

Job Description for EO for Valley Board of Realtors 2017

Specific Responsibilities

- Prepare for month board meetings by copying reports for each member, attending meetings and accommodating the president, and board at all etc.
- Notifying those one the board to be present at meetings
- Have knowledge of Quick Books Pro bookkeeping system
- Be teachable and willing to take on line courses to use the Quick Books Pro program and accompanying updates, keeping yourself in tune with all new QuickBooks procedures

Overall Responsibilities

Programs/Tasks

- Ensures that the board of directors, executive committee, and officers are fully informed of association conditions and of all important factors influencing them.
- Attends all meetings of the board of directors and executive committee.
- Plans, formulates, and recommends for the approval of the board of directors basic policies and programs that will further association objectives.
- Executes all decisions of the board of directors except when directors specifically make other assignments.
- Develops specific administrative policies, procedures, and programs to implement the general policies of the board of directors.
- Directs and coordinates all approved projects, and major activities.
- Provides the necessary liaison and staff support to committee chairmen to enable committees to properly perform their functions, ensures that committee decisions and recommendations are submitted to the board of directors for approval.
- Executes contracts and commitments as authorized by the board of directors or within established policies.
- Maintains effective relationships with other organizations.
- Ensures that all funds, physical assets, and other association property are appropriately safeguarded and administered; operates within the approved budget.
- Plans, coordinates, and conducts public relations programs to enhance public acceptance of the industry when approved by the board.
- Plans and executes all communications to membership, including newsletters, general mailings, news releases, and so forth. Serves as supervising editor of the official publication.
- Conducts research and related projects on subjects deemed of importance to the membership and prepares and publishes the results when called upon by the board.
- Organizes education programs to advance the professional, technical, and managerial skills of the membership, operating within the budget and program objectives that the board of directors approves.
- Plans, organizes and directs membership promotion and retention programs, and evaluates results and recommends policies, procedures, and actions to achieve membership goals.
- Collects dues and terminates delinquent memberships.
- Plans and coordinates the monthly membership meeting.
- Exercises control of budget and all arrangements to meet financial objectives.
- Maintains official minutes of the board of directors and other official association meetings.

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- Plans and executes all communications to membership, including newsletters, general mailings, news releases, and so forth.
- Acts as a direct liaison with the state association and the National Association
- Acts as association spokesperson when assigned or when association officers are unavailable,
- Carries out other general responsibilities as officers and board of directors may specify.
- Restocks supplies for meetings including paper products etc.

Relationships

- Establishes positive working communications of mutual respect with the following:
 - All Incoming local leadership – specifically the President and the Treasurer. Leadership of state association,
 - Executive officers and elected secretaries of other associations.
 - Association counsel, bookkeeper and CPA.
 - Appropriate local government officials
 - National Association of REALTORS, NAR

Travel and Training

- Travel will be required at several times of the year:
 - January Leadership Training – Anchorage AK
 - AE Institute – Charlotte, North Carolina (March)
 - NAR Legislative Meetings – Washington DC (May)
 - Leadership Summit – Chicago, IL (August)
 - State Convention – Alaska (September)
 - Other Training opportunities as budget allows

Performance Standards

These standards will be used to provide the EO with quarterly performance reviews for the first 1 and yearly performance review thereafter. Grading will be based on satisfactory or unsatisfactory.

- The policies offered for consideration by the association are forward-looking and add to the constructive growth of the association's influence.
- Officers, committee chairmen, and other association leaders are fully informed as to the activities and plans in their particular areas.
- The headquarters office is efficiently and effectively organized for the maximum benefit of the association.
- Programs of the association are well managed through planning, organization, coordination, and control.
- Association educational programs are forward-looking and add to the needed expertise of the member in various fields.
- Association meetings are well planned, organized, and effective.
- Communications of the association's purpose, programs, and activities penetrate to the target or level of members planned.
- Lobbying activities on behalf of the association are as effective as or more successful than usual.
- Contact and support of the association is appropriate and effective.
- Speeches on behalf of the association are well received, present the association's story in a positive manner, and are effective.

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