



Port Angeles Association of REALTORS®

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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