

POLICIES FOR VOLUNTEER LEADERSHIP

Adopted December 1, 2023

Volunteer Leadership Qualifications and Performance Expectations

If you are accepting a Volunteer Leadership position, you agree to meet the following Qualifications and Performance Expectations:

Before your term begins:

- All Volunteer Leadership (BRR, State, and National Directors and Committee Chairs/Vice Chairs) are required to complete At Home with Diversity (\$99), Bias Override: Overcoming Barriers to Fair Housing class (free), and Fairhaven (free).
- Complete the annual BRR Leadership Orientation.

During your term:

- Demonstrate leadership and communication skills as well as proficient use of technology and social media.
- Review all materials prior to each meeting and fully participate in each meeting from beginning to end.
- Forfeit the position when you miss two consecutive committee meetings unless BRR, upon receipt of a written explanation for such absence satisfactory to it, waives this provision.
- Resign or be removed from the committee in the event of a violation of fiduciary obligation to BRR or a violation of the BRR conflict of interest or harassment policies.
- Chairs/Vice Chairs: Work with the Committee Liaison and Staff Executive to establish measurable and quantifiable goals, advance the committee's work, create synergies where appropriate, and ensure a smooth transition to the following term.
- Know how the board or committee purpose supports the BRR Strategic Plan and Core Standards.
- Be well prepared to lead/participate in engaging meetings and create an environment that encourages meaningful discussion of the issues.
- Follow BRR policies and procedures and know the BRR annual budget process and funds available to the committee.
- Support BRR Leadership in identifying future leaders.

Communications Policy

- As a volunteer leader of BRR, it is imperative that you receive and engage in discourse regarding BRR business. You are expected to communicate with your board or committee regularly via phone, text, and email. Therefore, we ask that you provide and maintain with BRR your current email address and cell phone number.

Please include your BRR Volunteer Leadership title only in association business communications.

- You can maintain your current email address and cell phone number in your member record by contacting Membership@boirealtors.com.
- You are expected to participate in BRR surveys seeking feedback from BRR leadership.
- You are encouraged to subscribe to the BRR electronic newsletters and publications, as these sources provide up-to-date information on topics of interest.
- As a BRR leader, you are charged with establishing and supporting BRR's public and governing policies in furtherance of BRR's mission. Therefore, you agree to communicate consistent with that charge and to avoid making any public statements – on social media or otherwise – that are contrary to achieving BRR objectives or that may reflect badly upon BRR's reputation.

Code of Conduct and Anti-Harassment Policy

This BRR Code of Conduct and Anti-Harassment Policy ([Policy](#)) applies to all BRR-related meetings or events, whether held in public or private facilities, including meetings or events sponsored by organizations other than BRR and held in conjunction with BRR meetings or events, and any BRR member communications related to BRR business or with BRR staff.

BRR Commitment

BRR is committed to providing a productive and welcoming environment that is free from discrimination and harassment. Members are expected to act with courtesy and mutual respect toward each other, BRR staff, service providers, speakers, and event participants.

Harassment

Harassment in any form is strictly prohibited. Harassment includes inappropriate conduct, comment, display, action, or gesture based on another person's sex, color, race, religion, national origin, age, disability, sexual orientation, gender identity, and any other protected characteristic.

Examples of harassment include, but are not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and the display or circulation of written or graphic material that denigrates or shows hostility toward an individual or group based on a protected characteristic.

Sexual Harassment

Sexual harassment is one form of harassment. Sexual harassment may involve individuals of the same or different gender. Like all harassment, sexual harassment is strictly prohibited. Sexual harassment can be:

- **Verbal:** Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
- **Non-verbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- **Physical:** Unwanted physical contact, including touching, pinching, coerced sexual intercourse, or assault.

How to Report Incidents of Harassment or Inappropriate Behavior

Any member who believes they experienced or witnessed harassment or other inappropriate behavior in violation of this Policy should promptly report the incident to the BRR CEO or the BRR President.

Investigation and Discipline

Upon receipt of a member's report of possible harassment or inappropriate behavior in violation of this Policy, BRR will promptly conduct an investigation at the direction of BRR's General Counsel. During the investigation, BRR will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis. If it is determined that the investigation substantiates that a violation of this Policy has occurred, BRR's President, President-Elect, and Vice-President, in consultation with BRR's General Counsel, will determine any disciplinary action. If one or more of the foregoing officers are named in the complaint of harassment or inappropriate behavior, BRR's General Counsel will identify a substitute to be selected from the Executive Committee.

BRR reserves the right to take any necessary and appropriate action against a member who engages in any form of harassment or inappropriate behavior in violation of this Policy. Such actions may include, but are not limited to, prohibition from attendance at future BRR meetings or events, removal from a committee appointment, expulsion from membership or any other action deemed appropriate by BRR.

Attendance Policy

Volunteer Leaders accept the responsibility for carrying out the goals of their board or committee when appointed, and meeting attendance is part of that responsibility. If a leader will be absent from a meeting, a written notice should be submitted before the meeting date (email suffices as a written notice). If a volunteer leader is absent from two consecutive regularly scheduled committee meetings, he or she may be removed, subject to review by the Leadership Team. See Association Bylaws for further clarification.

Ownership Disclosure Policy

Members of any BRR decision-making body must disclose the existence of any of the following: (1) an ownership interest* in, (2) a financial interest** in, or (3) service in a decision-making capacity for any entity prior to speaking to a BRR decision-making body on any matter involving that entity.

After making the required disclosure, such member may participate in the discussion and vote on the matter unless that member has a conflict of interest as defined below.

Conflict of Interest Policy

A member of any BRR decision-making body has a conflict of interest whenever that member:

1. is a principal, partner, or corporate officer of a business providing, or being considered as a provider of, products or services to BRR (“Business”); or
2. serves on the board of directors of the Business unless the individual’s only relationship to the Business is service as BRR’s representative on such board; or
3. holds an ownership interest* of more than one percent of the Business.

Members with a conflict of interest must immediately disclose such conflict of interest prior to participating in any discussions or vote of a BRR decision-making body that pertains to the Business. Such members may not participate in any discussions related to that Business other than to respond to questions asked of them by other members of the body. A member may not vote on any matter in which the member has a conflict of interest.

*Ownership interest is defined as the cumulative holdings of the individual; the individual’s related spouse, children, and siblings; and of any trust, corporation, or partnership in which any of the foregoing individuals is an officer, director, or owns in the aggregate at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation), or (c) partnership interests (if a partnership).

**Financial interest means any interest involving money, investments, extension of credit or contractual rights.