

# President Elect

## Position Description - *Revised March 2017*

### **FUNCTION**

In the event of the absence or disability of the President, performs duties of the President. Work closely with the other officers and the Chief Executive Officer for orientation and planning purposes to ensure a smooth transition into the presidency.

### **DUTIES AND RESPONSIBILITIES**

Within the limits of the Bylaws and Policies, the President-Elect is responsible for and has commensurate authority to:

1. Serve as Vice Chair 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. Plan and conduct Association Planning Session in conjunction with Chief Executive Officer to plan programs and activities appropriate for the upcoming year in concert with the strategic plan.
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.

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8. Recommend primary committee vice chairs and one local executive officer to the President.
  - The primary committees vice chairs were appointed by you in your year as First Vice President.
9. Represent Association at other associations or organizations as assigned by the President.
10. Perform other duties as assigned by the President.
11. Serve as association President if the President is incapacitated.