

2024 DREB ELECTIONS Reference Guide

As an interested candidate for the Dearborn Realist Board, the following document has been prepared to share expectations, commitments, and duties of Officers and Directors.

FINANCIAL COMMITMENT

1. Raise funds for all DRB activities and events, including but not limited to;
 - a. Annual Installation Event (1 table)
 - b. Annual Golf Outing (8 players / 2 foursomes OR monetary equivalent)
 - c. Annual State of Housing In Black America (SHIBA) event (Sponsorship)

TIME COMMITMENT – The below items are very general areas of the organization, where there are time commitments expected.

1. Serve as Chairperson OR Vice Chairperson of a DRB Committee
2. Associate with Ward Alderman/Councilman and attend/participate in their meetings.
3. Attend DRB “Lobby Day” in Springfield, IL to meet with state legislators.
4. Attend NAREB Annual AND Mid-Winter conferences.
5. Participate and market/advertise Community Day events.

Participate and assist at any and all DRB events promoted by the President and Board of Directors.

For the 2024 year, please note that all Officer Positions will be open. In addition, (3) 3-year term Board of Director positions, and (2) – 1 year term Board of Director Positions. Position Descriptions are listed below.

Duties of the Officers

Section I. PRESIDENT: The President shall be the chief executive officer of the organization, and the chief presiding officer at executive meetings of the organization and the Executive Committee, and in these capacities, the President shall have the authority and duty to represent the organization and act in the name subject only the limits of its established policies. The President shall appoint all committee chairpersons, unless otherwise directed by the Board of Directors, and shall be ex-officio member of all committees. And shall perform all other duties usual to such office.

- a. Only the President, Secretary and Treasurer can sign checks.
- b. The President, Secretary or nay other proper officer of the organization thereunto authorized by the Board of Directors, may sign deeds, mortgages, Bonds, contracts or

other instruments which the Board of Directors has authorized by resolution to be executed.

- c. The President shall perform other duties incident to the Office and such other duties as may be prescribed by the Board of Directors from time to time.
- d. If any of the officers are incapacitated or unable to perform the duties and functions of their offices, the President shall be and is hereby empowered to appoint any reputable licensed Member of the Board of Directors to perform the duties of that office.

Qualifications

- 1. To seek the office of President, said candidate must be a reputable, licensed real estate broker operating out of an established Real Estate office per the Illinois Brokers and Salesman rules and regulations.
- 2. Said candidate must have participated actively in the functions of the organization for a period not less than three.

(3) years and should have held at least one position as Board Member and Officer.

- 3. President Qualifications. Said Candidate must have attended at least one NAREB Convention.
- 4. Said candidate must agree to a credit report, which will be kept confidential and reviewed only by the nominating committee, submit a resume and be financial for that current year.

Section I. Said candidates for the First Vice President's Office should be a reputable, licensed real estate broker, submit a resume and be financial for that current year.

Section II. THE VICE PRESIDENT: (2) In the absence of the President or in the event of his/her inability or refusal to act, the Vice-Presidents, in order elected shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions upon the President. Any Vice-President shall perform such duties as may be assigned from time to time to him/her by the President or by the Board of Directors.

Section III: THE SECRETARY: The Secretary shall: (a) keep the minutes of all meetings; (b) see that all notices are duly given in accordance with the Constitution and By-Laws of this organization or as required by law; (c) be the custodian of the acknowledgement of the President's signature is affixed to all documents as required by law; (d) keep a register of the

post-office address of each member; sign with financial obligations of members; (g) properly transcribe minutes of all Board meetings for permanent record (h) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

Section IV. THE ASSISTANT SECRETARY: The Assistant Secretary shall perform such duties as shall be assigned to that person by the Treasurer of Secretary, respectively, or by the President or the Board of Directors.

Section V: THE TREASURER: If required by the Board of Directors, the Treasurer shall give a bond with a Company qualified to do business in the State of Illinois, for the faithful discharge of the duties in such sum and with sum surety or sureties as the Board of Directors shall determine. He/she shall (a) have charge and custody of and be responsible for all funds and securities of the organization; receive and give receipts for all monies due and payable to the organization from any source what-so-ever, and deposit immediately all such monies in the name of the Dearborn Real Estate Board in such banks, trusts companies or other depositories as shall be selected by resolution of the Board of Directors; in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors. The Treasurer shall draw checks only in the amount stated on vouchers signed by the President and Secretary.

Section VI. THE ASSISTANT TREASURER: Shall perform such duties as shall be assigned by the Treasurer or by the President or by the Board of Directors and shall assume the duties of the Treasurer in the absence of the Treasurer.

Section VI. THE SERGEANT-AT-ARMS: The Sergeant-At-Arms shall preserve order at all meetings of the organization; in general, perform all duties incident to his office and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

Section VII: THE CHAPLAIN: The Chaplain shall perform all duties incident to the office of the Chaplain and such duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

Section VIII: The Board of Directors shall appoint a General Counsel and associated who shall perform the duties usual to such office. Counsel shall receive notice to all Board of Directors and Executive Committee meetings.

Section IX. There shall be a Parliamentarian, Corresponding Secretary, and a Historian, if necessary, appointed by the President, whose duties and terms of office shall be determined by the President.

Board of Directors

Section I. The government of the Dearborn Real Estate Board, Inc., shall be vested in a Board of Directors which shall be a self-organizing body composed of all elected Officers; NINE (9) Directors; THREE (3) of whom shall be elected each year to serve for a term of three (3) years. The immediate past President and all standing committee chairpersons who shall be ex-officio members of the Board.

A. Seven (7) Directors shall constitute a quorum

Section II. The Board of Directors shall be a self-organizing body which shall transact the general business of the Board during the interim between monthly meetings and have the responsibility and authority to:

- a. Establish major administrative policies governing the affairs of the Board and devise and implement effective measures for the Board's viable development and growth.
- b. Provide, with the approval of the membership, for the maintenances of a headquarters office for conducting the activities of the Board including performance of such duties of officers and committees as may be deemed advisable, the proper care and preservation of materials, equipment, records and funds of the Board, the payment of legitimate debts and expenses, and the auditing of all books and records of business and financial account by a non-member certified public accountant.
- c. Appoint an Executive Director and define his or her duties and compensation commensurate with the requisite and qualifications as assessed by competent personal and management systems expertise.
- d. May elect to make an interim appointment to any vacancy in the Directors membership on the Board of Directors or to leave such vacancy unfilled pending the next general election.
- e. To supervise membership and suspension of members and officers of the Board.

Section III. Any Director who shall be absent from two (2) consecutive regular meetings of the Board of Directors shall automatically forfeit his office unless he or she shall submit to the Board of explanation which is acceptable to the Board of which shall be so recorded.

Section IV. The Board of Directors shall meet at least once monthly and at such other times as may be deemed feasible. Special meetings may be called by the President, or Chairperson of the Board or shall be called by the President at a special call of seven (7)

members of the Board, provided that due notice of the time, place and purpose of such meeting is sent to each member of the Board.

Section V. The Board of Directors and Officers may, from time to time, seek the opinions and advice of the “Legal Staff” on matters of importance in such manner as may be convenient and shall take such information into consideration in deliberation.

DRB Standing Committees

1. Program Committee
2. Membership Committee
3. Legislative Committee
4. Publicity/Public Relations Committee
5. Auditing Committee
6. Education Committee
7. Fund Raising Committee
8. Constitution and By-Laws Committee
9. Ethics and Grievance Committee
10. Mortgage Banker Committee
11. Broker’s Division
12. Salesman’s Division
13. Appraisal Division
14. Insurance Division
15. Management Division
16. Equal Opportunity in Housing Committee
17. Community Outreach
18. Building Committee

2024 Expirations

1st VP – Fosta Smith

2nd VP – Cecelia Marlow

Secretary – Patrice L. Stewart

Asst Sec. – Vacant

Treasurer – Ron Branch

Asst Treasurer – Kim Collins

Sgt-At-Arms – Brian Williams

Chaplain – Patrice L. Stewart

1yr BOD – Real Estate Broker – Jamal Amadi McPherson

1Yr BOD – Affiliate – Natasha Robinson

3yr BOD

Exp 2024 – Crystal Blanton (Felton Ellington), Donna Rogers (Millie Reyes – Williams), Paula Grantt

Exp 2025 – Shavahanna Hunt, Faisal Elkhatib, Candy Thomas

Exp 2026 – Joyce Gibson, Ed Beavers (Siobhan Robinson) Jacob Handelman