

### **1.1.1.7 IMMEDIATE PAST PRESIDENT LEADERSHIP JOB DESCRIPTION**

The Immediate Past President is to advise and counsel the Board of Directors and its leadership.

#### **Duties and responsibilities of the Immediate Past President includes:**

1. May be asked, if the Chairman is unable, to serve as interim chair of the Budget & Finance Committee and if those duties are assumed is responsible for the development and submission of the annual budget of the Reno/Sparks Association of REALTORS® to the Board of Directors.
2. Assist all officers to see that the Association operates within the limits of the annual approved budget.
3. Serve as a member of the Executive Committee and the Board of Directors.
4. Serve as chairman of the Bylaws & Policy Committee.
5. Identify, cultivate and communicate potential new leaders to others in leadership positions.
6. Exercise such other powers and perform such other duties as may be assigned by the President and the Board of Directors.
7. Keep abreast of all Association activities to aid the President and, if asked, be prepared to assume other officers duties.
8. Be aware of short-term and long-term programs as approved by the Board of Directors.
9. Be familiar with the Bylaws, policies and procedures of the Reno/Sparks Association of REALTORS® and parliamentary procedures (Robert's Rules of Order).
10. Attend all meetings of the Board of Directors and general membership meetings.
11. Authorized to sign checks, with an appropriate counter signature, that is in line with the approved budget.
12. Attend company office visitations.
13. You may be called on to be a spokesperson for the Association.
14. Attend the annual Professional Standards Training or update as required by policy (Ref. Policy #4.11.1.2).
15. 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.
16. 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.
17. Agree to sign a Letter of Commitment.

#### **Other duties Outside of the organization:**

1. Consider attending meetings of the Nevada Association of REALTORS®.
2. Consider attending meetings of the National Association of REALTORS® as often as possible.
3. Notify the Executive Committee of any organizations to which you belong, to facilitate better communication.
4. Remain familiar with the workings of local government, i.e. Regional Planning, City Councils and County Commissioners meetings.

Approved by Bylaws & Policy: 04/13/10

Approved by Board of Directors: 4/22/10