



OFFICERS

- a) **JOB DESCRIPTION.** Job descriptions of the Board Officers shall be made a part of the yearly policy statements of the Board.
- b) **PRESIDENT.** The President is designated Chief administrative officer of the Board and is charged with the responsibility for the general direction of its affairs and to preside at all meetings. He/she is authorized to appoint all committees (subject to the approval of the Board of Directors), designated an ex-officio member of all committees (except Nominating, Grievance, Professional Standards and REALTOR of the YEAR Committees) where he/she has no vote, and is expected to perform such duties as may be assigned by the Board of Directors.
- (1) To represent the Board in the National, State, and Community activities, in person or through a representative.
 - (2) To analyze the problems that are to be met by the Board.
 - (3) To eliminate outdated Board practices.
 - (4) To initiate the adoption of a positive program of action.
 - (5) To encourage membership participation to its fullest.
 - (6) To keep the Board free of policies and programs that are not the prerogative of the trade association.
 - (7) To strengthen the Board's internal structure.
 - (8) To be sure that the Board's finances are sound
 - (9) To cooperate with the NATIONAL ASSOCIATION and Nevada Association and outside groups in joint programs.
- c) **PRESIDENT-ELECT**
- 1) The President-Elect shall perform the duties of the President in the event of his/her absence or disability and shall perform such other duties as may be enjoyed upon him/her by the President and/or the Board of Directors.
 - 2) The President-elect is involved at all levels of the decision-making process which provides excellent training for the following year when the President-elect assumes the Presidency.
 - 3) The President-elect shall, at the call of the President, represent the Board at meetings and other functions where representation from the Board is deemed appropriate.
 - 4) The President-elect shall serve as Chairman of the Bylaws committee.

- 5) During the President-elect's year in office, he/she should make plans for the following year when he/she will assume the leadership of the Board. Committee appointments and the general direction of the Board should be determined by the President-elect following the annual meeting so that proper leadership training programs can be conducted for those persons selected to lead the Board during the following year.

d) SECRETARY/TREASURER

- 1) The Secretary/Treasurer shall serve as chairman of the Board's Budget and Finance Committee.
- 2) The Secretary/Treasurer is charged with the responsibility of preparing statements showing the income and expense of the Board's activities. In addition, the Secretary/Treasurer, in cooperation with The Executive Officer and the Budget and Finance Committee prepares the annual budget which is approved by the Board of Directors at their January meeting.
- 3) The Secretary /Treasurer is available to work with the chairman of the various committees to determine their financial needs prior to finalizing the annual budget.

e) EXECUTIVE VICE PRESIDENT

- 1) The Executive Vice President serves as Chief Staff Executive, recommends and participates in the formulation of new policies and makes decisions within existing policies as they have been approved by the Board of Directors.
- 2) Plans, organizes, directs, and coordinates the staff, programs and activities of the Board to assure that objectives are attained, plan fulfilled and member needs met.
- 3) Maintains effective internal and external relationships. Thorough management and leadership, achieve economical, productive performance, forward-looking programming and constructive growth of the Board.
- 4) The expanded accountability, responsibility and authority of the Executive Vice President shall be as indicated in the current Employment Contract and detailed job description a part hereof.

f) MISCELLANEOUS RELATED

- 1) **JOB DESCRIPTION.** The job descriptions of the Board Officers shall be made a part of a yearly review by the Board of Directors.
- 2) **Association Executive (AE)REVIEW.** An annual review shall be conducted by the current President, President-elect, and Immediate Past President, to evaluate and discuss the job description, duties, obligation and performance with the AE.
- 3) **BOARD OF DIRECTORS ATTENDANCE AT WORKSHOPS.** As members of the Board of Directors you will be expected to attend a Workshop provided by the State Association, or local board. The responsibility and liability of revue and acceptance of the panel's decision must be considered by knowledgeable peers to uphold the principles of the Code of Ethics.