

XII. DIRECTOR AND OFFICER JOB DESCRIPTIONS

President - Term: One Year

Function

The President is the chief presiding officer of the Association and chairman of the Board of Directors. This individual is responsible for the general direction of the Association and presides at all Board of Director and special meetings. The president appoints committees, committee chairs and vice chairs, and all special committees, subject to approval by the Board of Directors, and is designated ex-officio member of all committees.

The President is the major spokesperson for the Association and, therefore, must keep informed on Association projects, industry related developments and state and national issues and events. The most efficient method to gather information and new ideas is by networking with other Association presidents at local, state and national meetings. The President is expected to attend these meetings, or send a representative, as well as to maintain a visible position with the general membership. The President will be expected to serve in a liaison capacity on any governmental or cooperative committee which would be advantageous to the Association. The President should attend, in an advisory capacity, as many committee meetings as possible.

Specific Responsibilities

Within the limits of the charter and bylaws of the Association and policies established by the Board of Directors, the President, with appropriate delegations:

1. Presides at all regular and special Board of Directors meetings of the Association and does not become actively involved in deliberations during the Board meeting unless he/she surrenders the Chair position. Also presides over general membership meetings.
2. Determines the schedules and substance of the agenda for meetings of the association.
3. Attempts to reach consensus on each issue before the Board.
4. Works closely with the CEO of the Association to ensure the policies of the Association are carried out.
5. Keeps the membership and the Board of Directors informed on the conditions and operations of the Association and real estate industry and encourages membership participation to the fullest.
6. Serves as a Director of Maryland REALTORS®.
7. Has authority to co-sign checks.
8. Serves as spokesperson for the Association in conjunction with the CEO.
9. Directs the Board of Directors in formulating policies and programs which will further the goals and objective of the Association.
10. Works closely with the President-Elect; maintains open communication and helps to train the President-Elect to assume the role of president.
11. Represents the Association at functions, meetings or business and social affairs--in person to the greatest extent possible--or through a representative as appointed by the President.
12. Performs all other duties usually incidental to the office of President or as may be assigned by the Board of Directors.
13. Possesses a working knowledge of the Association's governing documents, including the Bylaws.

As President of the Association, the following meetings should be attended:

Local Level:

- Board of Directors Meetings
- Broker/Manager Meetings
- General Membership Meetings
- Tri-County Council Southern Maryland Reception

President - Term: One Year

State Level:

- President's Council meetings
- Leadership Meeting
- Board of Directors Meetings
- MR Annual Convention

National Level:

- REALTOR® Party Convention and Expo, Washington D.C. (Summer)
- NAR NXT – November

Bright Level:

- Annual Stockholder's Meeting
- Annual Leadership Meeting

President-Elect - Term: One Year

Function

The President-Elect performs the duties of the President in the absence of the President. This person's responsibilities include preparation for the role of President. In preparing for this position, the President-Elect has specific duties as outlined below.

Specific Responsibilities

1. Attends local Board of Director meetings of the Association and acts as liaison to any committee as directed by the President.
2. Performs such duties as may be specified by the President & the Board of Directors.
3. Has authority to co-sign checks.
4. In conjunction with the President, may be asked to attend MR meetings
5. In the case of unforeseen events, the President-Elect shall succeed to the Presidency subject to the Bylaws of the Association.
6. The President-Elect may be called upon by the President to represent the Association at meetings, luncheons, and dinners, and business sessions where representation from the Association is deemed appropriate and report to the Board of Directors at the next regularly scheduled meeting.
7. The President-Elect will be expected to attend certain NAR meetings such as the NAR annual leadership training seminar in August with the CEO.

As President-Elect of the Association, the following meetings should be attended:

Local Level:

- Board of Directors Meetings
- Broker/Manager Meetings
- General Membership Meetings
- Tri-County Council Southern Maryland Reception

State Level:

- President's Council meetings of MR (when invited)
- MR Annual Convention

National Level:

- REALTOR® Party Convention and Expo, Washington D.C. (Summer)
- NAR NXT – November

Vice-President - Term: One Year

Function

In the absence of the President and President-Elect, the Vice President assumes the duties of the President.

Specific Responsibilities

1. Attends all Board of Director and special meetings of the Association.
2. Serves as a liaison to committees or work groups as assigned by the President; the Vice President may be called upon by the President to represent the Association at meetings, luncheons, dinners, and business sessions where representation from the Association is deemed appropriate.
3. Has authority to co-sign checks.

As Vice-President of the Association, the following meetings should be attended:

Local Level:

- Board of Directors Meetings
- Broker/Manager Meetings
- General Membership Meetings
- Tri-County Council Southern Maryland Reception

State Level:

- Encouraged to attend the MR Convention

National Level:

- Encouraged to attend National Meetings

Treasurer - Term: One Year

Function

1. The Treasurer serves as an officer of the association.
2. Is a member of the Executive Committee.
3. Works with the CEO to review and monitor the budget and financial condition of the Association.
4. With the Executive Committee, reviews the annual budget which has been prepared by the CEO and submits to the Board of Directors for Approval.
5. With the Executive Committee, is responsible for oversight of the Association finances to ensure appropriate checks and balances procedures in the day-to-day handling of money, that proper accounting procedures are used, and that control of income and expenses is always maintained.
6. The Treasurer is responsible for financial reporting at meetings of the Board of Directors.
7. The Treasurer works closely with the Executive Committee and the CEO in investing the Association's Reserve Funds to ensure maximum protection and maximum yield.

Specific Responsibilities

1. Treasurer attends meetings of the Board of Directors.
2. Treasurer has authority to co-sign checks.

As Treasurer of the Association, the following meetings should be attended:

Local Level:

- Board of Directors Meetings
- Broker/Manager Meetings
- General membership Meetings
- Tri-County Council Southern Maryland Reception

State Level

- Encouraged to attend the MR Convention

National Level

- Encouraged to attend National Meetings

Director - Term: One or Two Years

Function

The primary duty of a director is to meet regularly with the Officers of the Southern Maryland Association of REALTORS® and other Directors to approve, establish, prioritize and evaluate the programs and services of the Association to be sure that they serve the mission of the Association. While a director need not be involved in the day-to-day administrative details and operations, he/she should be sufficiently informed to represent the members in ensuring the continuity of the Association by planning for the future, establishing and reviewing major policies and programs and making sure the organization is fiscally sound. Directors are expected to serve several important and vital roles in the Association and on behalf of the membership, whose major categories include:

- Ambassador – Directors are expected to serve as Ambassadors for and to the membership. They should always represent the interests of the membership and specifically be focused on the needs of the membership from their represented County. Directors are also expected to serve as Ambassadors from the Board of Directors and Association Leadership back to the membership, carrying the message of the Association to the General Membership.
- Representation – Directors are expected to represent SMAR at local and community level, at the Maryland REALTORS® through participation at MR, and at the National Association of REALTORS® through participation in NAR tools, services, and the REALTOR® message.
- Membership – Directors are expected to be the chief body driving membership recruiting and retention, for REALTOR® members and for Affiliate members. Directors are expected to participate, along with SMAR Staff, in membership education and enforcement as it applies to SMAR membership.

Specific Responsibilities

1. Review and approve the annual budget.
2. Participate in the formulation of Association policies, goals and objectives.
3. Serve on at least one committee, doing the work of the Association.
4. Participate in temporary task forces and workgroups as assigned by the President.
5. Possess a working knowledge of the Association's governing documents.
6. Attend all Board of Directors meetings and special Director's meetings; Attend Membership Meetings and Association functions and events.
7. Represent the best interests of the total membership when making decisions.
8. When a decision has been reached, the Board of Directors stand united in the final decision.
9. Directors play a major role in the development of major policies and the formulation of a basic philosophy in keeping the organization in tune with a changing environment.
10. Participate in organized recruiting efforts of potential new REALTOR® members.

As Directors of the Association, the following meetings should be attended:

Local Level:

- Board of Directors Meetings
- Broker/Manager Meetings
- General membership Meetings

State Level

- Encouraged to attend the Maryland REALTORS® Convention

National Level

- Encouraged to attend National Meetings