



BCREA REALTOR® Director – Job Advertisement

Are you interested in what's going on with your profession? Do you follow the latest developments in real estate and talk to your fellow REALTORS® about leading our profession forward? If so, the British Columbia Real Estate Association is looking for you!

BCREA is the professional association for more than 21,800 REALTORS® in BC, focusing on provincial issues that impact real estate. Working with the province's 11 real estate boards, BCREA provides continuing professional education, advocacy, economic research and standard forms to help REALTORS® provide value for their clients.

We are looking for several REALTORS® to sit on our Board of Directors to help set the organization's strategic focus, engage in meaningful discussion about the future of the real estate profession and provide direction to BCREA's professional staff on priority projects.

You will be a part-time volunteer on the Board of Directors with eight other REALTORS®, two public Directors and the BCREA CEO. The Board's role covers a wide range of responsibilities, including setting BCREA's strategic goals and objectives, financial oversight, ensuring qualified management, overseeing BCREA's business and activities, reviewing its material risks, and overseeing a succession planning process to ensure continued leadership.

We are looking for REALTORS® that can provide wise, thoughtful counsel on a broad range of governance issues, who like working in teams and have respect for others. Ideally, you have experience on a volunteer board (maybe your real estate board, but not necessarily) and a firm understanding of governance best practice.

As a BCREA Director, you are required to attend the following meetings:

- BCREA Annual General Meeting – in March 2017
- Board of Directors orientation – one day
- Strategic planning – two days
- Board of Directors meetings – six throughout the year
- Board Committee Meetings – depending on the Committee, this ranges from monthly meetings to four times per year
- Additional meetings may be required

BCREA Directors are provided a per diem for board meetings and are reimbursed for their expenses for attending other meetings, as well as provided funded opportunities for professional development. Previous BCREA Directors have talked about the opportunity for personal and professional growth in this role, ranging from the people you meet to the knowledge and experience gained.



Please visit <http://www.bcrea.bc.ca/about> for more information on BCREA, including our history, organizational and membership structure and fact sheet.

To express your interest in this position, please complete the Director Expression of Interest Form and Director Skills and Competencies Form and send to BCREA (bcrea@bcrea.bc.ca) or fax 604-683-8601.

Expressions of Interest forms must be received **by Friday, January 27, 2017 at 4:30 pm (PST)**. Please note that all interested candidates must be supported by a BCREA member board.

The BCREA Nominating Committee will review all applications and short-listed candidates will be contacted to schedule an in-person interview on **February 22 or 23, 2017** in Vancouver. BCREA will pay for travel costs associated with the interview. Unsuccessful candidates will be informed by phone.

If you have any questions regarding the REALTOR® Director position, please contact BCREA Chief Operating Officer Melinda Entwistle at 604.742.2798 or mentwistle@bcrea.bc.ca

Application Checklist

- ___ A completed and signed Expression of Interest Form
- ___ A completed Director Skills and Competencies Form
- ___ A personal statement on the future of the real estate profession
- ___ A member board representative has signed the Expression of Interest Form

Director Position Description

Overview

The Board of Directors has developed this Director position description to clarify Directors' duties and to set out how the Board of Directors expects Directors to go about discharging their duties and responsibilities. The duties and responsibilities of the Board of Directors, as a whole, are set out in the Board of Directors' Charter.

Standards of Conduct

In discharging his or her responsibilities, each Director shall:

- a) act honestly and in good faith with a view to the best interests of BCREA, and
- b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

In keeping with these standards, each Director is required to:

- a) act in the best interests of BCREA and not in their own self-interest or in the interest of a particular group or region,
- b) avoid potential, perceived or actual conflicts of interest that are incompatible with service as a Director, and disclose any personal interests that may conflict with the interests of BCREA,
- c) keep confidential any information about BCREA that has not been publicly disclosed, including Board of Directors' discussions,
- d) disclose information to BCREA that could be considered material in relation to BCREA's ability to achieve its strategic goals,
- e) comply with applicable BCREA policies, including the Code of Conduct, and
- f) comply with the *Society Act* and the Bylaws.

Public Statements

Each Director has an important role as an ambassador of BCREA, but should not speak on behalf of BCREA without appropriate authority from the President.

Information Requirements

Directors must devote the necessary time and attention to be able to make informed decisions on issues that come before the Board of Directors. While management will provide Directors with all of the information management thinks Directors need in order to discharge their responsibilities, Directors have a responsibility to ask for all information they believe necessary to make an informed decision. Access to personnel documents and information is restricted to the Human Resources Committee, and only then as limited by relevant privacy

legislation. Requests for information should be made through committees or by individuals through the President.

Directors are expected to be knowledgeable about BCREA's mandate, goals and objectives, and operations. Directors must also maintain an understanding of the communities and environment within which BCREA operates.

Board of Directors' Activity

During meetings, each Director is expected to:

- a) be prepared and well-informed on relevant issues (through pre-read material or otherwise),
- b) bring his or her own experience, wisdom, judgment and influence to bear constructively on issues,
- c) interact with fellow Directors and management in a respectful and constructive manner,
- d) actively participate in BCREA Board of Directors' functions,
- e) speak and act independently, while remaining a "team player,"
- f) express opinions in a clear, organized and respectful manner,
- g) express points of view for the Board of Directors' consideration, even if they may seem contrary to other opinions previously expressed,
- h) ask probing questions,
- i) listen to, and exercise tolerance for, other perspectives,
- j) be adaptable, flexible and open-minded in the consideration and implementation of change,
- k) exercise a logical, rational approach to problem solving,
- l) analyze issues from many perspectives and consider the impact of decisions on BCREA's internal and external environments (e.g., member boards, REALTORS®, the public),
- m) be innovative and resourceful in finding or developing solutions,
- n) whenever possible, advise the President and CEO in advance of introducing significant and previously unknown information,
- o) exercise good judgment,
- p) focus inquiries on issues related to strategy, policy, implementation and results, rather than issues relating to the day-to-day management of BCREA, and
- q) once Board of Directors' decisions are made, support those decisions in a positive manner.

Between meetings, each Director should:

- a) be available as a resource to management and the Board of Directors, and
- b) as necessary and appropriate, communicate with the President and with the CEO.

In carrying out his or her responsibilities, every Director is expected to be actively engaged in the work of the Board of Directors and add value to the Board of Directors' work. Those Directors who have particular areas of expertise are expected to use their unique skills and experience to the benefit of the Board of Directors; for example, by taking a lead on areas of Board of Directors' investigation or discussion within their area of expertise.

Attendance

Directors are expected to attend all Board of Directors' meetings. Directors' attendance records are disclosed to the Board of Directors on an annual basis.

Orientation and Professional Development

Directors are expected to take full advantage of BCREA's Director orientation program (policy 9.5) and to commit to ongoing professional development (for the Board of Directors or for an individual Director), as recommended by the Board of Directors. Directors are also expected to undertake any required Director training, take time to educate themselves on governance duties and broad issues relating to organized real estate, and actively participate in Director peer assessments.

Resignation

A Director's resignation becomes effective at the time it is delivered or the date specified in the resignation, whichever is later. The resignation should be delivered in writing to the BCREA office, addressed to the President.

End of Term

Upon a Director's term ending, the Director is required to return to BCREA all materials and other items belonging to BCREA, including confidential Board of Directors' materials.

Directors Running for Office

If a Director seeks a provincial or federal political nomination the Director will take a leave of absence from the BCREA Board of Directors through the nomination and election process. If successfully nominated, the Director will resign from the board. If not successful, the Director will return to the board.

Part III – BACKGROUND INFORMATION

1. EDUCATION

(Please list educational background.) REALTOR® candidates should include any CREA leadership courses completed.

Name & Location of School or Institution	Course, Program, Major field	Credits, Diploma, Degree attained	Dates	
			Started	Completed
Special Courses	Course Content, Duration, etc.			Year Completed

2. EMPLOYMENT

(Please provide chronology of past 15 years employment history.)

Organization	Position	Dates	
		Started	Completed

3. BOARD EXPERIENCE

(Please list all past and current board positions (including BCREA). Please include any committee positions held.)

Organization	Position	Dates	Currently serving?

4. COMMUNITY INVOLVEMENT / OTHER INTERESTS
(Please list any relevant community involvement or other interests not already covered above.)

Organization	Involvement	Dates	
		Started	Completed

5. STATEMENT OF INTEREST
(Please state why you are interested in serving as a BCREA Director.)

6. REFERENCES

<i>(Please list the names and contact information for two references who may speak to your character and experience.)</i>	
1.	
2.	

Part III – NOMINEE (REALTOR® candidates only) <i>All REALTOR® candidates must be nominated by a BCREA member board.</i>	
Name:	Authorized representative of which board:
Address:	Business Telephone:
Email:	Signature:

Please note: The BCREA Nominating Committee will communicate the number of applicants and the number of interviews granted will be disclosed to member boards. The names of unsuccessful candidates will not be disclosed.

<u>Part IV – CONFLICT OF INTEREST</u>	
<p>A conflict of interest is when the private interests of a Director conflict directly or indirectly with their fiduciary duty to BCREA, including their duty to act in the best interests of BCREA. Directors should avoid any situation in which there is an actual or potential conflict of interest which could, or could appear to, interfere with the Director’s judgment in making decisions in BCREA’s best interest. For example, as a Director you may have access to confidential information that could benefit your business or that of a family member or friend.</p>	
<p>Do you know of any possible conflict of interest that may arise if you were to become a BCREA Director?</p>	
<input type="checkbox"/>	No
<input type="checkbox"/>	Yes If yes, please provide more detail:

Part V – ACCOUNTABILITY, ATTESTATION and CONSENT

The *Society Act* of BC provides as follows:

25 (1) A director of a society must

- (a) act honestly and in good faith and in the best interests of the society, and
- (b) exercise the care, diligence and skill of a reasonably prudent person,

in exercising the powers and performing the functions as a director.

The BCREA Board has also developed a Director Position Description to clarify Directors' duties and to set out how the Board expects Directors to go about discharging their duties and responsibilities. The Position Description is attached to this form.

I, _____ (print name):

1. ***attest to the veracity of the information provided in this Nomination Form;***
2. ***acknowledge the duties of a director as set out in the Society Act and the attached BCREA Director Position Description;***
3. ***(REALTOR® candidates only) confirm that I have completed the [CREA Leadership 100 course \(or equivalent\)](#);***
4. ***(Non-REALTOR® candidates only) if appointed to the BCREA Board, will take the [CREA Leadership 100 course \(or equivalent\)](#) as soon as practicable; and***
5. ***consent to a summary of my background information being provided to BCREA members and Directors.***

Signature

Date

Any questions on the nominating process should be directed to BCREA's Chief Operating Officer, Melinda Entwistle at mentwistle@bcrea.bc.ca or 604.742.2798.



Director Skills & Competencies Form – 2017-2018 Term

NAME: _____

Please rate your skills and competency in each area on a scale of 1 to 10. Be objective – we are not looking for experts in all areas. We are interested in you and this form is a chance for us to get to know you better. (1 means that you have no experience and 10 means that you are considered an Industry Leader, have many years' experience and/or education at a degree or designation level).

SKILLS & COMPETENCIES	RATING									
	BEGINNER			INTERMEDIATE			ADVANCED		EXPERT	INDUSTRY LEADER
Leadership and Governance – experience at a senior level in managing or directing the operating of a large or complex commercial or non-profit entity or serving as chair	1	2	3	4	5	6	7	8	9	10
Risk – have experience to identify key risks of the organization in a wide range of areas including legal and regulatory compliance, and/or have the corporate experience and expertise in risk identification and measurement, risk mitigation strategies, effective use of stress testing, risk reporting and communication	1	2	3	4	5	6	7	8	9	10
Strategy – have corporate experience in evaluating and assessing strategies, the process of developing new strategies, and/or have the ability to think strategically, identify and critically assess strategic opportunities	1	2	3	4	5	6	7	8	9	10
Brokerage – knowledge and experience operating and/or owning a licensed real estate company	1	2	3	4	5	6	7	8	9	10
Advocacy – actively participated on a Government Relations Committee or attended a Government Liaison Days type of event	1	2	3	4	5	6	7	8	9	10
Business Acumen – experience operating a business in British Columbia	1	2	3	4	5	6	7	8	9	10
Board Experience – previous experience as a member of a board of directors for a commercial or non-profit entity	1	2	3	4	5	6	7	8	9	10
Accounting and Finance – an accounting or financial advisor designation or senior level experience as financial officer	1	2	3	4	5	6	7	8	9	10
Legal – a law degree or experience in managing legal issues of a complex commercial nature	1	2	3	4	5	6	7	8	9	10
Marketing – experience in developing and/or leading marketing or customer service initiatives	1	2	3	4	5	6	7	8	9	10
Education – experience in the preparation of and/or delivery of adult continuing education	1	2	3	4	5	6	7	8	9	10



Director Skills & Competencies Form – 2017-2018 Term

SKILLS & COMPETENCIES	RATING									
	BEGINNER			INTERMEDIATE			ADVANCED		EXPERT	INDUSTRY LEADER
Human Resources – knowledge and experience in human resource policies and/or practices related to senior executive recruitment, succession planning and compensation	1	2	3	4	5	6	7	8	9	10
Regulatory – significant knowledge of the real estate regulatory framework of BC or another jurisdiction, or experience with the regulatory framework of a profession	1	2	3	4	5	6	7	8	9	10
Land Information – knowledge of and experience working with land information or in land development or land titles	1	2	3	4	5	6	7	8	9	10
Information Technology – experience working in the IT field with a demonstrated expertise of how information technology is procured to business processes	1	2	3	4	5	6	7	8	9	10
Communications – directed and/or overseen corporate communication programs that effectively describe and promote the organization and/or its products, experienced in crisis management communication (managing and monitoring its deliver) and promotional campaign ideas in various types of media, as well as counsels top management on effective communication strategies	1	2	3	4	5	6	7	8	9	10
Change Management – experience in a project with a large change management component for staff and stakeholders	1	2	3	4	5	6	7	8	9	10
Insurance – have the knowledge and experience in the insurance industry in a variety of areas in order to review the insurance which protects the BCREA assets from financial loss. Insurance shares the losses of the few among the many	1	2	3	4	5	6	7	8	9	10
Residential Real Estate – experience and knowledge of residential real estate in British Columbia	1	2	3	4	5	6	7	8	9	10
Commercial Real Estate – experience and knowledge of commercial real estate in British Columbia	1	2	3	4	5	6	7	8	9	10
Do you have anything else you would like to add not covered above?										