



## 2010 Board of Directors Position Descriptions

### RESPONSIBILITIES & REQUIREMENTS FOR ALL DIRECTORS

The Board of Directors is comprised of active OBAR REALTOR® Members and forms one voice, which governs the Association in accordance with Bylaws. Officers and Directors are responsible to:

- determine direction of Association operations through strategic vision and planning;
- to guide, direct and monitor actions of committees and OBAR staff in goal development and implementation;
- to represent the Association in cooperative efforts with the community, State & National Associations;
- to assure Association's finances are sound through careful financial planning & decision making;
- to maintain awareness of all internal and external forces which may affect Association members and to communicate and act on those matters when required;
- and to identify and nurture future Association leaders.

Listed below are the requirements to serve as 2010 Director (or Officer):

- Must maintain REALTOR® Membership, and must have experience serving on either a committee or the Board of Directors of a REALTOR® Association within the past seven years;
- Attend OBAR Leadership Training in December 2009 (*all Board Members*), and NCAR Vision Quest Meetings in January 2010 in Raleigh (*new Directors only, reasonable travel reimbursements provided*);
- Attend Monthly Board meetings, General Membership meetings and other events of the Association, and sometimes address the membership in these venues as needed within your position's duties;
- Comply with Attendance Policy, which considers 3 unexcused absences from Board Meetings as automatic removal from the Board (*Refer to Policies for details on excused/unexcused*);
- Prepare for all Board meetings by familiarizing themselves with information provided in the monthly agenda and attachments prior to the meeting date (*provided exclusively via email*);
- Maintain Professional Standards Certification (New Directors undergo training within the 1st quarter of their term, or show proof of completion within the past 12 months. Directors must recertify once every 2 years);
- All Directors are highly encouraged to serve on at least one committee of the Association in conjunction with their current year of service on the Board of Directors. All Directors are expected to act as a board liaison to one committee that is not otherwise represented on the Board of Directors;
- Perform all additional duties as outlined in the individual descriptions of each Board positions.

## **INDIVIDUAL POSITION DESCRIPTIONS**

*Each Officer and Director position is tasked to perform individual and joint duties to the Association. Individual description of positions and duties are below, and are in ADDITION to those outlined for all Officers & Directors.*

### **President Elect**

The President Elect position calls for a three year commitment of service, in that they serve three successive one year terms – President Elect, President, then Past President. The President Elect is responsible for the duties of the President when the President is unavailable; serves as a member of the Executive Committee and is an ex-officio member of all committees as defined in Section C of the Policy Manual. A timetable of events and duties of the President Elect can be found in Attachment B of the Policy Manual. Travel is required for this position, reimbursement of reasonable travel expenses will be provided.

### **Treasurer**

The Treasurer Position calls for a one year commitment of service. The Treasurer is responsible for primary oversight of the Association's finances in conjunction with the Finance & Budget Committee, which the Treasurer Chairs. The Treasurer serves as a member of the Executive Committee, and is responsible for reporting to the Board of Directors and Membership the status of Association Finances. Is the primary signatory on the Association's accounts, responsible for review and signing of Association expenditures on a weekly basis. One of the primary duties of the Treasurer is to bring forward a proposed annual budget (created in conjunction with the Finance & Budget Committee and staff) for Board and Membership approval.

### **Secretary**

The Secretary Position calls for a one year commitment of service. The Secretary serves as a member of the Executive Committee, and is responsible for reports made to the Board of Directors (roll call, approval of minutes) and at General Membership Meetings (approval of minutes). The Secretary reviews the minutes of the Board of Directors, Executive Committee and General Membership Meetings as needed to ensure all records are accurate. The Secretary is responsible for signing off on any Resolutions approved by the Association, and on legal association records as determined necessary by local, state, and federal governmental agencies.

### **Director at Large**

The Director at Large Position calls for a two year commitment of service. Directors are highly encouraged to serve on a committee of their choosing, in either a Member or Chair capacity. This position does include a responsibility to liaison to one of the Association's committees and/or Task Forces not otherwise represented on the Board of Directors. When the Director is already serving on a committee, typically their liaison position is for that committee whenever possible. Committee-Board Liaisons are responsible to make contact with their Committee Chair prior to the Board meeting each month, for the purpose of providing reports including recommendations and requests to the Board of Directors on behalf of their assigned committee. Committee-Board Liaisons should attend these committee meetings when possible.

### **Property Management Council Chair/Director**

The Property Management Council Chair and Board Director Position calls for a one year commitment of service. This Director is responsible for the providing of forums to educate property managers on all community and local issues which affect vacation rental and long term property management. This Director is also responsible for previewing and occasionally authoring communications intended for Property Managers, and making recommendations to the President regarding such communications. The Property Management Chair leads the Property Managers Council which meets monthly except during the summer months. For a full description of duties, please refer to the OBAR Policy and Procedures Manual, Section C.

### **Tourism Board Member/Director**

The Tourism Board Member/Director position calls for a two year commitment of service on the OBAR Board. This Director also serves as a Director on the Dare County Tourism Board of Directors, alongside local elected official leaders in the community. As a representative of the Association to the Tourism Board, this Director serves an active advocate of the REALTOR® view for tourism in the Outer Banks, and is the liaison between the two organizations. The duties of this position are varied, and sometimes necessitate a delicate balancing act of varying goals and duties between these two organizations. The ideal candidate will demonstrate a willingness to work for the good of the community, and will excel by building consensus and compromises with local politicians involved in tourism in order to achieve joint goals. Two candidates will be chosen by the Outer Banks Association of REALTORS® for submission to Dare County Commissioners, who will make the final appointment to fill this position.