

# First Vice President

## Position Description - *Revised March 2017*

### **FUNCTION**

Serves as a member of the elected officers' management team and assists the President and President-Elect in carrying out the functions of their offices. In the absence of both the President and the President-Elect, assumes duties and responsibilities of the President.

### **DUTIES AND RESPONSIBILITIES**

Within the limits of the Bylaws and Policies, the First Vice President is responsible for and has commensurate authority for the following:

1. Serve as a member of the Board of Directors and the Executive Committee (<reference appropriate bylaws/policy section>).
2. Attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® and Region <reference appropriate region> as a national director, voting delegate, and as a member of the state association leadership forum. (<reference appropriate bylaws/policy section>). Directors are required to attend the following meetings, at a minimum:
  - NAR 360
  - State Caucus
  - Both Regional Caucus meetings (Caucus meetings are held the day before the Board of Directors meeting).
  - Board of Directors Meeting. On very rare occasions, NAR may call a Special Board of Directors meeting. If they do, NAR covers the expenses and ample notice is given.
3. Serve as an appointed member of the NAR State Leadership Summit.
4. Attend Association Executive Committee Meetings, Spring Conference, Planning Session, REALTOR® Caucus and Leadership Conference.
5. Attend Association Planning Session.
6. Visit local associations and attend association installations or other conferences to support partnering efforts
  - Communicate with the Chief Executive Officer regarding anticipated visits.
7. Work in concert with the President and the Chief Executive Officer in carrying out the programs and activities of the association.
8. Recommend primary committee vice chairs to the President Elect.
  - It is anticipated that these recommendations will be Primary Committee Chairs during your Presidency.

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9. Represent Association at other associations or organizations as assigned by the President.
10. Assist the President-Elect in planning programs and activities appropriate for the upcoming year, in concert with the Strategic Plan and in coordination with the Primary Committee leadership and the Chief Executive Officer.
11. Perform other duties as assigned by the President.
12. Serve as association President Elect if the President Elect is incapacitated.