



LEADERSHIP DEVELOPMENT

Regional Vice President Leadership Handbook

A practical guide to governance, communication, stewardship, and regional leadership



GOVERNANCE

MEMBER CONNECTION

STATEWIDE SERVICE

SEPTEMBER 2026

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How to Use This Handbook

Use the governance and fiduciary sections before Board meetings, the responsibilities sections when planning regional work, and the travel reimbursement and resource sections as quick references throughout your term.

Welcome

Thank you for joining the team and agreeing to serve as a Texas REALTORS® Regional Vice President. We appreciate your commitment to ensuring the continued success of our Association. We are honored you have chosen to share your time, talent, and expertise with us.

David Jones, Vice President of Operations and Chief Operating Officer at Texas REALTORS®, serves as staff liaison to the Regional Vice Presidents and is your primary point of contact for RVP-related matters.

Jazz Lough, Leadership and Staff Development Manager at Texas REALTORS®, manages the RVP Development Program and is available to assist with questions, resources, and training related to RVP development.



Your RVP Support Team

David Jones VP of Operations/COO	Jazz Lough Leadership and Staff Development Manager
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Communication

Use RVPS@texasrealtors.com for questions about upcoming events, expense reports, resources, or other comments and concerns. Several staff members monitor this shared address, which may provide a faster response than contacting one staff member.

Regional Vice Presidents Update Website

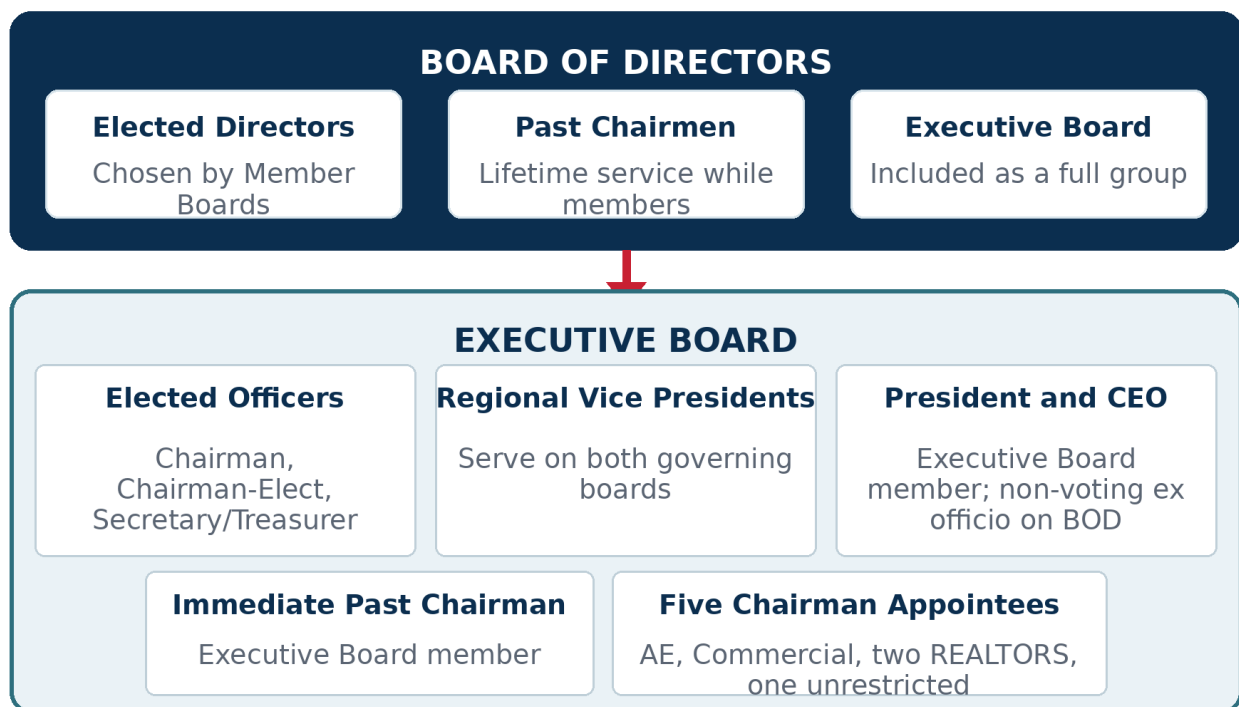
The [Regional Vice Presidents Update](#) website is the main hub for RVP resources. It includes current and past Bulletin Board posts, resources, Quarterly Reports, Caucus Reports, the Schedule of Events, and the RVP Forum.



Texas REALTORS® Governance

Regional Vice Presidents serve on both the Executive Board and the Board of Directors and have a responsibility to act in the best interest of Texas REALTORS® as a whole. The Board of Directors is the Association's broad representative governing body and retains authority over fundamental matters such as the bylaws, leadership elections, the strategic plan, membership dues, regional boundaries, and certain reserve expenditures. Acting under authority delegated by the Board of Directors, the Executive Board manages the Association's affairs and provides oversight of its business, policies, finances, and organizational direction. RVPs bring regional perspectives to both bodies while exercising independent judgment on behalf of the statewide Association.

Texas REALTORS® Governance



POWERS THAT REMAIN WITH THE BOARD OF DIRECTORS

- 1 Amend the bylaws
- 2 Elect officers and RVPs
- 3 Approve general-reserve spending above 10% of annual budget
- 4 Approve the strategic plan
- 5 Approve an increase in membership dues
- 6 Define regional boundaries

Source: Texas REALTORS® Bylaws, Article VI, Sections 1 and 7

The Executive Board exercises delegated authority. The six powers shown above remain with the Board of Directors.

Fiduciary Duty

What It Means | Why It Matters | How to Fulfill It

As members of the Texas REALTORS® Executive Board, Regional Vice Presidents help govern the Association and oversee its business, policies, finances, and organizational risks. Fiduciary duty means using that entrusted authority in good faith, with appropriate care, and for the benefit of Texas REALTORS® as a whole.

THE GOVERNING STANDARD

Act in good faith, with ordinary care, and in a manner reasonably believed to be in the best interest of Texas REALTORS®.

The Three Core Duties

Duty of Care	Duty of Loyalty	Duty of Obedience
Be informed and engaged. Prepare for meetings, review materials, ask questions, use independent judgment, monitor finances and risk, and respond when warning signs arise.	Put Texas REALTORS® first. Act for the statewide Association - not a region, local association, brokerage, client, colleague, or personal interest. Disclose conflicts and follow recusal requirements.	Honor the mission and rules. Follow applicable law, the bylaws, policies, and properly authorized decisions. Protect Association assets and keep actions within the Board's authority.

What This Means in Practice

Prepare and Participate Read the agenda and supporting materials, attend meetings, and engage in deliberation.	Think Statewide Listen to regional perspectives, then decide what best serves the entire Association.
Use Independent Judgment Seek reliable information and professional advice when needed; do not simply follow others.	Protect Confidentiality Safeguard nonpublic information and use it only for legitimate Association purposes.
Disclose Conflicts Identify actual or potential conflicts promptly and follow the required disclosure and recusal process.	Exercise Oversight Review financial and operational information, ask follow-up questions, and do not ignore credible red flags.

Before Acting or Voting Ask

Am I informed? • Is this best for Texas REALTORS® statewide? • Do I have a conflict?
Is it consistent with law, bylaws, and policy? • Is there a risk that requires follow-up?

Five Responsibilities of a Regional Vice President

1	Attend Executive Board Meetings
2	Communicate with Members and Local Associations
3	Assist with Planning 360 Regional Meetings
4	Facilitate Regional Caucuses
5	Coordinate with REALTOR® Association Stakeholders

Attend Executive Board Meetings

The Executive Board has five regularly scheduled meetings each year to conduct Association business. Three are in person and two are virtual. Additional specially called meetings may occur when urgent matters require action.

Meeting	General Timing	Format
Winter Meeting	February	In person Austin
June Meeting	June	Virtual Zoom
Budget Review Meeting	July or August	In person Austin
Shaping Texas Conference	August or September	In person Various locations
December Meeting	December	Virtual Zoom

Communicate with Members and Local Associations

Regional Vice Presidents help promote Texas REALTORS® positions and keep members informed about Association and industry activity. RVPs often attend local association functions, including leadership installations, board meetings, and general membership meetings. RVPs may also present updates on legal and advocacy matters, member benefits, Association policies, committee deadlines, and other timely topics.



Texas REALTORS® provides Association and industry updates through several channels, including some exclusive to leaders. Sharing these updates directly with members and local associations helps keep the region informed and connected.

Communication Channels

<u>Focus and Advice for REALTORS®</u>	Focus is a weekly member newsletter with current real estate industry updates. <i>Advice for REALTORS®</i> is published several times each month. Confirm your subscriptions under My Profile at texasrealestate.com .
Leader Link	A monthly newsletter for Texas REALTORS® leaders sent directly from the President and CEO. RVPs are automatically added to the distribution list.
<u>Leaders Update Webpage</u>	A source for current and past monthly updates about Texas and national activities that can be shared with members and local associations.
<u>Monthly Talking Points</u>	Presentation support distributed to RVPs and posted with other presentation resources on the RVP Update Resources Page.

Assist with Planning 360 Regional Meetings

Texas REALTORS®, working with a host local association, holds several regional meetings each year. 360 Regional Meetings give the Leadership Team an opportunity to meet members in their communities, discuss issues affecting the region, and share current industry updates. RVPs work with local Association Executives and the Texas REALTORS® Meeting Planning Department to plan and promote meetings in their region. Planning for the next year typically begins around July of the preceding year.



Facilitate Regional Caucuses

Texas REALTORS® conducts Regional Caucuses before each Winter Meeting and Shaping Texas Conference. Caucuses are open to all members and preview upcoming meeting business while giving members an opportunity to discuss issues specific to their region. Caucuses are typically virtual to encourage broad participation.



Three Responsibilities

Quarterly Reports. Before each Winter Meeting and Conference, submit a report covering membership or association issues and political or regulatory issues affecting the region.

Moderate the Caucus Breakout Session. Lead the open regional discussion, invite participation, keep the conversation on track, and take notes.

Caucus Reports. After the Caucus, submit a report summarizing the regional breakout discussion through the online form on the RVP Update website.

For regions with multiple RVPs, coordinate in advance to assign each responsibility.

Coordinate with REALTOR® Association Stakeholders



Regional Vice Presidents serve as team leaders for the REALTOR® association stakeholders in their region. RVPs bring Texas REALTORS® Directors, local Association Executives, local directors, Field Representatives, Political Involvement Committee members, and TREPAC Trustees together to share information, compare local perspectives, and coordinate regional priorities.

Texas REALTORS® Directors

Texas REALTORS® Directors are elected by their local Member Boards to serve on the state Board of Directors, where the Association's governance is vested. They act on statewide policy, finances, strategic direction, and other matters reserved to the Board. Their local member and market perspectives help the regional team consider how state decisions may affect different communities.

Local Association Executives

Local Association Executives are the chief executive officers of their associations. They implement board direction, manage staff and programs, and are often the primary source for local events, member concerns, operations, and emerging issues. Their day-to-day view helps the regional team understand local needs and practical solutions.

Local Association Directors

Local directors comprise the primary decision-making body for each local association. They set policy, oversee association affairs and assets, and represent local members. Their governance and market perspectives help the regional team identify local priorities, risks, and opportunities.

Field Representatives

Field Representatives are Texas REALTORS® staff who connect the statewide Association with local associations and support grassroots advocacy and political engagement. Their work with local staff, leaders, and volunteers gives the regional team current insight into governmental affairs, TREPAC activity, legislative outreach, and candidate or issue campaigns.

PIC Members and TREPAC Trustees

Political Involvement Committee (PIC) members and TREPAC Trustees provide political and advocacy updates at state and local meetings and help increase member participation. PIC members connect local associations with Texas REALTORS® grassroots initiatives and share local political intelligence. TREPAC Trustees support the political action committee's work to promote homeownership, protect real property rights, and increase political awareness. Together, they add an advocacy perspective to regional discussion.

Travel Reimbursement Policies

Summary of RVP Travel Policies

This quick reference summarizes reimbursable expenses related to RVP activities. The complete [Travel Policy](#) contains additional details and limitations.

Important: If you serve Texas REALTORS® in another role, you may also be eligible for reimbursement under a different section of the Travel Policy.

Winter Meeting and Conference

Transportation	No reimbursement is available.
Hotel	Three nights are paid through the Texas REALTORS® master bill, including self-parking fees. Register through the links provided by Texas REALTORS®.
Meals	No reimbursement is available. RVPs receive two complimentary tickets to events such as the Chairman's Installation Gala.
Registration Fees	Registration is complimentary for both meetings.
Attendance	You must attend the Executive Board meeting for expenses to be covered.

Other Meetings

Your travel expenses for other meetings, outside of Winter Meeting and Conference, are reimbursable according to the following provisions. Other meetings include the following: The Budget Review Executive Board meeting, Texas REALTORS® Party & Leadership Summit, 360 Regional Meetings, and local association meetings and events when you are performing RVP duties.

Transportation	Commercial coach-class airfare; personal automobile mileage at the current IRS rate; rideshare or taxi at actual cost plus tip not exceeding 20%; and parking at actual cost, limited to the self-parking rate.
Lodging	Actual cost of a room and tax.
Meals	Actual cost of meals plus tip not exceeding 20%, subject to a maximum daily limit of \$75 for meals and tips; and the actual cost of a local association banquet fee.
Meeting Registration	Actual registration fees for the RVP and one guest.

Before submitting:

- Use the current-year report;
- Attach receipts;
- Explain business meals and miscellaneous expenses; and
- Submit reports weekly within the Travel Policy deadline.

How to Fill Out an Expense Report

Complete the current-year form, enter costs in the appropriate section, attach receipts, and provide sufficient detail for review. The annotated example below highlights the fields most often used for RVP expenses. A blank copy of the current year expense report is available to download [HERE](#).

Please Note:

- You **must submit a receipt** for each expense.
- Expense reports **must be submitted within 30 days** of the date the expense was incurred.
 - Expenses submitted after 30 days can only be reimbursed for extenuating circumstances.
 - **Under no circumstances will expenses be reimbursed if submitted more than 90 days after the expense was incurred.**

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

TEXAS REALTORS										2026 Expense Report	
Name	Insert First & Last Name				Phone	Insert Phone Number			Department/Event	Date	
Mailing Address	Insert Mailing Address						Texas REALTORS® Staff contact/Committee liaison				
										For RVP expenses insert "David Jones"	
Personal vehicle use only		Total mileage here ----->>>								\$0.00	
Mileage rate (cents)	0.725										
Date			From	To	Miles						
Use this section for mileage reimbursement when using your personal vehicle. Insert Date, Location, and miles To and From the Location. Totals miles will be auto calculated. A round trip fits on one line.											
I hereby certify that all expenses claimed within this report were incurred on official TxR business. I have also read all policies, procedures, and guidelines for travel reimbursement.											
Signature											
Sign Here											
FOR TxR USE ONLY:											
GL Code										Reimbursement Amount	
Texas REALTORS® Credit Card Charges Only											
Date	Date	Date	Date	Date	Date	Total Credit Card charges					
							GL Code	Credit card amount			
Event Location	Date	Date	Date	Date	Date	Total Cash/ Mileage					
Airfare						-					
Auto rental and Gas						-					
Hotel (Room & Tax Only)						-					
Tips and Baggage						-					
Parking and Tolls						-					
Taxi						-					
Supplies						-					
Miscellaneous *						-					
Business Meals *	Breakfast					-					
	Lunch					-					
	Dinner					-					
TOTAL						\$0.00					
Personal charges on TxR Credit Card subtracted from Reimbursement						\$0.00					
Total Amount to be Reimbursed						\$0.00					
						Total TxR Credit Card Charges	\$0.00				
*Explanation of Business Meals / Miscellaneous Expenses											
Date	Names					Purpose of Expense					Amount
Provide details for any "Miscellaneous" expenses from above section.											
Please submit expense report on a weekly basis.											
Per travel policy, no reimbursement after 90 days. Please enclose all receipts. Business purpose and guest names are also required.											
Texas REALTORS® Attn: Accounts Payable Box 2246 Austin, TX 78768-2246											
P.O.											

Annotated 2026 expense report example

Resources

Use the [Regional Vice Presidents Update](#) website as the central location for current tools, directories, schedules, reporting forms, and presentation materials. Keep the Regional Contact Sheet available when coordinating with leaders and staff in your region.

Resources on the RVP Update Website



RVP Resources Page	Executive Board Financial Guide; complete Travel Policy; downloadable Expense Report; 360 Regional Meeting Guidelines; and presentation materials, including monthly talking points.
Schedule of Events	Dates for Texas REALTORS® and local association events. Send additions to RVPs@texasrealtors.com.
RVP Forum	A discussion space similar to NAR's The HUB. Create posts, share event information, discuss regional issues, and ask colleagues for practical advice.
Key Leadership Directory	Contact information for the Leadership Team, RVPs, Board of Directors, TREPAC Trustees, and PIC members.
Regional Contact Sheet	Regional contact information for RVPs, Field Representatives, PIC members, TREPAC Trustees, Association Executives, and local association board members.