



Port Angeles Association of REALTORS®

PO BOX 748

Port Angeles, WA 98362

(360) 452-7441

NATIONAL ASSOCIATION OF REALTORS®

BOARD MEMBERS JOB DESCRIPTIONS GENERAL:

Regularly attends board meetings and important related meetings;

Makes serious commitment to participate actively in committee work;

Volunteers for and willingly accepts assignments and completes them thoroughly and on time;

Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports;

Gets to know other committee members and builds a collegial work relationship that contributes to consensus;

Participates in fund raising for the organization.



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Board Structure:

1. **President:**
 - a. Attends and presides over the Executive Board meetings and the General Membership meetings.
 - b. Approves the draft agendas for both meetings.
 - c. Is an ex-officio member of all committees and should be notified of all committee meetings.
 - d. Signs checks when the Treasurer is unavailable.
 - e. Attends 3 state conferences – Legislative Days, Spring Business and Fall Business as one of the Directors.
 - f. Must be prepared to vote on issues at said conferences if needed, for the good of the state assn.
 - g. Provides an annual review of the Executive Officer.
 - h. Gives President's Awards in appreciation for those that deserve it.
2. **President-Elect:**
 - a. Attends all Executive Board meetings and the General Membership meetings.
 - b. Sets the venue, speakers and catering for all General Membership meetings.
 - c. Presides over Executive Board meetings and General Membership meetings when the President is not available.
3. **Treasurer:**
 - a. Attends the Executive Board meetings and the General Membership meetings.
 - b. Works with the Executive Officer providing advice and oversight.
 - c. Signs checks for the association.
 - d. Oversees all financial transactions of the association. (See Treasurer's Guide to WCAR)
 - e. Provides financial reports to the Executive Board and the General Membership
4. **Treasurer-Elect:**
5. **Secretary:**
 - a. Attends the Executive Board meetings and the General Membership meetings.

- b. Takes notes and writes the minutes for the Executive Board Meetings and the General Membership meetings.
- c. Submits draft of minutes to the Executive Officer within one week of the meetings.
- d. Destroys notes of the meetings once the minutes are approved.

6. Directors: 1 Year and 3 Year

- a. Attends the Executive Board meetings and the General Membership meetings.
- b. Attends 3 state conferences – Legislative Days, Spring Business and Fall Business
- c. Must be prepared to vote on issues at said conferences if needed, for the good of the state assn.
- d. Reports to the Executive Board and the General Membership after each conference.

7. Affiliate Liaison:

- a. Attends the Executive Board meetings and the General Membership meetings.
- b. Attends the Affiliate Committee meetings and reports and issues or requests to the Board.
- c. Reports any issues or requests from the Executive Board to the Affiliate Committee meetings.

8. Immediate Past President:

- a. Attends the Executive Board meetings and the General Membership meetings.
- b. Provides continuity and advice to the Executive Board.

9. Alternate Director:

- a. May be required to attend any of the 3 state conferences when one of the Directors cannot attend.
- b. Must be prepared to vote on issues at said conferences if needed, for the good of the state assn.