

1.1.1.6 AFFILIATE BOARD OF DIRECTOR LEADERSHIP JOB DESCRIPTION

Minimum Criteria for Affiliate Director Position (Ref. Policy #2.1.1.2)

Although the Board of Directors is responsible for the general overall management of the Association affairs, it is not responsible for the day-to-day operations. This is accomplished by the Executive Officer of the Association in close coordination with elected officers and committees.

Specific duties and responsibilities of the Affiliate Director is:

1. Familiarize himself with the following documents: Association Bylaws; NNRMLS Rules and Regulations; Professional Standards Rules and Regulations; Code of Ethics; Policies and Procedures Manual; and, Parliamentary Procedures (Robert's Rules of Order).
2. Approval of annual financial plan for Association operations.
3. Approval of new polices as required.
4. Serve as trustees to serve the best interest of the membership in all matters pertaining to the Association.
5. Be aware of the goals and objectives established by the Association president.
6. Keep abreast of all Association activities to aid the president and other elected officers in accomplishing plans and goals.
7. Attend all meetings of the Directors and general membership meetings.
8. At the call of the President, serve as a director liaison to a specific committee.
9. In accordance with Article XI, Section 3(a), the affiliate directors shall have the right to vote on all matters except Professional Standards, Multiple Listing Service, Grievance Committee and Reno/Sparks Association of REALTORS® Political Action Committee (RSARPAC) issues.
10. Agree to sign a Letter of Commitment.

Financial Responsibilities

Regarding the finances of the Association, the role of the members of the Board of Directors is extended to include the following:

1. Fiduciary responsibility to assure that the Association's assets are adequately safeguarded against fraud or misuse and that they are being properly and effectively utilized to serve the objectives of the organization within the constraints of the law;
2. Development of organizational financial policies relative to banking relationships, investment objectives, annual auditing requirements, and other policy-oriented decisions;
3. Review and acceptance of annual financial statements and audit recommendations;
4. Review of interim financial statements to ascertain that the Association is operating within its means and within the approved budget;

Approved by Bylaws & Policy: 10/8/14
Approved by Board of Directors: 10/23/14