

# RVP Ambassador Nomination Form

To be eligible to serve as a RVP Ambassador, a Member must have met the following criteria:

1. Shall be an Association Professional Member in good standing.
2. Shall have served as an Officer or Director/Regional Vice President for Region, State, or Local Chapter; served as Chair and/or Vice Chair of NARPM National Committee or Task Force; Chair state/local chapter committee; and/or served in active capacity on a NARPM® National Committee for a minimum of two (2) years.
3. Shall be a RMP® candidate or hold a RMP® designation.

All candidates should be knowledgeable of the NARPM® Bylaws and Policy and Procedures Manual (<http://www.narpm.org/about> under governing document). Outline of Duties for the RVP and RVP ambassador can be found at the end of this application

1. **Biographical Information:**

 Name:       Nickname:

 Company Name:

 Position in Company:  [ ]  Business Owner [ ]  Business Partner [ ]  Employee [ ]  Other

 Are you planning on remaining in the Property Management Business for four (4) years?  [ ]  Yes [ ]  No

 Address:

 City:       State:       Zip:

 Phone:       Cell:       Fax:

 E-Mail:

 Mark Professional Designations held:  [ ]  MPM® [ ]  RMP® [ ]  CRMC®

 [ ]  Please list other designation(s) and association(s) tied to:

1. **Professional Accomplishments (include dates where relevant):**

1. Brief outline of past accomplishments with NARPM® at a national, state, and chapter level:

2. Other non-NARPM® leadership activities that you are currently involved with you feel would be beneficial to the NARPM:

3. Volunteer positions other than those with NARPM®:

1. **In 300 or fewer words per question, please respond to the following:**

1. What unique skill, talent, and experience do you possess and how would each of those traits contribute to the long-term success of NARPM®?

2. If you could sponsor and implement one change within NARPM®, what would it be and how

 would you implement it?

3. What are the major opportunities and challenges facing NARPM® today?

**About Myself:**

**Describe below what positions you have held on various levels of the NARPM® organization:**

* Local NARPM® chapter level:
* State NARPM® chapter level:
* National NARPM® level:

**Years of real estate experience**:       . **Years of property management experience**:

**Licensed**: [ ]  Yes [ ]  No

**Do you have any record of official sanctions involving your state’s licensing law division or any other laws prohibiting unprofessional conduct within the past five (5) years that may have violated “public trust”?** (“Public trust", as used in this context, refers to demonstrated misappropriation of client or customer funds or property, willful discrimination, or fraud resulting in substantial economic harm.) [ ]  Yes [ ]  No

If yes, please explain:

**Do you have any record of official sanctions involving your state’s licensing law division or any other laws prohibiting unprofessional conduct within the past five (5) years that may have violated “public trust”?** (“Public trust", as used in this context, refers to demonstrated misappropriation of client or customer funds or property, willful discrimination, or fraud resulting in substantial economic harm.) [ ]  Yes [ ]  No

If yes, please explain:

**As an RVP Ambassador, you may be required to pay expenses for travel prior to being reimbursed, since reimbursements happen after the event has occurred.**

Do you feel you can cover this financial requirement? [ ]  Yes [ ]  No

**Serving as an RVP Ambassador and assisting chapters in their development can require a great deal of time. Do you feel that you have the time to allot to these endeavors?**

Yes [ ]  No [ ]

If no, please explain:

**Do you feel that you are technically proficient in areas such as: word processing, calendar organization, webinars, and accessing NARPM.org?** Yes [ ]  No [ ]

If no, please explain:

**The Application Process:**

**Applications must be submitted electronically to RVP for the Region you are seeking to be ambassador no later than September 1. The RVP will solicit applications for their RVP ambassadors and submit recommendation(s) and copies of applications to the Executive Director who will review with the National President and President-Elect for final approval.**

**References: Please list three (3) professional references. Include name and contact phone and relationship with candidate:**

**1.**

**2.**

**3.**

**AFFIRMATION:** I have answered each question truthfully, completely, and to the best of my knowledge. I understand I must remain a member in good standing at all times.

The RVP may choose to perform reference checks, and may contact other people that worked with applicant during NARPM® volunteer time, and ask the same set of factual questions on performance as a volunteer.

**Type Name**:      **Date:**

**Form must be submitted electronically to respective RVP by September 1.**

**Region Vice President Duties**

The Region Vice President/Director (RVP) of NARPM® will include one (1) member representing each of the Association’s regions who are elected to oversee the work of the National Association of Residential Property Managers (NARPM®). These individuals will act as the representatives of the NARPM® President in such matters as may be assigned to them. In addition to serving as the spokesperson for the Association in their respective region, the RVP will work closely with the Member Services Committee, the Chapter Support Manager, and the Executive Director to identify problems or opportunities within their region and assist wherever possible.

A RVP will supervise their assigned region of NARPM®. The NARPM® President, RVP, Committee Chairs, and National staff will work closely with the regions to provide the most beneficial services and programs to their members. RVP will represent their region at the NARPM® Board Meetings.

When traveling to a chapter the RVP’s must be available to meet with members to help with local issues. Spend time equally with any member who requests your attention, and not just with a few.

The RVP will work closely with all National Committees and the Chapter Support Manager to identify problems and/or opportunities within their region and assist wherever possible.

Each RVP will represent their respective Region at the NARPM® Board Meetings.

Regions with less than 400 members will combine with another region to share an RVP. The shared RVP will be from an adjacent region. Since Pacific Islands has several adjacent regions, they will share with the Pacific region. In the event of a shared RVP, the Region that does not retain the RVP position will have at least one (1) RVP Ambassador who will work closely with the RVP to assure that the Regions concerns are addressed. The RVP Ambassador will assist the RVP in maintaining compliance and remain in contact with all chapters in their respective Region.

The RVP, or their RVP Ambassador (here after referred to as Ambassador), shall make a good faith effort to visit his/her Region’s Chapters a minimum of one time each year. Ultimately, the number of Chapter visits should be based on Chapter needs. The RVP visits should be productive and bring added value to the Chapter. RVP visits usually involve a minimum of one (1) to three (3) days depending on the occasion of which two (2) nights will be reimbursed per Chapter and city visited.

* Be aware of geographic areas that want to form a new Chapter and the RVP and/or the Ambassador shall start mentoring them as to what is needed. Upon contact with these members the RVP shall request the Chapter Support Manager immediately disseminate the Chapters-in-Formation (CIF) information so they can begin meeting to ensure they have enough support to form a viable Chapter and have people who are genuinely interested in taking leadership and committee chair positions. It is important for the RVP to notify the national staff and Member Services Chair of these areas so they can follow up with necessary information and assist in promotion of their upcoming event. The RVP should submit the executed CIF form to the Executive Director for approval by the Board of Directors at their upcoming meeting.
* RVP, and their Ambassador, are to oversee and assist with Chapter compliance reports for all Chapters in the Region. RVP is to assist Chapters, at their request, wishing to apply for Chapter Excellence.
* When traveling to a chapter the RVP’s, or their Ambassadors, must be available to meet with members to help with local issues. Spend time equally with any member who requests your attention, and not just with a few.

RVPs shall have oversight councils that shall be comprised of the RVP, who shall act as Chair, along with Chapter President or their assignees. The affairs and the activities of the Region shall be directed by the RVP, who will be assisted by an Ambassador, in accordance with Association policies.

Each RVP will have a team to assist them in the duties throughout their term and these individuals will be chosen through an application process. The RVP will send their recommendations to the Executive Director who will meet with the President and President-Elect to ratify the selections. These individuals will be called RVP Ambassadors. Regions with 3 or less chapters will have 1 Ambassador appointed through the application process; 4-10 Chapters will have 2 Ambassadors; 11 or more Chapters will have 3 Ambassadors.

The Ambassador approach is to have someone trained and assist the RVP with their various duties. RVP’s are required to use their team members to cover the regions geographical area and work with chapters. Unused applications will be retained by National should an Ambassador need to be replaced if they are not performing as needed. This team will consist of professional members from different Chapters spread throughout the Region. The team members will travel as needed to assure that chapters are supported. The RVP will approve Ambassador travel as reimbursements will be allocated in a regional travel fund that is shared by the RVP and their Ambassador, National will fund the travel line item in the budget to make sure majority of region chapters can be visited at least once by either the RVP or the Ambassador. The main duties of the Ambassador will be to assist the RVP in all the paperwork, articles, e-mails and communication with the Chapters. By selecting strong Ambassadors there will always be a strong pool of candidates for future RVP and/or leadership roles.

Ambassadors at a minimum will help the RVP in sending welcome letters for new members when the new member e-mails arrive; assist in creating an agenda for the RVP calls; set up conference call e-mails and have Chapter Support send them out; make sure the National committee representative is always on the call; follow up with members that have dropped out due to non-renewal, assist in the collection of chapter compliance updates as needed, support struggling chapters in partnership with the RVP and the Chapter Support Manager, travel as needed to chapter meetings, and other duties as assigned by the RVP. RVP’s are to delegate and use the Ambassadors that are outside their own state/area.

If needed, an Ambassador shall be the transition person when the RVP term changes. This Ambassador will help with continuity within the region and will help the new RVP. Also, this position will assist in grooming future leaders by preparing the Ambassador to possibly apply for a Board position along with assisting in transitioning a new RVP. The Ambassador will also give NARPM® someone to fill in, should something should happen to RVP, while waiting for Board of Directors approval of a replacement.

If it is deemed that during the term of the RVP that if any of the above duties are not met, followed and practiced in good faith, then the respective RVP could be removed from the National Board by a majority vote of the National Board of Directors. If the RVP documents that their assigned Ambassador is failing to meet their assigned duties, then the RVP can submit a request to the Executive Director, who will meet with the President and President-Elect to determine if a replacement is needed. Should it be determined there will be a replacement issued, the new appointee will be chosen from current applications for Ambassadors.

RVP’s are to use their travel budget to have the Ambassador travel on their behalf. Ambassadors are to submit their expense reimbursements to the RVP for approval who will then submit to the Executive Director will proper approval.