

1.1.1.1 PRESIDENT LEADERSHIP JOB DESCRIPTION

Minimum Criteria Officer Positions (Ref. Policy #2.1.1.2)

The President is the chief elected officer of the Association and is charged with the responsibility for the general direction of its affairs and to preside at all meetings. The President is authorized to appoint committees or task forces, subject to the confirmation of the Board of Directors, is an ex-officio member of committees (except for Credentials, Grievance and Professional Standards Committees) and is expected to perform such duties as may be assigned by the Board of Directors.

Duties and responsibilities of the President include:

1. Provide objective leadership and administration.
2. Be aware of short-term and long-term programs as approved by the Board of Directors.
3. Represent the Association in community activities, in person or through a representative.
4. Implement a short-term and long-term program of positive action as approved by the Board of Directors.
5. Analyze the Association's problems and provide appropriate solutions.
6. Serve as a member of the Executive Committee and the Board of Directors
7. Eliminate outmoded Association practices.
8. Encourage membership participation to the fullest.
9. Keep Association free of policies and programs that are not within the prerogative of a trade association.
10. Strengthen the Association's internal structure.
11. Provide sound fiscal leadership.
12. Cooperate with the State Association and the National Association in joint programs.
13. Become familiar with the operation and policies of the State and National Associations.
14. Submit a list of committee chairman for Board confirmation within sixty days of election of office.
15. Report to the Board of Directors and the membership on the conduct and management of the affairs of the Association.
16. Serve in the capacity as a Director of the Nevada Association of REALTORS® representing the Reno/Sparks Association of REALTORS®.
17. Shall receive and become familiar with the NAR's Leadership Guidelines on REALTOR.org, Bylaws, policies and procedures of the Reno/Sparks Association of REALTORS®, and parliamentary procedures (Robert's Rules of Order).
18. Attend all meetings of the Board of Directors and general membership meetings.
19. Serve as chairman of the Executive Committee.
20. Keep abreast of all Association activities.
21. Assist the treasurer to ensure that the Association operates within the limits of the annual approved budget.
22. Identify, cultivate and communicate potential new leaders to others in leadership positions.
23. Authorized to draw checks, with an appropriate counter signature, that is in line with the approved budget.
24. Attend company office visitations.
25. Act as designated spokesperson for the Association.
26. Attempt to attend social functions.
27. In the event the Executive Officer must be away from the office for any lengthy period, the president should be available to the Certified Professional Standards Administrator for assistance.
28. Attend the annual Professional Standards Training or update as required by policy (Ref. Policy #4.11.1.2).

29. 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.
30. 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.
31. Will serve as a designated officer as provided for in policy 1.2.1.6 Whistleblower Policy.
32. Agree to sign a Letter of Commitment.

Other duties outside of the organization:

1. *Attend all required meetings of the Nevada Association of REALTORS®.
2. *Attend all required 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 and The Greater Reno/Sparks Chamber and the Sparks Chamber Public Policy meetings or appoint an Association representative. (BofD 01/22/04)
5. Be a spokesperson, when necessary, at local government meetings, i.e. Regional Planning, City Councils, County Commissioners.
6. Is prohibited to serve as a NNRMLS Trustee.

*Subject to Budget, and approval of the Board of Directors

Approved by Bylaws & Policy: 04/13/10

Approved by Board of Directors: 4/22/10