

N.B.A.R.E.A./A.E.I.N.B.

New Brunswick Association of Real Estate Appraisers

Association des évaluateurs immobiliers du Nouveau-Brunswick

TERMS OF REFERENCE

POSITION: **REGIONAL REPRESENTATIVE**

APPROVED: **April 20, 1994**

REVISED: **October 5, 2000**

TERM OF OFFICE: The Regional Representative shall hold office for a period of two years.

DUTIES PER THE BYLAWS:

V. Appointment By Regions

1. For the purpose of Paragraph 9(1) (c) of the Act, a chapter is one of the following regions:

North Shore Region which includes the counties of Restigouche, Gloucester and Northumberland;

Southeast Region which includes the counties of Kent, Westmorland, and Albert;

Saint John River Valley Region which includes the counties of Madawaska, Victoria, Carleton, York, Sunbury, and Queens;

Fundy Region which includes the counties of Charlotte, Kings, and Saint John.

2. Each region of the Association shall be represented on the Board by a member elected at the same time as the annual election as follows:
 - a) From the North Shore and Southeast Regions one member each for a term of two years;
 - b) From the Saint John River Valley and Fundy Regions one member each for a term of one year;
 - c) Following the first election, each Region shall elect one member from that Region for a term of two years.
3. When a Regional member has been elected Vice-President of the Association, that seat

on the Board shall be declared vacant and a replacement appointed under Paragraph 10(2) (c) of the Act within sixty days to fill that vacancy. The new director's term will end on the same date as the director being replaced.

VI. Regional Representatives

10. The Nominations, Elections and Special Awards Committee shall at least ninety days before the date fixed for the annual meeting, solicit names of members to run as representatives to the Board of Directors from each Region referred to in Part V of these Bylaws, and shall prepare a ballot containing the names of the members running for election.
11. Sections 4 to 9 of this Part shall apply to the election of regional representatives, provided that only members from each Region are eligible to vote for the representative for that Region.
14. A regional representative is not eligible for election in more than one Region.

DUTIES PER STRATEGIC PLAN:

Strategic Plan #:

2. Regional Representatives will serve as the local representatives to the membership in their region. They will serve as the medium to provide access for the members to the Board of Directors.
3. The Regional Representatives are to hold four meetings annually in addition to attending Board Meetings & Regional Seminars. The meetings of each Region are to be reported in local newspapers, bulletins, etc.
4. Regional Representatives are to prepare newsletter articles for the Association's newsletter. Regional newsletters are to be prepared after each Board of Directors' meeting and may be sent via email or fax. Costs are to be Included in Regional Representative's budget.
7. Regional Representatives are to assist with the organization of meetings in conjunction with Education Committee. Regional Representatives are to find a guest speaker(s) for the luncheon offered in conjunction with the Regional Seminar and encourage member attendance through telephone calls, email, faxes, etc. Dates are to be determined by the Board of Directors at the first meeting following the AGM. Costs are to be Included in Regional Representative's budget.
- 11 D. The Membership & Public Relations Representative is to ensure that our annual general meeting is well publicized. Furthermore, Regional Representatives are to publicize the monthly meetings held in each region. The Membership and PR Representative is to ensure a press release within two weeks of AGM. The Regional Representatives is to ensure a press release within two weeks of Regional Meeting. To be included in the Regional Representative's and Membership & Public Relation's annual budget.
22. The Regional Representative along with the Executive Director and the Board of Directors are responsible for giving the Association back to its members. This includes a constant flow of information between the Board, Representatives and the general

membership. This can be achieved by the development of small regional seminars scheduled around Board meetings which will be held in Regions, having Representative chairs attend Board Meetings and by means of newsletters.

RESPONSIBILITIES:

1. Attend all Board Meetings as scheduled by the Board of Directors and chair Committees as directed.
2. Prepare and submit to the Executive Director an article (a paragraph or two) directed to the region's members to be published in the newsletter of the Association.
3. Organize meetings at the regional level. Meetings are to be held at least four times per year in addition to Board Meetings. Meetings may be called through the NBAREA office where a talk-mail system may be set up to access all members or meetings may be advertised in the Association newsletter as stated above.
4. Assist in the organization of Regional Seminars in conjunction with the Education Committee. Regional Seminars dates are set by the Board of Directors at their first meeting after the Provincial AGM in April. Representatives are to find seminar locations and a guest speaker for the Board Dinner held subsequent to the Seminar. Regional Representatives are to contact members in their region and encourage attendance at the seminars.
5. The Regional Representative will prepare and submit to the Executive Director no later than 15 days in advance of the Annual General Meeting, a detailed written report outlining the Region's activity during the past year. The Representative (or appointee) is to be present at the Annual General Meeting to provide the report and the Executive Director shall be advised of the presenter accordingly 15 days prior to the AGM.
6. The Regional Representative will prepare and submit to the Executive Director no later than 15 days in advance of each Board of Directors Meeting, a detailed written report outlining the Representatives's/Region's recent activity.
7. All Regional Representatives must submit to the NBAREA within 30 days of incurrance, any expense claims, complete with receipts, for travel, meals etc., incurred while on Association business. All expense claims must be submitted to the Association Office prior to the end of the fiscal year, December 31st. Expense claims submitted after the 31st of December will not be reimbursed.
8. All Regional Representatives will accept and proceed with the directions provided by the Board of Directors, Act, Bylaws and Strategic Plan of the Association in a timely manner unless the directions are contrary to the provisions for the Committee as per the *Act to Incorporate the New Brunswick Association of Real Estate Appraisers*.
9. The Regional Representatives will become familiar with the Association's flowcharts / time-line calendars attached hereto and will adhere to them accordingly.
10. The Regional Representative may prepare and circulate a newsletter to members in their region. The newsletter would contain information that is believed to be of interest to the

members (ie motions made by the Board of Directors, upcoming meetings and information that may not routinely reach the members in that region.). Mailing labels and postage may be obtained from the Association Office.

11. Regional Representatives may host the annual general meeting and conference of the Association on a rotating basis. The Representative would be responsible for gaining the consensus of his or her region prior to the AGM then offer to host the AGM. If the offer is accepted, the Regional Representative would be responsible for coordinating committees who would look after all aspects of the conference and AGM with the exception of the seminar content.

TIME-LINE CALENDER - Regional Representative

JANUARY	FEBRUARY	MARCH
		1. Prepare and deliver to the Executive Director a report 15 days prior to the AGM.
APRIL	MAY	JUNE
1. Deliver a report to the membership at the AGM.		1. Deliver to the Executive Director a detailed budget request for the upcoming fiscal year by June 30 th .
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER