



# Regional Vice Presidents

## Resource Guide

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# Welcome

Thank you for joining the team and serving as a Texas REALTORS® Regional Vice President (RVP). Words alone cannot express how appreciative we are at Texas REALTORS® for your commitment to ensuring the continued success of our Association. We are honored that you have chosen to share your time, talent, and expertise with us. I am David Jones, Vice President of Operations / Chief Operating Officer at Texas REALTORS®. I serve as the staff liaison for the Regional Vice Presidents and will be your main point of contact.

David Jones

[djones@texasrealtors.com](mailto:djones@texasrealtors.com)

512-370-2115 (direct office)

818-632-5161 (mobile)

## Communication

We have a dedicated email address for all things RVP: [RVPs@texasrealtors.com](mailto:RVPs@texasrealtors.com). You can use this email if you have questions about upcoming events, to submit an expense report, or have any other comments or concerns. Several staff members monitor this email, and you may get a quicker response than sending an email to an individual staff member.

## Regional Vice Presidents Update Website

The main hub for RVP-related resources is the [RVP Update](#) website. You'll find current and past Bulletin Board posts, RVP Resources, Quarterly Reports, Caucus Reports, a Schedule of Events, and a Forum. We'll provide more information on each of these resources in the following pages.

## Texas REALTORS® Governance

Texas REALTORS® Regional Vice Presidents are critical partners in helping the Association provide unparalleled service and value to members. RVPs oversee the business of the organization as well as enhance communication and engagement with members within their regions.

As a Regional Vice President, you serve on both the Texas REALTORS® **Executive Board** and the **Board of Directors**.

The **Executive Board** manages all of the Association's affairs except those requiring approval by the Board of Directors (see below\*). The Executive Board consists of the following:

- Officers of the Association, which include the Chairman, Chairman-Elect, Secretary/Treasurer, Immediate Past Chairman, and the President/CEO. The Officers are often referred to as "The Leadership Team",
- Regional Vice Presidents, and
- Chairman's Appointees.

The **Board of Directors** consists of the following:

- The Executive Board (Leadership Team, RVPs, Appointees),
- All Past Chairmen, and
- Elected representatives from each local association in Texas.

\*Items requiring approval by the Board of Directors:

- Amending the Association's bylaws
- Electing Officers
- Approving expenditures from general reserves that exceed 10% of the budget
- Approving the Association's strategic plan
- Approving an increase in membership dues
- Defining regional boundaries

## General Responsibilities of Regional Vice Presidents

### Attend Executive Board Meetings

The Texas REALTORS® Executive Board has five (5) regularly scheduled meetings each year to conduct the business of the Association. Three meetings are in-person and two are held virtually. Additional specially called meetings may occur as regards urgent matters. Here are the general dates for Executive Board regular meetings.

#### **Winter Meeting**

Date: February

Location: In-Person, Austin, TX

#### **June Meeting**

Date: June

Location: Virtually, via Zoom

#### **Budget Review Meeting**

Date: July/August

Location: In-Person, Austin, TX

#### **Shaping Texas Conference**

Date: August/September

Location: In-Person, various locations

#### **December Meeting**

Date: December

Location: Virtually, via Zoom

## Communicate with Members & Local Associations

RVPs help promote Texas REALTORS® positions and keep members informed. RVPs often attend local association functions including installation ceremonies for new leadership, Board of Director's meetings, and Broker meetings. Local Associations occasionally ask RVPs to present updates at their meetings. Texas REALTORS® provides talking points and PowerPoint slides to assist with these presentations. Topics may include legal and advocacy updates, member benefits, and other hot topics. These presentation resources are available on the RVP Update [Resources](#) page.

## Facilitate Planning & Hosting of 360 Regional Meetings

Texas REALTORS®, in conjunction with a host local association, holds several regional meetings throughout the year. 360 Regional Meetings provide an opportunity for the Leadership Team to meet with members in their backyards to discuss the latest issues affecting each region and present current industry updates. RVPs work closely with local Association Executives and the Texas REALTORS® Meeting Department to plan and promote 360 meetings in their region. Planning for next year's 360 Meetings typically starts around May the preceding year.

## Facilitate Elections of Regional Credentials Committee Members

The Credentials Committee is responsible for interviewing candidates for statewide Officer and Regional Vice President positions and submits recommendations to the Texas REALTORS® Board of Directors.

RVPs are responsible for conducting the election of the Credentials Committee members and alternates from their region. RVPs may determine an appropriate process to conduct the election. Only Texas REALTORS® Directors are eligible to vote. A list of each region's Directors will be provided.

A guide to help with Credentials Committee elections is available on the RVP Update [Resources](#) page. We will also provide more detailed information about election procedures when it is time to begin the election process.

## Facilitate Regional Caucuses

Texas REALTORS® conducts Regional Caucuses before each Winter Meeting and Shaping Texas Conference. Regional Caucuses are open to all members and are intended to provide members with information about what to expect when attending the next Winter Meeting or Conference. Caucuses also give members the chance to discuss issues particular to their region. Caucuses are typically held virtually to encourage participation from more members.

RVPs have three important responsibilities regarding Regional Caucuses:

- Quarterly Report. **Before** each Winter Meeting and Conference, RVPs must submit a Quarterly Report. The Report should include information about any membership or association issues and political or regulatory issues affecting the region. The Quarterly Report is an online form that is available on the RVP Update website.
- Facilitate the Caucus Breakout Session. The Regional Caucus usually begins with an update by the Leadership Team for all attendees. After the update, members are invited to individual breakout rooms (virtual) based on their region. RVPs will lead the open discussion in their respective regional breakout room.
- Caucus Report. **After** the Caucus has concluded, RVPs must submit a Caucus Report. The Caucus Report should contain information about the open discussion that occurred during the breakout session. The Caucus Report is an online form that is available on the RVP Update website.

**\*Note:** If you serve in a region with multiple RVPs, please coordinate with the other RVPs to determine who will perform each responsibility.

These reports are a valuable tool to keep Texas REALTORS® connected to its members across the state. With the information collected in these reports, Texas REALTORS® can better understand local issues and respond with appropriate resources for our members.

## Work with PIC and TREPAC Trustees to Increase Advocacy Involvement

PIC members and TREPAC Trustees give regular political updates at local association meetings and Texas REALTOR® events, including Regional Caucuses. RVPs work closely with both PIC and TREPAC to increase advocacy involvement at the local level.

### Texas REALTORS® Political Involvement Committee (PIC)

The PIC directs and supports participation in the Association's grassroots political advocacy initiatives. The PIC serves as a conduit of information and political intel between local associations and Texas REALTORS®. PIC members are generally charged with increasing REALTOR® grassroots participation in the Association's political advocacy efforts. These efforts can include candidate recruitment and training, voter registration and turnout, calls for action, local issues campaigns support, and related efforts.

### Texas REALTORS® Political Action Committee (TREPAC)

The mission of TREPAC is to raise and disburse funds to promote home ownership, protect real property rights, and increase political awareness. The TREPAC Trustees are dedicated volunteers from the association membership that recognize the importance of the PAC.

# Resources

The RVP Update [Resources](#) page contains many downloadable resources. We have included copies of several resources in this Guide, some with explanatory notes, for your reference. Please visit the RVP Update website for access to other available resources.

- Regional Vice President Job Description
- Summary of RVP Travel Policies
- How to Fill Out an Expense Report
- Volunteer Leadership Policies - Executive Board
  - Attendance Policy
  - Conflict of Interest Policy
  - Anti-Harassment Policy
  - Ownership Disclosure Policy
  - Code of Conduct Policy
  - Social Media Guidelines
- [Key Leadership Directory](#)
  - The Key Leadership Directory contains contact information for several key groups including the Leadership Team, Regional Vice Presidents, Board of Directors, TREPAC Trustees, and PIC members.
- [Local Association Roster](#)
  - The Local Association Roster contains important information about each local association in Texas. The Roster includes contact information for the Association Executive, the current local Board of Directors, RVPs in the region, and the Texas REALTORS® Field Representative for that region.
- [Schedule of Events](#)
  - The RVP Update website includes a general Schedule of Events page where we can include dates for local association events, Executive Board meetings, and 360 Regional Meetings. If you would like an event added to the schedule, please send the event information to [RVPs@texasrealtors.com](mailto:RVPs@texasrealtors.com).
- [RVP Forum](#)
  - The RVP Forum is a resource to help RVPs engage in open discussion with their colleagues. The Forum functions much like NAR's The HUB. RVPs can create a Post about a particular topic and invite comments from other RVPs. You can share information about upcoming events, discuss issues affecting your region, and ask your colleagues for tips to help ensure success in your role as a Regional Vice President of Texas REALTORS®.
- Other Resources Available on the RVP Update [Resources](#) page.
  - Texas REALTORS® 360 Regional Meeting Guidelines
  - Credentials Committee Criteria and Election Procedures
  - Presentation Materials
    - Talking Points
    - Slide Deck
    - Texas REALTORS® Strategic Plan

# TEXAS REALTORS®

## Regional Vice President

### Job Description

Texas REALTORS® Regional Vice Presidents are critical partners in helping the association provide unparalleled service and value to members. They oversee the business of the organization and enhance communication and engagement with members within their regions.

#### **Responsibilities:**

- Serve on the Executive Board, which meets 5 times per year (3 in-person.) The Executive Board is the governing body for policy and other business of the association, including review and approval of the annual budget.
- Communicate with members and local associations in region to promote the positions of Texas REALTORS® and keep members updated and engaged.
- Facilitate regional consensus for hosting and scheduling Texas REALTORS® 360 Mega-Regional Meetings, and promote attendance.
- Responsible for the election of Regional Credentials Committee Member and Alternate in applicable years.
- Facilitate Regional Caucuses ahead of Winter Meeting and Conference.
- Work with TREPAC Trustees and Political Involvement Council members to increase proactive member involvement.
- Demonstrate a commitment to fiduciary duties and adherence to policies, including the ability to view issues and make decisions in the best interest of Texas REALTORS® independent from any other business of organizational affiliations.

#### **Key Attributes:**

- Availability, relevance, enthusiasm, and gratitude.
- Ability to build trust and develop leadership.
- Strong communication and mentoring skills.
- Ability to maintain confidentiality and loyalty to Texas REALTORS®.



## Summary of RVP Travel Policies

**This is intended to be a quick reference for reimbursable expenses related to RVP Activities. Please see the complete Travel Policy for details and additional limitations.**

**Note:** If you serve Texas REALTORS® in another role, you may also be eligible for reimbursement of travel-related expenses under a different section of the Travel Policy.

### For Winter Meeting and Conference

Transportation:	No reimbursement is available
Hotel:	3 nights are paid under the Texas REALTORS® master bill (including self-parking fees). Ensure you register through links provided by Texas REALTORS®.
Meals:	No reimbursement is available (RVPs will receive 2 free tickets to events such as the Chairman's Installation Gala).
Registration Fees:	Registration will be complimentary for both meetings.
Attendance:	Must attend Executive Board meetings for expenses to be covered.

### For Other Meetings

- Executive Board meetings (excluding Winter Meeting and Conference)
- Leadership Summit
- 360 Regional meetings
- Local Association Meetings and Events (only if performing duties as RVP)

#### Transportation Reimbursement:

- Airfare at commercial coach-class rates.
- Use of personal auto at current IRS rate per mile.
- Rideshare/Taxi at actual cost + tip (not to exceed 20%)
- Parking at actual cost (limited to self-parking rate).

#### Lodging Reimbursement:

- Actual cost of a room and tax.

#### Meals Reimbursement:

- Actual cost of meals + tip (not to exceed 20%). Maximum daily limit for meals/tips is \$75.
- Actual cost of local association banquet fee

#### Meeting Registration Fee Reimbursement:

- Actual cost of registration fees for RVP and a guest.

## How to Fill Out an Expense Report

Ensure you're using the correct year based on when expenses were incurred

 TEXAS REALTORS®		2026 Expense Report									
Name	Insert First & Last Name	Phone	Department/Event	Date							
Mailing Address	Insert Name of Event					Insert Date					
Insert Mailing Address						Texas REALTORS® Staff contact/Committee liaison					
Personal vehicle use only		Total mileage here ----->>>		\$0.00	For RVP expenses insert "David Jones"						
Mileage rate (cents)	0.725	From	To	Miles	FOR TxR USE ONLY:						
Use this section for mileage reimbursement when using your personal vehicle.						GL Code	Reimbursement Amount				
Insert Date, Location, and miles To and From the Location.						Signature					
Totals miles will be auto calculated.						Sign Here					
A round trip fits on one line.						Texas REALTORS® Credit Card Charges Only					
Cash/ Personal Credit Card used on behalf of Texas REALTORS®						Date	Date	Date	Date	Date	Total Credit Card charges
Event Location		Date	Date	Date	Date						
Airfare											
Auto rental and Gas	Use this section for other reimbursable expenses .										
Hotel (Room & Tax Only)											
Tips and Baggage	Must have receipts for all expenses!										
Parking and Tolls	Insert Date at top of column and list Expenses under each column based on date expenses were incurred.										
Taxi											
Supplies											
Miscellaneous *											
Business Meals *	Breakfast										
	Lunch										
	Dinner										
	TOTAL					\$0.00					
Personal charges on TxR Credit Card subtracted from Reimbursement						\$0.00	Total all personal charges that TxR does not reimburse for and enter amount here ----->>>		\$0.00	Texas REALTORS® Vice President approval	
Total Amount to be Reimbursed						\$0.00	Total TxR Credit Card Charges		\$0.00	Please submit expense report on a weekly basis.	
*Explanation of Business Meals / Miscellaneous Expenses						Purpose of Expense	Amount			Per travel policy, no reimbursement after 90 days. Please enclose all receipts. Business purpose and guest names are also required.	
Date	Names									Texas REALTORS® Attn: Accounts Payable Box 2246 Austin, TX 78768-2246	
Provide details for any "Miscellaneous" expenses from above section.										P.O.	

## Volunteer Leadership Policies – Executive Board

\*Policies begin on next page



## Volunteer Leadership Policies

### Executive Board

Upon appointment or election, Texas REALTORS® volunteer leaders must acknowledge and abide by the policies and guidelines governing the obligations and conduct of volunteer leaders as outlined below.

**Nothing in these policies set terms or conditions of employment or create an employment contract.**

- Attendance Policy
- Conflict of Interest Policy
- Anti-Harassment Policy
- Ownership Disclosure Policy
- Code of Conduct Policy
- Social Media Guidelines

### **Attendance Policy**

Volunteer leaders accept the responsibility for carrying out the goals of the Texas REALTORS® and meeting attendance is part of that responsibility. It is expected that volunteer leaders will make every effort to attend meetings. If a volunteer leader will be absent from a meeting, a written notice should be submitted to the staff executive before the meeting date (email suffices as a written notice). If a volunteer leader is absent from two consecutive regularly scheduled meetings at which his or her attendance is expected, the lack of attendance may serve as grounds for removal from the position in accordance with the Bylaws.\*

Volunteer leadership meetings include Executive Board meetings and Board of Directors meetings.

\*This applies to volunteer leaders who have a term of more than one year.

**I agree to abide by the terms and conditions stipulated in the Texas REALTORS® Attendance Policy. I acknowledge that I have received a copy of the Policy and have read its terms very carefully. I understand that my failure to abide by the terms of the Policy may result in grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.**

### **Conflict of Interest Policy**

A volunteer leader of any Texas REALTORS® decision-making body has a conflict of interest whenever that volunteer leader:

- is a principal, partner, or corporate officer of a business providing, or being considered as a provider of, products or services to Texas REALTORS® ("Business"); or
- serves on the board of directors of the Business unless the individual's only relationship to the Business is service as Texas REALTORS® representative on such board; or
- holds an ownership interest\* of more than one percent of the Business.

Volunteer leaders with a conflict of interest must immediately disclose such conflict of interest prior to participating in any discussions or vote of a Texas REALTORS® decision-making body that pertains to the Business. Such volunteer leaders 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 volunteer leader may not vote on any matter in which the volunteer leader has a conflict of interest.

If there is reasonable cause to believe a volunteer leader has failed to disclose actual or possible conflict of interest, the volunteer leader shall be informed of the basis for such belief and be afforded an opportunity to explain the alleged failure to disclose.

If, after hearing the volunteer leader's response and after making further investigation as warranted by the circumstances the volunteer leader is determined to have failed to disclose an actual or possible conflict of interest, the volunteer leader may face appropriate corrective action, which may include grounds for removal from the position in accordance with the Bylaws.

\*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).

**I agree to abide by the terms and conditions stipulated in the Texas REALTORS® Conflict of Interest Policy. I acknowledge that I have received a copy of the Policy and have read its terms very carefully. I understand that my failure to abide by the terms of the Policy may result in grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.**

## **Anti-Harassment Policy**

### **Harassment Prohibited**

Texas REALTORS® prohibits and will not tolerate harassment of any kind by Texas REALTORS® volunteer leaders on the basis of race, color, physical, or mental disability, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender/gender identity, age (40 or over), citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. Harassment is prohibited on Texas REALTORS® property and at all Texas REALTORS® related or sponsored events. This policy further extends to harassment on social media platforms.

All Texas REALTORS® volunteer leaders are expected to behave accordingly and take appropriate measures to ensure that the conduct described herein does not occur. Appropriate disciplinary action will be taken against any Texas REALTORS® volunteer leader who violates this policy. Texas REALTORS® is committed to enforcing this policy against all forms of harassment.

### **Harassment Defined**

Sexual harassment means any harassment based on someone's sex or gender. It is not limited to interactions between members of the opposite sex. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature.

Sexual harassment includes:

- Verbal (for example, epithets, derogatory statements, threatening or obscene language, slurs, sexually-related comments or jokes, sexual innuendoes, unwelcome sexual advances, or requests for sexual favors)
- Non-Verbal (for example, suggestive or insulting sounds, or whistling)
- Physical (for example, assault or inappropriate or unwanted physical contact, such as touching, pinching, brushing the body)
- Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making obscene or sexual gestures)
- Online (for example, derogatory statements, threatening or obscene language, or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.)

Other types of harassment often take a similar form to sexual harassment and include harassment that is:

- Verbal (for example, epithets, derogatory statements, threatening or obscene language, slurs, derogatory comments, or jokes)
- Physical (for example, assault or inappropriate physical contact)
- Visual (for example, displaying derogatory posters, cartoons, or drawings, or making derogatory gestures)

- Online (for example, derogatory statements, threatening or obscene language, or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.)

This list is illustrative only, and not exhaustive. It is impossible to list every type of behavior that can be considered harassment. Any conduct that could create an offensive environment will be considered harassment in violation of this policy.

### **Reporting Harassment**

Texas REALTORS® will take each complaint seriously and conduct a thorough and impartial investigation. Texas REALTORS® will maintain a complete written record of each complaint and will maintain communication with the alleged harasser and the victim throughout the proceedings. Confidentiality will be maintained throughout the process to the extent practical and appropriate under the circumstances. Texas REALTORS® will take prompt and proportionate action when a violation of this policy has occurred.

If you are a Texas REALTORS® volunteer leader and are subjected to any conduct that you believe violates this policy or witness any such conduct, you may speak to, write, or otherwise contact the Chief Executive Officer. Although not mandatory, a Complaint Form is available on the Texas REALTORS® website to make your complaint if you wish to use it.

Once a report has been received, a prompt and thorough investigation will be conducted by the Chief Executive Officer upon consultation with Texas REALTORS® General Counsel. If the report names the Chief Executive Officer, that individual is precluded from participating in the investigation and disciplinary action and shall be replaced by the Texas REALTORS® General Counsel.

### **No Retaliation**

No one will be subject to, and Texas REALTORS® prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

### **Violations**

Any Texas REALTORS® volunteer leader, regardless of position or title, who has subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including removal from any position the Texas REALTORS® volunteer leader holds in accordance with the Bylaws. A violation of this policy may be a factor in determining a Texas REALTORS® member's fitness for future Texas REALTORS® volunteer leader positions.

### **Appeal Process**

Any Texas REALTORS® volunteer leader found in violation will have a right to appeal the decision to the Texas REALTORS® Board of Directors. A written request for appeal must be submitted no more than thirty (30) days after the individual receives notice of a violation of this policy.

The Texas REALTORS® General Counsel is responsible for the administration of this policy. If you have any questions regarding this policy or questions about harassment that are not addressed in this policy, please contact the Texas REALTORS® General Counsel.

**I agree to abide by the terms and conditions stipulated in the Texas REALTORS® Anti-Harassment Policy. I acknowledge that I have received a copy of the Policy and have read its terms very carefully. I understand that my failure to abide by the terms of the Policy may result in grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.**

### **Ownership Disclosure Policy**

A volunteer leader of any Texas REALTORS® 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 Texas REALTORS® decision-making body on any matter involving that entity.

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

If there is reasonable cause to believe a volunteer leader has failed to disclose actual or possible ownership interest, the volunteer leader shall be informed of the basis for such belief and be afford an opportunity to explain the alleged failure to disclose.

If, after hearing the volunteer leader's response and after making further investigation as warranted by the circumstances the volunteer leader is determined to have failed to disclose an actual or possible ownership interest, the volunteer leader may face appropriate corrective action, which may include grounds for removal from the position in accordance with the Bylaws.

\*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).

**I agree to abide by the terms and conditions stipulated in the Texas REALTORS® Ownership Disclosure Policy. I acknowledge that I have received a copy of the Policy and have read its terms very carefully. I understand that my failure to abide by the terms of the Policy may result in grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.**

### **Code of Conduct Policy**

All volunteer leaders have a general duty to act in the best interest of Texas REALTORS® and must avoid any appearance of impropriety. Volunteer leaders accept the responsibility of conducting themselves at all times in accordance with this policy.

Uncivil discourse and discourteous and inappropriate behavior have a negative impact on the reputation of Texas REALTORS® and productivity of the decision-making body. If a volunteer leader acts in a way that reflects poorly on Texas REALTORS® or distracts from the goals of the decision-making body on which the volunteer leader sits on, the volunteer leader may face appropriate corrective action, which may include grounds for removal from the position in accordance with the Bylaws.

**I agree to abide by the terms and conditions stipulated in the Texas REALTORS® Code of Conduct Policy. I acknowledge that I have received a copy of the Policy and have read its terms very carefully. I understand that my failure to abide by the terms of the Policy may result in in grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.**

## **CONFIDENTIALITY POLICY**

### **Purpose**

This Confidentiality Policy (Policy) is adopted in order to ensure matters which are to remain known only to certain persons affiliated with the Texas REALTORS® are kept that way. Texas REALTORS® volunteer leaders and staff are frequently involved in proceedings or actions that involve information that should be kept private. The purpose of this Policy is to define and set forth what information that is and to inform volunteer leaders of procedures to be followed to ensure confidentiality.

### **Scope**

This Policy is applicable to volunteer leaders of Texas REALTORS® who serve in voluntary governance positions. Voluntary governance positions include all members of the Texas REALTORS® Leadership Team, Executive Board, Board of Directors, Committees, Task Forces and Regional Vice Presidents.

### **Confidential Information**

Confidential Information includes but is not limited to any information pertaining to Texas REALTORS® current or anticipated operations, procedures, third party relationships and agreements, work product, and personal identification information. Some examples of Confidential Information are:

- Identifying personal or financial information related to any Texas REALTORS® employee or member (e.g. driver's license number, address, phone number, credit card number, etc.)
- Information related to any previous, current, or anticipated Professional Standards proceedings (including the Ombudsman, Mediation, Ethics, and Arbitration programs)
- Information related to Professional Development programs and the creation of such programs that is specifically identified as confidential
- Information related to the development and creation of any artwork, marketing material, graphic design, and other printed material to be used by Texas REALTORS®, its staff and members
- Information concerning the process used to create and publish the Texas REALTORS® magazine, newsletters, podcasts and any other communications tool utilized by Texas REALTORS®
- Information related to vendor contracts and any proprietary information learned by Texas REALTORS® in obtaining and fulfilling its obligations pursuant to vendor contracts
- Any information related to government affairs and political involvement programming of Texas REALTORS® not otherwise required to be made public (e.g. process used to determine campaign contributions, discussions surrounding decisions for campaign contributions and endorsements, etc.)
- Information pertaining to the process used to create and publish the Texas REALTORS® Forms Library that is specifically identified as confidential
- Information related to personnel decisions (e.g. hiring, firing, promotion, reprimand, salary increases, etc.)
- Information obtained pursuant to closed meetings of Texas REALTORS® committees, Board of Directors, Executive Board or Leadership Team

- Any other information not generally known that if disseminated could be reasonably expected to adversely affect the Texas REALTORS®

### **General Non-Disclosure of Confidential Information**

At no time shall a volunteer leader disclose Confidential Information unless expressly permitted to do so at the discretion or direction of the CEO of Texas REALTORS®. Furthermore, unless expressly permitted to do so, at no time shall a volunteer leader make copies of Confidential Information except as may be required in the performance of the volunteer leader's position duties.

### **Association Governance**

From time to time, it may be necessary or required for meetings of Texas REALTORS® leadership (i.e. certain committees, Texas REALTORS® Leadership Team, etc.) to be held in executive session. The proceedings of these meetings are confidential in nature and shall not be disclosed to individuals who were not present at the meeting.

Any information discussed at a meeting held in executive session or documents that are disseminated are to remain confidential and may not be shared with anyone not in attendance. This provision applies to all members.

### **Member Information**

Members of the Texas REALTORS® frequently provide information to TEXAS REALTORS® related to their membership requirements, contributions to the Texas Real Estate Political Action Committee, or other reasons. Any information provided to Texas REALTORS® for these limited purposes shall be deemed confidential and may not be shared with any other member of Texas REALTORS® or with Texas REALTORS® staff holding positions to which the information would not be relevant.

### **Acknowledgment**

By agreeing to serve in a Texas REALTORS® voluntary leadership position, each volunteer leader agrees to abide by the terms in this Policy. Volunteer leaders also acknowledge that Confidential Information learned or discovered during the course of the volunteer leader's affiliation with Texas REALTORS® is the sole property of Texas REALTORS® and further agrees to leave any hard copies containing Confidential Information in the possession of Texas REALTORS® upon either the end of the volunteer leader's service in a voluntary governance position.

**I agree to abide by the terms and conditions stipulated in the Texas REALTORS® Confidentiality Policy. I acknowledge that I have received a copy of the Policy and have read its terms very carefully. I understand that my failure to abide by the terms of the Policy may result in grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.**

## **Social Media Guidelines for Texas REALTORS® Volunteer Leaders**

Social media includes, but is not limited to websites, blogs, social networking sites, discussion groups, and listservs. Social media is a powerful and effective communication and engagement tool and the association encourages volunteer leaders to utilize social media to help raise awareness of the Association's work and issues of interest to Texas REALTORS® and consumers. These Social Media Guidelines for Texas REALTORS® Volunteer Leaders (Guidelines) are intended to enable Texas REALTORS® volunteer leaders to maintain their ability to express themselves personally on social media, while also ensuring that the reputation and work of the association is protected. In furtherance of these objectives, volunteer leaders should follow these Guidelines:

1. All Texas REALTORS® volunteer leaders are encouraged to use social media to promote the association's mission, policy positions, advocacy efforts, and other association news.
2. It is always acceptable to repost or share any Texas REALTORS® published communications and established policy positions.
3. Always be professional, respectful, and ethical when engaging in social media and avoid making statements or posting photographs that could reasonably harm Texas REALTORS®.
4. In the capacity of a Texas REALTORS® volunteer leader, avoid making statements contrary to NAR's public positions on federal issues, Texas REALTORS® public positions on state issues, including but not limited to contrary statements about appointees, elected officials or candidates, and legislative or regulatory matters.
5. When reasonably necessary or useful, include a disclaimer that views expressed by the Texas REALTORS® volunteer leader are personal to the individual and do not represent the official views of the association.
6. Do not disclose any confidential information.
7. Do not call for a boycott of a product, service, or company.
8. Avoid any connection to Texas REALTORS® when making personal statements of endorsement or opposition to particular products, services, or companies.
9. Avoid and/or remove statements or content that create undue opposition or controversy.
10. Avoid making statements or posting photographs that are inappropriate including, but not limited to discriminatory remarks, demeaning or defamatory comments, offensive material, and comments that might constitute harassment.

11. Respect third-party intellectual property, and always use NAR's trademarks in accordance with NAR's Membership Marks Manual. REALTOR® means member of the National Association of REALTORS® and must not be used generically as a synonym for the occupation of "real estate agent" or "broker".

Texas REALTORS® volunteer leaders who do not adhere to these Guidelines or who otherwise act inappropriately when engaging in social media, may be contacted by the President/CEO to resolve the situation, which may include withdrawing, correcting, or revising the communication at issue. Please be aware that social media presence is a significant factor for the Texas REALTORS® Nominating Committee in determining one's fitness for a leadership position or membership on a committee. Social media presence may also be a factor when applying for local and state government positions.

As used in these Guidelines, "Texas REALTORS® volunteer leader" includes elected and appointed officers, directors, committee chairs and vice chairs, Regional Vice Presidents, Executive Board members and other members appointed to positions of leadership by the Texas REALTORS® Leadership Team.

**I agree to abide by the terms and conditions stipulated in the Social Media Guidelines for Texas REALTORS® Volunteer Leaders. I acknowledge that I have received a copy of the Guidelines and have read its terms very carefully. I understand that my failure to abide by the guidelines may in grounds for removal from my volunteer governance position with Texas REALTORS® in accordance with the Bylaws.**