

**APPLICATION AND DISCLAIMER FOR SECRETARY-TREASURER**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:(cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company or franchise affiliation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following information is directly associated with the Secretary-Treasurer position for SIRA. Please read thoroughly and determine your ability to fulfill the position.

This position requires a minimum of one-year experience as a member of the Board of Directors. The Secretary/Treasurer shall oversee the funds and assets of the Association. In the absence of the Secretary/Treasurer, or at the discretion of the Board of Directors, the duties of the office will be assigned to the Chief Executive Officer as required from time to time. The office of the Secretary/Treasurer is one of leadership and personal commitment to the members of our Association.

The Secretary/Treasurer is responsible and has commensurate authority to accomplish the duties set forth:

1. It is essential the Secretary/Treasurer be informed and knowledgeable in all areas of the Association involvement and in the real estate industry in general. It is particularly important that the Secretary­ Treasurer be knowledgeable of Association financial activities.
2. Serves as chairperson of the Finance Committee, member of the Executive Committee and officer of the Board of Directors.
3. Is responsible for ensuring that minutes of all the meetings of the Board of Directors and General
4. Membership are properly kept.
5. Shall perform, in general, all duties incident to the office of Secretary/Treasurer, subject to the authority of the Board of Directors, and shall perform such other duties as may be assigned by the Board of Directors.
6. In place of the CEO, when necessary or proper, the Secretary/Treasurer may endorse on behalf of the Association checks, notes and other obligations and shall deposit same credit to the Association at such bank or banks or depository as the Board of Directors may designate.
7. On behalf of the Association and in conjunction with the Executive Officer;
8. Signs all receipts and vouchers.
9. Signs checks and bills of exchange.

**Term**: The Secretary/Treasurer is a combined position and he/she shall serve a two (2) year term. In addition, the attendance is mandatory with only three absences allowed for the monthly Board of Directors meetings. There are no "excused" absences. The dates are the first Thursday of each month at 9:00a.m and generally lasting approximately two hours or less barring unique agendas. The exceptions to those meetings are: January (trying to still be the first Thursday), is a training session of Roberts Rules of Order. February leadership training of roles and responsibilities (potentially two days) This meeting is mandatory in its entirety) July (generally no meeting due to the holiday proximity to first Thursday) and December (potential change of date due to installation).

The procedure of the nominating committee shall be in an interview style whereby you will be given approximately two minutes to tell the committee about yourself and your goals. The committee will then have questions posed to you. You will have another two minutes to finalize your desire to become a Director of SIRA.

By signing below, an submitting your resume to the CEO, you agree that the CEO may review your name in the website: [www.mycase.IN.gov](http://www.mycase.IN.gov). for any civil or criminal actions in the state of Indiana.

Applicant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_