



"The Ocean State's Trusted Voice in Real Estate®"
kwaor.realtor

KWAOR LEADERSHIP POSITION DESCRIPTIONS

PRESIDENT-ELECT

BASIC FUNCTION: Assumes the responsibilities of the President in his or her absence. Assists the President in carrying out the functions of that office and performs specific duties delegated by the President. The President-Elect shall be involved at all levels of the decision-making process and assist the President in overseeing the affairs of the Association. Reports to the President.

SPECIFIC RESPONSIBILITIES:

- 1.** Assumes the duties of the President in his/her absence, and automatically becomes President in the event of vacancy in the office of President.
- 2.** Provides leadership, in conjunction with other officers, to obtain the best possible performance through committee chairpersons and committee members and assists committees whenever necessary.
- 3.** Represents the Association at local, state and national meetings at the request of the President and/or the Board of Directors.
- 4.** Serves as a member of the Executive Committee.
- 5.** Should make every effort to participate in state, regional and national meetings.
- 6.** If not a RIAR Director, may, by invitation of RIAR, the President-Elect is expected to attend RIAR Director Meetings as a guest with no voting privilege.

VICE PRESIDENT

BASIC FUNCTION: Assumes duties of the President-Elect in his or her absence. Performs specific duties delegated by the President. Reports to the President.

SPECIFIC RESPONSIBILITIES

- 1.** In the event of a vacancy in the office of president and president-elect, the vice president shall assume the duties of the President until a special meeting of the Board of Directors is called for the purpose of filling the vacancies.
- 2.** Serves as a member of the Executive Committee.

For TREASURER and DIRECTOR, see next page



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TREASURER

BASIC FUNCTION: Treasurer ensures the integrity of the fiscal affairs of the Association. Serves as the Chairperson of the Budget and Finance Committee.

SPECIFIC RESPONSIBILITIES:

1. Ensures that the Association maintains accurate financial records.
2. Ensures that the financial policies are carried out.
3. Reviews Association expenditures and financial status of the Association on a monthly basis.
4. Ensures that monthly financial reports are submitted to the Board of Directors and presents an annual financial report to the Board of Directors.
5. Works with the Chief Executive Officer in the preparation of the annual budget for approval by the Board of Directors.
6. Is expected to be available on a weekly basis to sign checks.
7. Serves as a member of the Executive Committee.

DIRECTOR

BASIC FUNCTION: The Directors are the policy and decision-making body of the Board of REALTORS®. It is their duty to establish and review major policy, general policies and goals of the Association.

SPECIFIC RESPONSIBILITIES:

1. *Understand that the membership holds the leadership accountable for competency of governance and accomplishment of the goals of the organization. To that end, the leadership will always make decisions predicated on what is best for the entire organization.*
2. It is the responsibility of each Director to notify the Chief Executive Officer when unable to attend a scheduled meeting. Said notice may be verbal or written but in sufficient time to assure a quorum is present to conduct Association business. Each Director must make every effort possible to be present at every regular and special meeting of the Board of Directors, as well as plan to be present until the close of the meeting. Special meetings may be called by the President, or in his/her absence by the next officer in line.
3. Attendance is a measure of commitment to the Association. Attendance is required for a minimum of 3/4 of the full meeting. Conversely, absence from two (2) regular Board of Directors meetings in an Association year shall be considered as resignation therefrom. Notice shall not be required. Consideration for reinstatement requires that a letter from the resigned Director be presented to the Board prior to the next scheduled regular Board of Directors meeting.
4. If a Director wishes to have a specific issue discussed at a Directors Meeting, he or she shall make every effort to request of the President that the topic be placed on the agenda. Said request shall be at least ten (10) days prior to the Directors meeting.
5. All Directors meetings are conducted in accordance with Robert's Rules of Order, latest edition.
6. A quorum shall be considered in effect when a majority of the Directors are present at the start of the meeting.
7. Each Director may expect to receive Director updates, prior to each meeting. Said update shall include, for example, but not limited to items such as: agenda, meeting minutes, financial statements, and miscellaneous reports.