

## Role of Officers and Directors

The Board of Directors when elected assume the responsibility for governing the organization. The Board of Directors includes the President, Vice President, Secretary and/or Treasurer, six Directors, and the immediate Past President.

**President:** During their year-long term, the President sets the tone for the operation and accomplishments of the organization. The President has spent the past year as Vice-President and is familiar with the activities of Committees/Task Forces and their goals. At the beginning of the tenure, the President selects Committee Chairs and members for vacant positions. With the help of these Committees/Task Forces and the continuity provided by the Executive Officer, Directors, and Board staff, the President sets objectives which will help the organization meet the challenges set forth its mission statement.

Responsibilities of the President include (Reference Bylaws Article XI, Sections 1-4 and Board Policy 5-4 and 5-5):

- Presiding over all meetings of the membership and the Board of Directors.
- Directing membership luncheon meetings and Board of Directors meetings.
- Participating as ex-officio member of all Committees/Task Forces. The President may attend meetings of various Committees/Task Forces each month, as well as the Board of Directors' meeting and monthly luncheons.
- Attend Budget Planning and Strategic Planning Committee Meetings.
- Appointing Committee/Task Force Chairs and members.
- Representing the organization at PAR and NAR business meetings and conventions when possible.
- Communicating with the Executive Officer regarding administrative tasks and projects.
- Representing the Association at local business and community functions.
- Remaining available to discuss member concerns and ideas affecting the organization.
- Reviewing all letters and memos to be distributed outside the organization, which represent the views of the organization. This may include newspaper articles and announcements.
- Reviewing and co-signing checks drawn on the Association's accounts when the Secretary/Treasurer is unavailable.

The amount of time the President can expect to spend each month to complete the duties associated with the position include:

- 6 hrs. Preparing and directing meetings
- 5 hrs. Overseeing organization operations, reviewing memos, phone calls, etc.
- 4 hrs. Attending Committee/Task Force meetings requiring personal attention
- 4 hrs. Additional administrative time associated with the position

Other activities which may occur, requiring 2-5 days per year:

- Attending PAR meetings/conferences
- Attending the National Convention

**Vice President:** The Vice-President shall perform the duties of the President should the President be called upon to assume the duties of the President on a permanent basis.

Responsibilities of the Vice President include (Reference Bylaws Article XI, Sections 1-4 and Board Policy 5-4 and 5-5):

- Performing the duties of the President in the absence of the President.
- Attending Association functions including meetings of the Board of Directors, selected Committee/Task Force meetings, and luncheons.
- Completing special assignments at the request of the Board of Directors.
- Remaining available to the membership for discussion of the Association's concerns, activities, etc.
- Serving on the MLS Committee.

The time the Vice President can expect to spend each month on duties associated with the position include:

2 hrs.	Board of Directors
2 hrs.	Membership Luncheon Meetings
3 hrs.	Committee/Task Force Meetings

**Secretary:** In addition to making policy decisions as a member of the Board of Directors, in the absence of the Executive Officer, the Secretary is responsible for seeing that the minutes of the Board of Directors and Membership meetings are recorded and distributed. The Secretary is elected to a one-year term.

Responsibilities associated with the position of Secretary include (Reference Bylaws Article XI, Sections 1-4 and Board Policy 5-4):

- Reviewing Board of Directors and luncheon minutes.
- Recording minutes of Board of Directors meetings and Membership meetings when the Executive Officer is unavailable.
- Sending written acknowledgement to members in recognition of their achievements and personal crises.

The time commitment required each month to complete activities associated with the position of Secretary include:

2 hrs.	Board of Directors
2 hrs.	Membership Meetings
1 hr.	Review of Minutes

**Treasurer:** In addition to making policy decisions as a member of the Board of Directors, in the absence of the Executive Officer, the Treasurer directs the planning and management of Association's financial activities. As part of the duties of the position, the Treasurer, in cooperation with the Executive Officer, prepares the proposed annual budget. The Treasurer also reviews and co-signs all checks. The Treasurer is elected to a one-year term.

Responsibilities associated with the position of Treasurer include (Reference Bylaws Article XI, Sections 1-4 and Board Policy 5-4 and 5-5):

- Supervising all financial planning and transactions of the Association.
- Directing the preparation of financial reports.
- Reviewing and co-signing all checks drawn on the Association's accounts.
- Directing the annual budgeting process.
- Member of the Finance Committee.

- Attend Budget Planning and Strategic Planning Committee Meetings.
- Represent Finance Committee at Board Meetings.
- Collecting luncheon money from attending members.
- Reporting on the financial position of the Association at the Membership Meetings.

The time commitment required each month to complete activities associated with the position of Treasurer include:

2 hrs.	Board of Directors
2 hrs.	Membership Meetings
2 hrs.	Reviewing, Co-signing checks
1 hr.	Finance Committee Meetings

**Directors and Past President:** The six Directors and Past President bring experience and leadership to the governing body of the Association. Each month the Directors and the Past President are called upon to make governing decisions during Board of Directors meetings, to provide an example of Association leadership and to facilitate special projects when necessary. The Past President will serve one year on the Board of Directors after leaving the position of President. Elected Directors serve a three-year term which may change if the Director is elected to an Officer's position or is appointed mid-term.

Responsibilities of all individuals serving on the Board of Directors include (Reference Bylaws Article XI, Sections 1-4 and Board Policy 5-4):

- Attending Board of Directors meetings and voting on planning management issues of the Association.
- Supporting Association activities by directing special projects as requested by the Board of Directors.
- Providing consultation to the President and members of the Board of Directors with concerns related to the organization.
- Maintaining contact with membership and remaining available to members to answer questions and discuss concerns.
- Providing an example to membership through participation in activities of the Association.
- Keeping informed of current issues and events in the real estate industry and all REALTOR<sup>®</sup> associations which could affect the practice of real estate or the functioning of the Association.

The time commitment associated with a position on the Board of Directors involve the following:

2 hrs.	Board of Directors Meeting
2 hrs.	Membership Meeting
2 hrs.	Assigned Committee Meeting