

# President

## Position Description - *Revised March 2017*

### **FUNCTION**

Serve as executive elected officer representing the entire association membership and its best interests.

### **DUTIES AND RESPONSIBILITIES**

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

1. Serve as 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. Attend Association Executive Committee Meetings, Spring Conference, Planning Session, REALTOR® Caucus and Leadership Conference.
4. Act as Association's authorized spokesperson. (*<reference appropriate bylaws/policy section>*).
5. Ensure, in coordination with the Chief Executive Officer, that policies and programs which will further the goals and objectives of the association are planned, formulated and presented to the Executive Committee and the Board of Directors.
6. Monitor, in conjunction with the Treasurer and Chief Executive Officer, Association monthly financial statements to assure operation is within budget.
  - The Executive Committee serves as the Association Finance Committee (*<reference appropriate bylaws/policy section>*)
  - Association Financials will be provided for review on a monthly basis.
7. Approve association contracts and official documents (*<reference appropriate bylaws/policy section>*)

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8. Act as signer on designated accounts (<list accounts>).
  - Coordinate with Association's Controller to execute signature cards prior to December 1st.
9. Serve as ex-officio member of Association's primary committees pursuant to the Robert's Rules of Order.
  - The chairs of the primary committees were appointed by you in your year as First Vice President.
10. Represent the association in contact with the public, government entities, the members, all other REALTOR® associations, allied organizations and the media.
11. Issue Calls For Action when necessary. (<reference appropriate bylaws/policy section>)
12. Serve as official host of the association at its social events.
13. Visit local associations and attend association installations or other conferences to support partnering efforts
  - Communicate with the Chief Executive Officer regarding anticipated visits.
14. Supervise and coordinate the activities of the Chief Executive Officer in accordance with the Chief Executive Officer's job description.
15. Prepare an annual expectations list and written performance review of the Chief Executive Officer.
  - Review occurs in the month of <list month>.
16. Supervise and assign activities of the elected officers of the association in accordance with their job descriptions.
17. Perform those duties as directed by the Board of Directors and the Executive Committee.