

## **Outer Banks Association of REALTORS® Staff**

### **Toni Parker**

Executive Officer

Telephone: 252-441-4036

Email: [toni@outerbanksrealtors.com](mailto:toni@outerbanksrealtors.com)

The Executive Officer (EO) serves as the chief executive officer, responsible to the Board of Directors for the effective conduct of the Association's affairs, including the Multiple Listing Service. The EO works closely with the President and elected leadership to ensure that the association's goals are achieved, with serving and meeting the membership needs a priority. The Board of Directors (BOD) establishes policy which the EO implements, working with staff and volunteers. The Executive Officer is an ex-officio nonvoting member of the Executive Council and the Board of Directors.

### **Daniel Sutherland**

Multiple Listing Service and Special Projects Director

Telephone: 252-441-4036

Email: [daniels@outerbanksrealtors.com](mailto:daniels@outerbanksrealtors.com)

The MLS Director and Special Projects Director is responsible for the full operation of the Multiple Listing Service and IDX (Internet Data Display). Is knowledgeable of the Association Bylaws, MLS Rules and Regulations, and NAR-related policies and procedures regarding operation of a multiple listing service. Works with the Bookkeeper as necessary to insure smooth financial operation of the system.

### **Karen Pierce**

Multiple Listing Service and Event Coordinator

Telephone: 252-441-4036

Email: [karenp@outerbanksrealtors.com](mailto:karenp@outerbanksrealtors.com)

The MLS and Event Coordinator assists the MLS Director with the operations of the Multiple Listing Service and related activities, including Sentrilock services and data verification. Works with leadership in the coordination and execution of REALTOR® events.

### **Judy Jordan-Payment**

Membership and Education Coordinator

Telephone: 252-441-4036

Email: [jjpayment@outerbanksrealtors.com](mailto:jjpayment@outerbanksrealtors.com)

The Membership and Education Coordinator is responsible for providing support for member programs and services and is knowledgeable of Association Bylaws and Policy and NAR Policy in regard to membership. Communicates regularly with the Membership Chair and the Executive Officer regarding membership issues. Coordinates continuing education courses for membership, agent training seminars.

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### **Maureen Nelson**

Information Specialist

Telephone: 252-441-4036

Email: [maureenn@outerbanksrealtors.com](mailto:maureenn@outerbanksrealtors.com)

The Information Specialist is responsible for providing support to the membership and staff so that the office functions smoothly and members receive superior service.

Maintains rosters for in-house meetings, agent training seminars and general membership meetings; maintains Association calendar and the Daily Cash Log. Responsible for the overall operation of the REALTOR® Store.

### **Marie Donahue**

Bookkeeper (PT)

Telephone: 252-441-4036

Email: [mdonahue@outerbanksrealtors.com](mailto:mdonahue@outerbanksrealtors.com)

The Bookkeeper is responsible for day-to-day financial transactions of the Association, including compiling financial reports, contribution processing, AP/AR, and maintaining accurate financial records for the Association.