



National Association of Residential Property Managers

Board of Directors Self-Nomination Form

To be eligible to serve as a Director/Regional Vice President or Officer, 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; or, served as Chair and/or Vice Chair of an Association National Committee or Task Force; or, served in active capacity on an Association National Committee for a minimum of two (2) years.
- 3) Shall have attended a minimum of two (2) of the last four (4) National Association Conventions.
- 4) A candidate for RVP/Director shall hold the RMP® designation at the time of submitting the self-nomination application
- 5) Candidates for an Officers position shall hold the MPM® designation at the time of submitting the self-nomination application.

All candidates should be knowledgeable of the NARPM® Bylaws and Policy and Procedures Manual (Governing Documents) (<http://www.narpm.org/about/index.htm>). In particular the applicant should review the requirements for the position which is being sought.

All Applications must be type written and legible when submitted.

Position on the Board of Directors:

I understand the minimum requirements and qualifications for service on the NARPM® Board of Directors and wish to be considered for the following position:

- President-Elect (Three Year Term, Officer Position and have served on the board for 2 years)
- Treasurer (One Year Term, Officer Position and have served on the board for 1 year)
- Director (Two Year Term, Regional Vice-President)
- The nominating committee has the right to choose the best candidate for each office that is open. If you do not wish to be considered for any other position than the one designated in this application please check this box**

If you are currently on the NARPM Board of Directors, what is your position and when does your term expire?

A. 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® CRMCC®

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

B. Professional Accomplishments (include dates where relevant):

1. Educational background:

2. Nominees last two professional positions/roles before current position:

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

4. Other non-NARPM® leadership activities or recognitions that demonstrate skills or attributes that you feel would be beneficial to the NARPM Board:

5. Job/positions held prior to your current career:

6. Volunteer positions other than those with NARPM®:

7. What percentage of your business is residential property management (does not include POA and HOA management or sales)?

8. How long have you been a Professional Member of NARPM®?

C. In 250 or fewer words or less per question, please respond to the following:

1. What do you feel are the major opportunities and challenges facing NARPM®?

2. **In 250 or fewer words or less** how do you envision NARPM® five (5) years from now? What three bullets point explain you vision?

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3. **In 250 or fewer words or less**, why is NARPM® relevant today?

4. **In 250 or fewer words or less**, if you could sponsor and implement one change within NARPM®, what would it be and how would you implement it?

5. **In 250 or fewer words or less**, using other reasons not covered in #1 and #2 above; explain why you wish to serve on the NARPM® Board of Directors.

6. **In 250 or fewer words or less**, share with the Nominating Committee the unique skill, talent, and experience you possess and how these traits will assist you in contributing to the long-term success of NARPM®?

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:

Other Business, Community, and Civic Organization affiliations held:

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:

As a member of the Board of Directors for NARPM® you will be required to pay expenses up to \$1,500 per event prior to being reimbursed since reimbursements happen after the event has occurred. In some cases you may need to cover some of your own expenses as each person has an established budget and a travel policy that must be met. (See travel policy at the end of this application)

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

If no, please explain:

Serving on the board of directors, and assisting chapters in their development can require a great deal of time. (Approximately one day a week; this estimation does not include time to travel to board meetings) 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 National no later than **March 30, for an officer position and May 4, for a Director/RVP position** to NARPM® c/o Nominating Committee at ExecutiveDirector@narpm.org. The Nominating Committee will review all materials and may invite prospective candidates to participate in a telephone interview. Interviews will be scheduled at a prearranged time. **Also, please attach a high quality photograph of yourself.**

Time and Travel Requirements:

If selected as a NARPM Director you will be required to personally attend no fewer than four (4) meetings of the board scheduled as follows:

Prior to taking office

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|-----------------------------------|------------------------------|---|
| ▪ Strategic Planning Committee | September 1 ½ days | Chesapeake, VA |
| ▪ Board Leadership Training | September ½ day | Chesapeake, VA |
| ▪ Annual Convention Board Meeting | October arrive Sunday before | you will have travel reimbursement for the added accommodations and food for two days (Sunday and Monday) |
| • Ambassador Training | November ½ day | St. Louis, MO |
| • Chapter Leader Training | November 1 day | St. Louis, MO |

After Elected:

Board Meeting the Thursday following Broker/Owner Conference & Expo
Board Meeting at the following year's convention site in June
Board Meeting the Monday prior to the Annual Convention & Trade Show

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 the NARPM Bylaws require candidates and Board Members to be, and remain, members in good standing at all times. The application process is confidential and I hereby agree not to disclose or discuss confidential issues with parties outside of the nominating committee.

Nominating Committee may choose to call Committee Chair(s) during reference checks, or other person that worked with me during my NARPM® volunteer time (excluding National President and President-Elect), and ask the same set of questions on my performance as a volunteer.

I affirm that I have read and understand the NARPM® Leadership Travel Policy as outlined below.

Yes

No

I also affirm that I have read the job description for the position I am applying as outlined on <https://www.narpm.org/members/get-involved/regional-vice-president/> (for RVP) or <https://www.narpm.org/members/get-involved/officer/> (for Officer)

Yes

No

Type Name and date:

Form must be submitted electronically to executivedirector@narpm.org by **March 30, for an officer position and May 4, for a Director/RVP position.**

Board of Directors Travel

Travel Policy

Updated 2016

The following is the travel reimbursement policies for all volunteers who travel on behalf of the Association:

General Travel Policy:

- Travel: is expected to be by the lowest and most efficient method of travel available, using coach fare, and purchased as soon as possible, but no later than 20 days in advance. Compare airlines if necessary. If the volunteer chooses to drive personal vehicle, or use a rental car, a cost comparison with other means of travel may be requested to demonstrate the lowest travel cost was secured.
- Hotel: Room charges, including internet service, will be reimbursed as long as volunteer is within the budgeted allowance. NARPM will not pay for upgrades.
- Baggage fees: The limit of \$25 baggage fee that will not require a receipt to be submitted with expenses.
- Transportation: Use Hotel shuttles if available. NARPM will reimburse car rental fees at the same rate for the shuttle service or taxi fee, whichever is less, to and from airport/hotels. NARPM will not pay for parking or fuel of rental cars. Please make a note on car rental receipt.
- Food: Actual cost for food, beverage, and tips with a max of \$60 per day (no alcohol) and is not cumulative
- Tips: A maximum of \$5 each tip with a maximum daily amount of \$10
- Maximum reimbursement (includes airlines tickets, hotel charges, food, etc.) will be based on amounts requested in budget for volunteer/event.
- Receipts must be submitted for any expenses over \$10, along with reimbursement form, within 30 days after event has ended.
- Long distance phone charges will not be reimbursed
- Parking and mileage to/from airport for personal vehicle will be reimbursed. An airport limo/taxi may be taken to the airport if the charges are less than or equal to mileage and parking.

Instructor Travel:

- Instructor of courses will be paid a fee of \$800 for six (6) and eight (8) hour courses.
- Airfare will be cover by NARPM® for any designation course instructors teach including those at the Convention and Broker Owner Retreat
- Instructors will be reimbursed for their expenses as outlined in the general travel policy for teaching a six (6) or eight (8) hour course. All expense reimbursement requests must be submitted within 30 days after the course.
- Instructors will be reimbursed for two (2) hotel nights for the teaching of six (6) and Eight (8) hour courses, including those taught at Convention and Broker Owner Retreat.

RVP's and Leadership Travel:

- Internet usage: Board of Directors will be reimbursed internet usage on airlines to allow them to continue their business while traveling on behalf of NARPM®. Receipts for internet usage during trip

must be attached to reimbursement requests. If annual contracts are secured then NARPM® will reimburse for month that traveling occurs.

- Broker/Owner Retreat and National Convention: NARPM Board of Directors attending Board meetings will be entitled to receive reimbursements of expenses. When attending a board of directors meeting at the Broker/Owner Retreat and National Convention, members will be reimbursed for expenses for the entire convention/retreat which includes registrations fees (not ticketed events) days for attendance at the Board of Directors meeting. NARPM® will reimburse all travel expenses within individuals approved budget.
- State conferences: NARPM® shall also reimburse Directors/RVP's to attend those state conferences that are held and/or sponsored by their respective regions for three (3) days to attend the event. The President and President-Elect will be reimbursed for travel to all NARPM® National related events.
- Chapter Visits: RVP's are encouraged to travel to individual chapters once a year. If a second chapter visit is needed, trip will need to be approved by the Executive Committee thirty (30) days in advance, if RVP will be over their respective budget. Since Chapters have use of Trade Show grants for state conferences, RVP's will not be reimbursed to attend the same state trade shows. Chapters are given funding for necessary support through the grants. A Chapter visit is limited to be reimbursed up to 2 nights.
- Chapter Events: 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. A Chapter visit is limited to be reimbursed up to 2 nights.
- President Chapter Visits: The President will go visit chapters when they are grouped together in a trip. Individual chapter visits are discouraged as other chapters will expect visits also. It is the RVP's responsibility to visit individual chapters.
- Events: Board of Directors will be reimbursed for any event the President determines to be mandatory, with the Board of Directors approval, for Board members to attend. This is to include any training, ticketed events, etc.
- President and Convention Chair to be reimbursed for the convention registration fee and the tickets for the Gala and President Celebration event.
- President, President-elect, and Executive Director will attend a leadership training course at the end or beginning of the year.

Clarification:

Please make notes on receipts of the amount to be reimbursed.

Where available, use long term parking at airports, no short term parking will be reimbursed, unless long term parking is not available. Plan additional time to board your flight.

All travel, included to and from airport, is expected to be by the lowest cost available. This means you are responsible for checking into the most economical means of travel, even from your home to the airport.

NARPM® will pay mileage plus long term parking.

All volunteers are to plan their visits so they fall within their budget. Any overage must be approved by the finance committee prior to spending on the travel.

Reimbursements will only be made to volunteers after the event has taken place. NARPM will not advance any travel reimbursement prior to an event being held.

Prior approval must be obtained from the Finance Committee should exceptions to this policy be needed by the volunteer before expense is incurred.