

5.13 Leadership Job Descriptions

5.14 President

BASIC FUNCTION: Serves as Chief Elected Officer of the Association, representing the entire membership. Directs other officers, presides as Chair over board actions and may act as chief spokesperson for the Association.

SPECIFIC RESPONSIBILITIES:

1. Presides at all meetings of the Association's Board of Directors and Executive Committee.
2. Working with the Association Executive, schedules and prepares the agenda for meetings of the Board of Directors.
3. Keeps the Board of Directors and Association Committees informed on the conditions and operations of the Association.
4. Selects and recommends approval of Chairs for all Association Committees and task forces. Outlines the purposes and duties of the Committees and monitors their progress.
5. Directs the Board of Directors in formulating policies and programs that will further the goals and objectives of the Association.
6. Conducts an annual review of organizational performance and effectiveness. When necessary, recommends changes in Association structure (board, committees, etc.) to the Board of Directors.
7. At the Executive Director/Board of Directors direction, acts as spokesperson for the Association.
8. Monitors Association expenditures to assure operation within the annual budget.
9. Promotes active participation in the Association on the part of the membership. Reports the activities of the Board and Association to the membership in the newsletter and/or in an annual presentation to the general membership.
10. Presents Association information at orientation quarterly and provides Association updates to the attendees at the bi-monthly Eggs with Education sessions and the annual meeting.
11. Unless there is a tie, the President will not vote on any motion to protect the impartial position of their position.

12. Works to achieve goals and objectives of the Association as defined in the Association Strategic Plan.
13. Attends MNR and/or NAR meetings as presented in the budget, if possible.

5.15 President–Elect

BASIC FUNCTION: Assumes the responsibility of the Chief Elected Officer in his or her absence. Assists the Chief Elected Officer in carrying out the functions of that office and performs specific duties delegated by the Chief Elected Officer.

SPECIFIC RESPONSIBILITIES:

1. Assumes the duties of the Chief Elected Officer in his or her absence.
2. Serves as a member of the Board of Directors and chairs the Executive/Personnel Committee.
3. Performs duties assigned by the Chief Elected Officer.
4. Assists the Chief Elected Officer in the performance of his or her duties, whenever requested to do so.
5. Attends annual meeting and special meetings as directed by the Chief Elected Officer.
6. Represents the Association with other associations and organizations as requested by the Chief Elected Officer.
7. Works to achieve goals and objectives of the Association as defined in the Association Strategic Plan.
8. Attends MNR and/or NAR meetings as presented in the budget, if possible.

5.16 Secretary/Treasurer

BASIC FUNCTION: Ensures the integrity of the fiscal affairs of the Association. Serves on the Board of Directors and the Budget & Finance Committee.

SPECIFIC RESPONSIBILITIES:

1. Serves as a member of the Board of Directors and the Executive Committee.
2. Serves as Chair of the Budget & Finance Committee.
3. Reviews Association expenditures and financial status on a regular basis to ensure overall financial integrity.
4. Ensures that regular financial reports are submitted to the Board of Directors and helps to present the annual operating budget to the Board of Directors for approval.
5. Works to achieve goals and objectives of the Association as defined in the Association Strategic Plan.

5.17 Director

BASIC FUNCTION: To set policies which will ensure that the St. Cloud Area Association of REALTORS® fulfills its legal and professional responsibilities to its membership and sets the tone for dynamic and aggressive leadership of the Association.

SPECIFIC RESPONSIBILITIES:

1. Serves as a member of the Board of Directors.
2. Ensures that the needs of the membership are met.
3. Is knowledgeable of the affairs and activities of the Association and approves and evaluates programs and activities.
4. Participates in planning the future direction of the Association.
5. Considers and establishes broad policies to guide the operation of the Association and works to achieve the goals and objectives of the Association as defined in the Strategic or Long Range Plan.
6. Monitors the financial objectives of the Association and reviews Association expenditures and financial status on a regular basis to ensure overall financial integrity and approves the annual operating budget(s) of the Association.

5.18 MNAR Director

The MNAR Director will follow the same job description as Director above but includes:

7. Give an oral report at the Board of Directors meeting following any MNAR Board Meeting and/or National Event attended on behalf of SCAAR.