the highest standards of personal conduct, actively promoting and encouraging the highest level of ethics and professionalism.
- Refuse to engage in or countenance discrimination based on race, sex, age, religion, national origin, sexual orientation or disability.
- Refuse to make personal, political and/or religious statements or statement that would impugn the integrity or reputation of the Association, Officers and Directors, Staff/CEO, MAR and NAR.
- Serve with a knowledge of the organization's policies and procedures (posted online at www.SouthShoreRealtors.com – Library of Documents).
- Refuse to engage in, or facilitate, discriminatory or harassing behavior directed toward Members, staff/CEO or business associates of the Association.
- Leadership Positions may be listed in a Member's personal material recognizing the volunteer's achievements. *Contact the CEO or Communications Director with questions.*

Meetings

- Carry out the directives of your group, in alignment with the Strategic Plan Objectives.
- Respect each other and staff's time. Meetings may run over the allotted time, please plan for this accordingly.
- Meetings of the Association, per the Chair, can be held in person or electronically. Recommendations/actions can be made and voted on in person, or electronically, during meetings.
- Support final decisions of the Committee, Task Force or Workgroup, etc. regardless of your individual opinion and/or vote.
- *Robert's Rules of Order, Latest Edition* governs meetings of the Association, per the South Shore Realtors® Bylaws. A quorum is needed to conduct Association business.
- Submit a formal recommendation to propose a new or change in policy, to a current Association policy, program, product or service, or related funding (using the Association's Business Case Form and Budget Request Form). **All recommendations receive final approval by the Executive Committee and the Board of Directors.**
- Meetings must be conducted in full compliance with antitrust laws.

Obligations

- Member in good standing. Please note at times a person representing another organization or an expert in a related field may be invited to participate on an Association group. This is to include their viewpoint and to share that information with our membership in the spirit of collaboration.
- Committee and Task Force expenditures must follow Association Financial Policies.
- No Committee will sign, or cause to be signed, any contract binding the Association as a party without knowledge and consent of the CEO and President (subject to the ratification of the Board).

Attendance Policy

- Two unexcused absences trigger the automatic removal of the Member. Absences will be considered “excused” for: work-related activities and/or illness of the individual and/or family emergencies. If no communication was sent to the Chair or Staff Liaison regarding the absence it is considered unexcused.

Confidentiality

- As a Volunteer Leader, you may have access to information that, if revealed to outsiders, could be harmful to the best interests of the organization. If sensitive information is used in decision-making, this information will be held in the strictest confidence and not divulged with any outside party, including other members, without authorization of the President or Chief Executive Officer.
- The President addresses infractions of confidentiality and acts. If infractions continue, the President will request the resignation of the individual who violated confidentiality policies.

Conflict of Interest

- Volunteer Leaders have a fiduciary duty to the organization. No Member should participate directly or indirectly in activities, negotiations or discussions if it could result in material benefit to that member or in harm or a breach of confidentiality regarding the activities of South Shore Realtors®.
- It is always the duty of the volunteer leadership to represent the best interest of the members of the Association.
- Volunteers will notify the CEO of any change in status that would be a conflict during their term to protect the Association and its members from a possible breach of fiduciary duty.

I have read and reviewed the Association’s most current policy and procedure manual (posted in the Library of Documents on www.southshorerealtors.com) and am familiar with this Leadership Agreement for South Shore Realtors® Volunteer Leaders, confidentiality and conflicts of interest. **I have indicated my understanding and agreement by my signature below.**

Signature

Date

Print Name

Position / Group Name