

1.1.1.2 PRESIDENT-ELECT LEADERSHIP JOB DESCRIPTION

Minimum Criteria Officer Positions (Ref. Policy #2.1.1.2)

The President-Elect substitutes for the President when the President is absent or unable to act, and shall have such other powers and perform such duties as may be assigned by the President and the Board of Directors.

Duties and responsibilities of the President-Elect include:

1. Prepare to assume the office of President, to maintain continuity in administration of ongoing projects and programs.
2. Be aware of short-term and long-term programs as approved by the Board of Directors.
3. Develop a short-term and long-term program of positive action for approval of the Directors for the coming year.
4. Submit a list of committee vice chairs for Board confirmation within sixty days of election of office.
5. Attend all meetings of the Board of Directors and general membership meetings.
6. Serve as member of the Executive Committee and the Board of Directors.
7. Serve in the capacity as a Director of the Nevada Association of REALTORS® representing the Reno/Sparks Association of REALTORS®.
7. Keep abreast of all Association activities to aid the President, and, if asked, be prepared to assume other officers' duties.
8. Shall become familiar with the NAR's Leadership Guidelines on www.realtor.org, Bylaws, policies and procedures of the Reno/Sparks Association of REALTORS®, and parliamentary procedures (Robert's Rules of Order).
9. Assist the Treasurer to ensure that the Association operates within the limits of the annual approved budget.
10. Serve as a member of the Budget & Finance Committee.
11. Serve as a member of the Bylaws & Policy Committee.
12. Identify, cultivate and communicate potential new leaders to others in leadership positions.
13. Exercise such other powers and perform such other duties as may be assigned by the President and the Board of Directors.
14. Authorized to draw checks, with an appropriate counter signature, that is in line with the approved budget.
15. Attend company office visitations.
16. Attend the annual Professional Standards Training or update as required by policy (Ref. Policy #4.11.1.2).
17. Any officer or director who serves on the Real Estate Division, Real Estate Advisory Review Committee shall be disqualified and excused from participation in the appeal or affirmation of any Professional Standards matters.
18. An officer must be mentally competent, physically able and financially solvent to discharge the duties of the position to which he is elected. In the event an officer is unable to discharge said duties, he shall resign the position.
19. Serve as chair of the Strategic Planning Committee.
20. As the designated spokesperson for the association in the absence of the President, the chain of command shall be President-Elect, and Chief Executive Officer.
21. Agree to sign a Letter of Commitment.

Other duties outside of the organization:

1. * Attend meetings of the Nevada Association of REALTORS®.
2. * Attend meetings of the National Association of REALTORS®.
3. Notify the Executive Committee of any organizations to which you belong, to facilitate better communication.

4. *Attend EDawn and WIN meetings as an Association representative.
 5. You may be called on to be a spokesperson, when necessary, at local government meetings, i.e. Regional Planning, City Councils, County Commissioners.
 6. * Attend the NAR Regional meeting and NAR Leadership training meetings as offered.
- *Subject to Budget, and approval of the Board of Directors

Approved by Bylaws & Policy: 10/15/15

Approved by Board of Directors: 10/27/15