



**Port Angeles Association of REALTORS®**  
PO BOX 748  
Port Angeles, WA 98362  
(360) 452-7441  
NATIONAL ASSOCIATION OF REALTORS®

## **PAAR 2017 COMMITTEE CHAIR JOB DESCRIPTIONS**

**Accessible Housing:** Responsible for bringing the board current on events that are surrounding affordable housing issues. Provide information about lending, and County and State programs that will help assist people to obtain homeownership.

**Awards:** Responsible for compiling nominee list, preparation and distribution of ballots and awards, maintaining files, scheduling meetings, and coordinating awards banquet with program chair.

**Computer Tech:** Build and maintain PAAR website including members & affiliates list and updating calendar online. Approximately 2 hours per month once site is updated.

**Communication:** Prepare and send out press releases to various media and keep copies of published press releases for file.

Develop materials and contact lists: Prepare fact sheets: organization background, number of members and employees, statistical or economic data, community service; goals. Prepare a calendar with upcoming potentially newsworthy events.

Compile a list of the relevant media in the area, radio, TV, internet websites.

Develop positive statements or message points about something the Board/Association is doing and follow up any events to possible press releases.

Possible news might include NAR releases, federal government releases, WAR releases and events.

**Community Service:** Chair in charge of coordinating various PAAR events such as “What My Home Means to Me”, OKTOBERFEST, Relay for Life, Joe Melton Kitchen, Affiliate Appreciate Day and others that may occur.

As coordinator, you may need to locate facilities for some of the events, and you will need to have chairs for committees of each event.

Information on the events needs to be provided to the Communication Chair after for news releases. If pictures are available, provide them to Communication also

**Education:** Responsible for scheduling and organizing local continuing education per year on the peninsula.

Review course offerings from WAR and complete course request forms to submit to WAR. The WAR Education calendar comes out in January and request the classes to be held in Port Angeles be included on this calendar.

Book a facility, arrange for food for classes which are longer than half day.

Send letter to possible class sponsors, outlining the sponsorship opportunities with a schedule of classes and what they can provide. Send confirmation to sponsor once they have confirmed participation.

Prepare and circulate a schedule of the classes for the year.

Contact Instructor. Determine if there are any audio, visual or other special needs for the class. Confirm the instructor knows when and where the class is to be held. If needed, provide lodging information.

Select a clean up group and make sure the facility is in appropriate condition before leaving.

**Membership:** Responsible for providing service and information to all members and to reach out and grow the size of our affiliate association. Duties include reviewing, applications, issuing PAAR materials such as rules & regulations and bylaws, and scheduling new Realtor orientations.

**RPAC:** To educate members about RPAC. This can be done with RPAC presentations at Board meetings, having RPAC materials at all Association meetings, and publish article about what RPAC does in the local association.

Duties of the RPAC chair include development of a fundraising plan, coordinating fundraising activities of the local association for RPAC, promote fundraising activities that will assist in the meeting the local association's fair share and state goal, to speak on behalf of RPAC on all available occasions, work with State RPAC Trustees and keep them informed about the association RPAC Program.

**Scholarship:** Responsible for corresponding with Realtors, Affiliates and local schools regarding the scholarship details, reviewing applicants' notebooks, scoring applicants, and notifying schools of scholarship recipients.

**Last Updated: 9/24/17**



**Port Angeles Association of REALTORS®**  
PO BOX 748  
Port Angeles, WA 98362  
(360) 452-7441  
NATIONAL ASSOCIATION OF REALTORS®

Board President  
Job Description

PRESIDENT serves as Chief Executive Officer of the Board of Directors.

**RESPONSIBILITIES:**

- Attends and runs all meetings of the Board of Directors and executive committee.
- Attends and runs the monthly General Membership meetings.
- Appoints standing Committee Chairs as delineated in Article XIII, Section 1, Bylaws of the Port Angeles Association of Realtors
- Executes all decisions of the Board of Directors
- Plans the general administration of the entire Board operation, though many responsibilities are delegated to other staff members. The President should be aware of the progress of all Association projects.
- Represents the Board in any and all local government matters affecting the real estate industry or appoints appropriate Chairperson or Realtor member as required.
- Directs all approved staff programs, projects and major activities.
- Defines staff duties, establishes performance standards, and along with MLS Chair, conducts performance reviews.
- Executes contracts and commitments as authorized by the Board of Directors or within established policies.
- Ensures that all funds, physical assets, and other Board property are appropriately safeguarded and administrated; operates within the approved budget
- Acts as Board spokesperson when Board Officers are unavailable.
- Carries out other general responsibilities as officers and Board of Directors may specify.
- Is an ex officio, non-voting member of the MLS Committee.
- Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of Realtors Code of Ethics and Standards of Practice to the community at large.

Last updated: 9/24/2017

9/24/17

**JOB DESCRIPTION  
PRESIDENT-ELECT**

**This position is typically successor to the President position.**

**Responsibilities:**

Is a voting member of the Board;

Performs President's responsibilities when the President cannot be available;

Reports to the President;

Works closely with the President and other staff;

Arranges guest speakers for MLS Tour meetings;

Chairs Tour Meetings:

Participates closely with the President to develop and implement officer transition plans;

Performs other responsibilities as assigned by the Board



**Port Angeles Association of REALTORS®**

PO BOX 748

Port Angeles, WA 98362

(360) 452-7441

NATIONAL ASSOCIATION OF REALTORS®

Board Secretary

Job Description

SECRETARY: The Secretary position is a voting member of the Board of Directors.

Responsibilities:

\*Attends and takes notes of all of the Board of Director and Executive Committee meetings.

\*Attends and takes notes of all of the monthly General Membership meetings.

\*Write up and submit minutes to the Board President in a timely fashion.

Distribute minutes to the Board members and Association Executive following President's review.

Carries out other general responsibilities as officers and Board of Directors may specify.

Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of realtors Code of Ethics and Standards of Practice to the community at large.

Last updated: 9/24/2017



**Port Angeles Association of REALTORS®**

PO BOX 748

Port Angeles, WA 98362

(360) 452-7441

NATIONAL ASSOCIATION OF REALTORS®

Treasurer  
Job Description

TREASURER: Is a voting member on the Board of Directors.

Responsibilities:

Attends and makes a report at all Board of Director meetings.

Attends and makes a report at monthly General Membership meetings.

Reviews all financial statements prior to meetings to check for accuracy and prepares reports.

Carries out other general responsibilities as officers and Board of Directors may specify.

Assists Associate Executive or bookkeeper in preparing books for tax preparation.

Conducts a meeting(s) at the end of year to plan budget for coming year.

Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of Realtors Code of Ethics and Standards of Practice to the community at large.

Last updated: 9/24/2017



**Port Angeles Association of REALTORS®**

PO BOX 748

Port Angeles, WA 98362

(360) 452-7441

NATIONAL ASSOCIATION OF REALTORS®

Treasurer Elect

Job Description

**TREASURER-ELECT:** Is a voting member on the Board of Directors. This is a new position in 2011 and the purpose is preparation for stepping into the Treasurer's position.

Responsibilities:

Attends all Board of Director meetings.

Attends monthly General Membership meetings.

Reviews with Treasurer all financial statements prior to meetings to check for accuracy.

Carries out other general responsibilities as officers and Board of Directors may specify.

Assists Treasurer and Associate Executive in preparing books for tax preparation.

Attends meeting(s) at the end of year to plan budget for coming year.

Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of Realtors Code of Ethics and Standards of Practice to the community at large.

Last updated: 9/24/2017

## *DUTIES AND RESPONSIBILITIES OF A STATE DIRECTOR*

As a member of the Board of Directors of the Washington REALTORS®, you have been chosen by your peers to help lead the Association. You may be newly elected or you may have been involved in a leadership position for several years. In either case, your job is an important, responsible one.

The function of the Board of Directors is to establish and review major policy and plans of the Association. Board members also have legal and fiscal responsibilities to the members of the Association.

As a State Director, you'll be working in cooperation with your local membership, your fellow Board members and the staff of the Washington REALTORS®.

Your local members look to you for representation of ideas and the success of the state Association depends in great part on your performance as a Director.

Some suggestions to consider during your term on the Board are:

- ✚ Get acquainted with Association bylaws, policies and procedures, and other documents stating its purpose, objectives and methods of operation. As a Director, one of your responsibilities is to help change some of these rules if needed, but until a rule is changed through formal procedures, the Association must adhere to it.
- ✚ As a Board member, you're responsible for considering the needs of the membership statewide even though you were elected from a specific area of the state. Your success as a State Director will be measured by your ability to judge and plan based on the needs of all local associations, as well as what is best for the state Association.
- ✚ Your role as a State Director is one of guidance. Association leaders are expected to be well informed and to offer constructive criticism when it's called for. It's essential that you avail yourself of information on those topics about which you must make a decision. Board members are expected to carefully consider what they say and do and know how to effectively present their views.

State Directors serve either a one (1)-year term, a three (3)-year term or a one (1)-year Alternate Director term. In the event of the State Director's absence or a position vacancy, Alternate Directors are responsible for fulfilling the duties and responsibilities of the State Director. Local Associations must declare to WR, **in writing, thirty (30) days prior** to a Board of Director's meeting the names of newly appointed State Directors or those resigning their position. Local Associations must also declare to WR, **in writing, seven (7) days prior** to a Board of Director's meeting the names of newly appointed, or resigning, Alternate Directors.

As a State Director, you're expected to attend the annual Legislative Day in January. Legislative Day is held in Olympia and includes a Legislative Issues briefing, REALTORS® Political Action Council (RPAC) fundraising training, Hill visits and an evening reception with Legislators.

You're also expected to attend two (2) Board meetings each year - one at the Spring Business Conference and one at the Fall Business Conference. Spring and Fall Board meetings typically take place on Friday, the final day of the conference. On occasion, a special Board of Director's meeting may be scheduled which you're also expected to attend. As a State Director, you're required to credential in person prior to the start of the meeting.

A couple of weeks in advance of a Board meeting, you will receive an electronic Preliminary Agenda. The agenda will also be posted at [www.warealtor.org](http://www.warealtor.org). A final Board packet is assembled on Thursday evening at the conference and includes any motions that come out of committee meetings. The final Board packet is distributed at the Board meeting on Friday.



## Excused Absences

If you're unable to attend a meeting, you're expected to notify the State Association in writing to request an excused absence. Per the WR Bylaws, should you miss two (2) consecutive meetings without submitting written, advance notification, your position shall be declared vacated. Proxy representation is not permitted.

## Resignation from the Board

If it should become necessary for you to discontinue your service as a State Director, please advise your Local Association as soon as possible so your successor can be named. The name of the person replacing you must be sent to the State Association in conformance with the deadline specified in the WR Bylaws. Local staff should contact WR staff to verify the deadline for submitting resignations.

## Working with Other Board Members

If this is your first experience as a State Director, you may feel that since you're new to the Board that you should just listen. All Directors are encouraged to make contributions. You owe it to yourself and the membership to make meaningful contributions.

To maximize productivity at each meeting, you should be prepared to make significant contributions. The following suggestions are offered:

- ✚ When you receive the agenda prior to the meeting, study it carefully. If there are items on it that you don't understand, contact a staff person at WR and ask for an explanation.
- ✚ When addressing a particular topic, keep your responses short and to the point. If your remarks are lengthy or involved, sum them up at the end of your discussion.

✚ There will always be dissenters or those with different points of view. Asking others to summarize their convictions permits a more thorough examination of an idea that could be highly constructive and completely understood.

✚ Hurriedly passed motions don't receive the consideration they deserve. It's better to postpone a motion until later than to pass one you will later regret. After the meeting, ask yourself if you have made a genuine contribution to your State Association.

✚ Having been selected by your Local Association to represent them at the State level you may, on occasion, have some difficulty deciding what course of action to take. There are many different viewpoints in the Association and sound reasons to support each of them. In evaluating a position, keep in mind that the Board of Directors of the Washington REALTORS® is responsible to *all* members and must place the welfare of the entire State Association ahead of geographic or factional consideration.

## Working with Association Staff

WR staff is eager to help you in your role as a State Director and you may wish to consult with them regarding your role and service on Association committees.

At times, you may suggest activities or a change in present activities. However, before offering such suggestions, it would be wise to consult with WR staff as to whether or not your proposal fits into Association policy. Consultation with staff regarding the pitfalls surrounding certain activities would also be in order. This may prevent the embarrassment of offering a suggestion that would not be in the best interest of the Association. Frequent and effective communication between you and the Association staff is critical.

October 1, 2009



**Port Angeles Association of REALTORS®**

PO BOX 748

Port Angeles, WA 98362

(360) 452-7441

NATIONAL ASSOCIATION OF REALTORS®

## **PAAR LOCAL DIRECTOR JOB DESCRIPTION**

### **Local Director:**

1. Responsible for all aspects of planning and executing the annual installation and awards banquet.

Form and work with banquet committee to plan the banquet including date, venue, ticket sales, marketing, and promotion, coordinate with the Awards Chair and selection committee to order the awards. Coordinate the MC and Installation officer on the evening of the event.

Apprise the board President and AE of all decision related to the banquet in a timely manner. If deposits and payments are required, give the AE adequate notice (one week or more) via email requesting monies.

2. Responsible for planning and executing the Affiliate Appreciation Breakfast in mid-May, in conjunction with the Affiliate Liaison.

Apprises the board President and AE of all decision related to the breakfast in a timely manner. If deposits and payments are required, give the AE adequate notice (one week or more) via email requesting monies.

3. Serve and perform other duties as directed by the President.

4. Become familiar with all governing documents of the Association and assist in the Implementation of the objectives and strategies of the Strategic Plan and be a member in good standing.

**Last Updated: 2/13/18**



Port Angeles Association of REALTORS®  
PO BOX 748  
Port Angeles, WA 98362  
(360) 452-7441  
NATIONAL ASSOCIATION OF REALTORS®

#### Membership Committee Description

Although the membership committee has typically been a 1 person committee I would recommend enlarging the committee size to make available more service and information to all members and to reach out and grow the size of our affiliate association. I would further recommend that "membership committee" work closely with "community service committee" to help motivate and coordinate all members both Realtor and affiliate.

At all times, teach and preach the "Golden Rule"

- 1) Review existing licenses in Realtor office at least once per year to verify all licensees are members in good standing.
- 2) Receive and review applications for membership from Broker/Office, Agent Realtor and Affiliate. Present completed application to Board for approval.
- 3) Through the AE: Upon Application for membership, issue sets of Rules & Regulations of Port Angeles Association of Realtors MLS service and Bylaws of the Port Angeles Association of Realtors.
  - 4) Through AE have MLS test administered prior to giving out key to new agent. Upon loan application review by membership chair, passing of MLS Test and payment of funds the key may be issued prior to orientation and/or board approval.
- 5) Schedule monthly orientation for new Realtor member at board office and administer both MLS and Association of Realtor test.

At Orientation members and potential members will be issued a packet (prepared by the AE) including but not limited to the following:

Realtor pin

Benefit of membership letter

Organization chart with officers and committee chairs

Directory of offices and agents with contact info

Directory of affiliates with contact info

RPAC investment form

Hotline info form

Equal housing info form

Calendar of events

Any other written information membership chair deems appropriate.

At orientation discuss info in packet and general rules of association office use and encourage joining a committee, being active in community service projects and recommend going to MLS meetings and tour.

Show NAR video and discuss:

National, State and local education

Discuss ABR, ORI, CRS

Discuss EDCON event in October

Discuss PAAR community Service Events and Awards banquet

- 1) Feb/Mar- What my home means to me?
- 2) May/Spring- Golf Tournament Fund Raiser
- 3) June- Relay for Life
- 4) Oktoberfest
- 5) December Awards Banquet and Christmas Party

Show Safety Video and Discuss

- 1) Buddy System and Office Policy

Discuss obligation and benefit of members going to meetings

Administer both tests

- 1) PA MLS/Realtor pre-orientation exam
- 2) Port Angeles Association of Realtors Membership Exam

I make it an open book test. After all have completed I let everyone grade there own test going around the room to read off the next question.

Membership chair or AE is to notify Olypen through Dave Ramey to allow new member to hook up to Paragon.

With the AE, the membership chair should:

- 1) Review list of officers and agents (AE to maintain)
- 2) Member chair to maintain which affiliate should receive email
- 3) Review list of affiliates (AE to maintain)

Last Updated: 9/24/17