



DCAR elected leadership positions

Summary of core competencies and qualification requirements for all elected leaders

Competency #1: Lead the association or participate in the leadership and promotion of the association in a designated role

Competency #2: Understand the structure of the REALTOR® organization within the context of the evolving real estate industry

Competency #3: Understand real estate issues and trends

Competency #4: Acquire and communicate valuable information

Competency #5: Foster effective interpersonal relationships

Officers (Executive Committee)

Primary Duties

President/President-elect/Secretary/Immediate Past President/Treasurer – one-year term for each except two-year term for Treasurer.

The President is the chief presiding officer of the association and chair of the Board of Directors. S/he is responsible for the general direction of the association and presides at all meetings, and s/he serves as the primary spokesperson for the association and is expected to be available for any possible media and press opportunities that arise.

The President-elect performs the duties of the president in the absence of the president and spends the year before his/her presidency preparing to assume said role.

The Secretary performs the duties of the president in the absence of the president and president-elect and spends the year before his/her presidency preparing to assume said role.

The Immediate Past President supports the officers and directors with a historical perspective. The primary duty is to meet regularly with DCAR officers and directors to approve, establish, prioritize and evaluate the programs and services of the association.

The Treasurer performs their duties by attending board meetings, overseeing accurate financial records of the association and coordinating with the president and other leadership to make important financial decisions that directly impact the future of the association. The treasurer has authority to sign checks for the association.

General competencies

- Strong communication skills in both oral and written mediums, and an ability and willingness to speak publicly on behalf of the association.
- Ability to build relationships with members, the general public and media, and willingness to cultivate those relationships over time.
- Firm grasp of three major areas: DCAR structure and history, the D.C. legislative process and area real estate practices, companies, history and issues.
- Mediation, facilitation and negotiation skills.
- Forward-thinking and goal-oriented, with the ability set a direction, then adapt to changes over time while keeping an eye on primary goals.
- Firm leadership and supervision tendencies, with an understanding of the many diverse personalities in any given room.
- Sense of personal accountability and ethics, with the responsibility to put the association ahead of self.
- Profit and loss accountability for association finances.
- Values team-building and the strength of diversity.

Minimum qualifications

- For Secretary: Served as a state board member at either the local, state or national association level for a minimum of two (2) of the last three years, and served as a Public Policy Committee (PPC) member at the state association level for a minimum of one (1) of the last three years.
- For Vice President: served as Secretary.
- For President: Served as Vice President.
- For Immediate Past President: Served as President.
- For Treasurer: Served on DCAR's board for three of the past five years, served on the Budget and Finance Committee for at least one of the past three years.
- For all: Demonstrated support of the REALTOR® Party through such actions as support of RPAC, response to calls for action and participation in DCAR events.

Other qualifications for consideration

- Served on the state association Public Policy Committee for a minimum of one (1) year.
- Earned REALTOR® designations.
- Attended the NAR, MAR, DCAR or another leadership academy.
- Completed professional training or positions of leadership, management or supervision that may be substituted for formal attendance at a leadership school.
- Served on a national, state or local REALTOR® association committee (other than public policy).
- Volunteered with civic and professional organizations.

DCAR At-large Board Directors

Two-year term, term limit of two consecutive terms.

Primary Duties

Meet regularly with DCAR officers and directors to approve, establish, prioritize and evaluate the programs and services of the association.

- Notes:
 - The 2027 Board of Directors Orientation will be held in Fall 2027.
 - The Board meets six times each year, from 12:00 p.m. to 3:00 p.m., on the third Thursday of January, March, May, July, September, and November.

General competencies

- Strong communication skills in both oral and written mediums, and an ability and willingness to speak publicly on behalf of the association.

- Ability to build relationships with members, the general public and media, and willingness to cultivate those relationships over time.

- Firm grasp of three major areas: DCAR structure and history; the D.C. legislative process and area real estate practices, companies, history and issues.
- Forward-thinking and goal-oriented, with the ability set a direction, then adapt to changes over time while keeping an eye on primary goals.
- Sense of personal accountability and ethics, with the responsibility to put the association ahead of self.
- Values team-building and the strength of diversity.

Minimum qualifications

- Served as a member of a national, local or state association committee for a minimum two (2) of the last three (3) years.
- Demonstrated support of the REALTOR® Party through such actions as support of RPAC, response to calls for action and participation in DCAR events.

Other qualifications for consideration

- Served on the local or state association Public Policy Committee for a minimum one (1) year.
- General understanding or knowledge of federal, state and local legislative issues.
- Knowledge of local REALTOR® public policy positions.
- Earned REALTOR® designations.
- Attended the NAR, MAR, DCAR or other leadership academy.
- Completed professional training or positions of leadership, management or supervision that may be substituted for formal attendance at a leadership school.
- Served on a national, state or local REALTOR® association committee.
- Volunteered with civic and professional organizations.

NAR Directors

One-year term.

Primary Duties

Represent DCAR on the NAR Board of Directors and serve on the DCAR Board of Directors to establish continuity between the two associations when approving, establishing, prioritizing and evaluating the programs and services of the D.C. association.

General competencies

- Strong communication skills in both oral and written mediums, and an ability and willingness to speak publicly on behalf of the association.
- Ability to build relationships with members, general public and media, and be willing to cultivate those relationships over time.
- Firm grasp of three major areas: DCAR structure and history, the D.C. legislative process and area real estate practices, companies, history and issues.
- Forward-thinking and goal-oriented, with the ability set a direction, then adapt to changes over time while keeping an eye on primary goals.
- Sense of personal accountability and ethics, with the responsibility to put the association ahead of self.
- Values team-building and the strength of diversity.

Minimum qualifications

- Serve as a current or former member of the DCAR Board of Directors.
- Served on a NAR committee for at least one year.
- Demonstrated support of the REALTOR® Party through such actions as support of RPAC, response to calls for action and participation in DCAR events.

Other qualifications for consideration

- Served on the local or state association Public Policy Committee for a minimum one (1) year.
- General understanding or knowledge of federal, state and local legislative issues.
- Knowledge of local REALTOR® public policy positions.
- Earned REALTOR® designations.
- Attended the NAR, MAR, DCAR or other leadership academy.
- Completed professional training or positions of leadership, management or supervision that may be substituted for formal attendance at a leadership school.
- Served on a national, state or local REALTOR® association committee.
- Volunteered with civic and professional organizations.