**Chapter Board of Directors Application**

Application Date:       Source of Referral:

Candidate Name:

**JOB SUMMARY AND BOARD COMPOSITION:**

Board of Directors has specific responsibilities to the members of the association. Their essential role is to contribute time, talent, and resources as stewards of AREAA’s reputation, stability and success. The Board of Directors shall set policy, and the recruiting and supervising of the Chapter President, approving the annual budget and budget revisions as well as meeting minutes. Board of Directors shall represent geographic areas where services are offered.

**MISSION STATEMENT:**

The Asian Real Estate Association of America (AREAA) is a nonprofit professional trade organization dedicated to promoting sustainable homeownership opportunities in Asian American communities by creating a powerful national voice for housing and real estate professionals that serve this dynamic market. AREAA will accomplish this mission by:

* Advocating for policy positions at the national level that will reduce homeownership barriers facing the APA community.
* Increasing business opportunities for mortgage and real estate professionals that serve this growing community.

**COMPENSATION:**

This is a volunteer position and there is no compensation currently being offered. Reimbursement of expenses incurred in the performance of Board duties is allowed in accordance with local chapter’s set policies and procedures.

**KNOWLEDGE & EXPERIENCE:**

Individuals seeking Board membership must demonstrate an interest in and knowledge and come from a background of real estate related industry such as real estate, mortgage, title/settlement service, banking, financial, appraisal, home inspection, home building, building contracting, insurance, termite & pest control, etc., or come from a background of non-profit or trade organization. Experience and/or knowledge in at least one of the following elements are desirable, but not required: administration, management, finance, fund raising, personnel management, program development, legal skills, public relations, and/or communications.

**ESTIMATED TIME COMMITMENT:**

Active Board participation can range anywhere between 10 to 20 hours monthly. This includes attending board meetings, committee meetings, fundraising, reviewing agenda packet prior to meetings, and making essential telephone calls.

**BOARD OF DIRECTORS RESPONSIBILITIES:**

* Must be able to regularly attend all Board of Director meetings, participate on board committees, and familiarize self with agenda and attachments prior to each meeting.
* Shall support, encourage, and promote the mission statement of the organization and help identify potential partners and sponsors to help carry out the mission of AREAA.

* Ensures that the Chapter is within the parameters of the Articles of Incorporation, Policy Procedure manuals, and the By-laws; reviews and/or adopts revisions to the By-laws and the Policy and Procedure manual as necessary.

* Acts on proposed revisions to the By-laws and the Policy and Procedure Manuals.

* Determines and assumes responsibility for internal policies and adopts policy to determine the purpose, governing principles, functions, activities and course of action.

* Monitors the activities of the Center, including: reviewing reports of appropriate committees, confirming, modifying or rejecting proposals, providing feedback on committee plans or the President’s actions and reviews all issues.

* Provides ideas, leadership and prestige to the Chapter and inspire confidence in its services.

* All Board Members must be AREAA members in good standing.

* Solicits recommendations for the new Board members from the general membership of the Chapter. Recruit and elect new board members as vacancies occur.
* Approves and monitors the corporate finances of the board.

* Directors shall have sufficient time and availability to devote to the affairs of the local board meetings, not to limited to participating at least two (2) of four (4) AREAA National events in a calendar year and be accessible at those events representing the Chapter.
* Take the lead role in AREAA’s fundraising efforts and other activities.

* The term of office for Board of Directors shall be a two (2) year term. The Board of Directors meets monthly or at a minimum of 6 times a year. The time for the Board of Directors meetings range from 2-4 hours each session.
* Directors are expected to fulfill their duty of care, duty to disclose, duty of loyalty, duty of service, and to exercise appropriate fiduciary and financial responsibilities.

# Candidate Information

Candidate Name:       Date of Birth:

Present Address:

City, State and Zip:

Phone:       Personal E-mail:

# Employer Name:       Position/Title:

Work Address:

City, State and Zip:

Work Phone:       Work E-mail:

Type of Business/Organization:

Primary Service(s) and Area/Population Served:

Preferred Method of Contact: [ ] Phone [ ] Email

Please check the officer position that you wish to apply for:

[ ]  President [ ]  Vice-President [ ]  Treasurer [ ]  Board Member [ ]  Other:

Which field best describes your current occupation?

[ ]  Residential Real Estate [ ]  Commercial Real Estate

[ ]  Mortgage Banking [ ]  Association / Non-Profit

[ ]  Title Insurance/Escrow [ ]  Real Estate Law

[ ]  Other:

Are you a current AREAA member in good standing? [ ] Yes [ ] No

If yes, how many years have you been a member of AREAA?

1. What skills and experiences can you contribute to the Board? Please indicate your relevant skills and experience in the following table. Check all that apply.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Very Experienced | Some Experience | Little to No Experience |
| Strategic Planning | [ ]  | [ ]  | [ ]  |
| Fundraising/Development | [ ]  | [ ]  | [ ]  |
| Program Planning and Evaluation | [ ]  | [ ]  | [ ]  |
| Recruiting and Personnel Management | [ ]  | [ ]  | [ ]  |
| Communication, PR, and/or Marketing | [ ]  | [ ]  | [ ]  |
| Financial Management and Control - Accounting | [ ]  | [ ]  | [ ]  |
| Participation in Committees and Team Projects | [ ]  | [ ]  | [ ]  |
| Information Technology and Web Design | [ ]  | [ ]  | [ ]  |
| Grant Writing, General Writing, and Journalism | [ ]  | [ ]  | [ ]  |
| Event Planning and Implementation | [ ]  | [ ]  | [ ]  |
| Other:       | [ ]  | [ ]  | [ ]  |

1. How do you feel AREAA would benefit from your involvement on the Board?
2. Describe your involvement in the Asian American Pacific Islander (AAPI) community and other organizations over the last five years (e.g. boards, commissions, etc.). Please indicate any leadership positions you have held or currently hold.
3. What, if any, conflicts of interest, current or anticipated, might exist that the Board should know about in considering your application?
4. What else should we know about you that are not reflected elsewhere?
5. Have you ever been convicted of a misdemeanor or felony? (If YES, please briefly describe the circumstances and its resolution.)
6. Are there criminal charges pending against you at this time? (If YES, please briefly describe the circumstance.)
7. Have you ever had a denied, suspended, restricted, or revoked business or professional license? (If YES, please briefly describe the circumstances and resolution.)
8. Are there any license disciplinary actions pending against a business or professional license you hold at this time? (If YES, please briefly describe the circumstance.)
9. Please provide three (3) references that can attest to your leadership skills or abilities. Please furnish names, titles, emails and contact phone numbers:

Reference Name & Title:

Email:       Phone:

Reference Name & Title:

Email:       Phone:

Reference Name & Title:

Email:       Phone:

1. Please provide a brief statement of what you hope to accomplish by being elected as a Board of Directors for the local chapter.

By my signature below, I certify the information I provided in connection with this application is true, accurate and complete. I also understand that any false statements or deliberate omissions on this document or any other document I file with AREAA may be grounds for disqualification. I agree that this form in original, faxed, photocopied or electronic (including electronically signed form, will be valid for any background reports that may be requested by or on behalf of AREAA.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

To complete the application, please also submit following three items:

* A short biography including your educational background, employment history, and Asian American Pacific Islander (AAPI) community involvement and AREAA experience,
* A copy of your current professional résumé or curriculum vitae, and
* A copy of valid professional license(s).

All completed application with attachments should be sent to: lizafongareaa@gmail.com