

### **1.1.1.10 DIRECTOR/NNRMLS TRUSTEE LEADERSHIP JOB DESCRIPTION**

#### **Minimum Criteria for Director/NNRMLS Trustee Positions (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 Directors are:**

1. Familiarize themselves 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. Perform such duties as defined in the NNRMLS Rules and Regulations and policies.
3. Serve as a member of the Reno/Sparks Association of REALTORS® Budget & Finance Committee.
4. Report to the Budget & Finance Committee and the Board of Directors, on a quarterly basis, on the financial status of the NNRMLS.
5. Report to the Board of Directors meeting on actions taken by the NNRMLS Board of Trustees.
6. Approval of annual financial plan for Association operations.
7. Approval of new polices as required.
8. Serve as trustees to serve the best interest of the membership in all matters pertaining to the Association.
9. Be aware of the goals and objectives established by the Association president.
10. Keep abreast of all Association activities to aid the president and other elected officers in accomplishing plans and goals.
11. Attend all meetings of the Directors and general membership meetings.
12. At the call of the President, serve as a director liaison to a specific committee.
13. Attend the annual Professional Standards Training or update as required by policy (Ref. Policy #4.11.1.2).
14. A 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.

#### **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: 11/08/07

Approved by Board of Directors: 11/29/07