

Outer Banks Association of REALTORS® Staff

Toni Parker

Executive Officer

Telephone: 252-441-4036

Email: 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

MLS Coordinator

Telephone: 252-441-4036

Email: daniels@outerbanksrealtors.com

The MLS Coordinator 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

Assistant MLS Coordinator

Telephone: 252-441-4036

Email: karenp@outerbanksrealtors.com

The Assistant MLS Coordinator assists the MLS Coordinator with the operations of the Multiple Listing Service and related activities, including Sentrilock services and data verification.

Judy Jordan-Payment

Member Services Coordinator

Telephone: 252-441-4036

Email: jjpayment@outerbanksrealtors.com

The Member Services 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.

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Maureen Nelson

Information Specialist

Telephone: 252-441-4036

Email: 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, & general membership meetings; maintains Association calendar and the Daily Cash Log.

Marie Donahue

Bookkeeper (PT)

Telephone: 252-441-4036

Email: 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.