



2008 Board of Directors Position Descriptions

RESPONSIBILITIES & REQUIREMENTS FOR ALL DIRECTORS

The Board of Directors is comprised of active OBAR REALTOR® Members and forms one voice which governs the Association in accordance with Bylaws. All Officers and Directors are responsible to:

- determine direction of Association operations through strategic vision and planning;
- to guide, direct and monitor the actions of the committees and Association staff in goal development and implementation;
- to represent the Association in cooperative efforts with the community, State & National Associations;
- to assure Association's finances are sound through careful financial planning & decision making;
- to maintain awareness of all internal and external forces which may affect Association members and to communicate and act on those matters when required;
- and to identify and nurture future Association leaders.

Listed below are the requirements to serve as 2008 Director (or Officer):

- Attend New Leadership Training in January 2008, and Strategic Planning in May 2008;
- Attend Monthly Board meetings, General Membership meetings, and other events of the Association, and sometimes address the membership in these venues as needed within your position's duties;
- Comply with Attendance Policy, which considers 3 unexcused absences from Board Meetings as automatic removal from the Board (*Refer to Policies for details on excused/unexcused*);
- Prepare for all Board meetings by familiarizing themselves with information provided in the monthly agenda and attachments (*provided exclusively via email*);
- Fulfill all responsibilities of the position you are elected to (*see individual position descriptions*);
- Maintain Professional Standards Certification (New Directors must undergo training within the 1st quarter of their term, or show proof of completion within the past 12 months. Directors must recertify by repeating training once every 2 years).

INDIVIDUAL POSITION DESCRIPTIONS

Each Officer and Director position is tasked to perform individual and joint duties to the Association. Individual description of positions and duties are below, and are in ADDITION to those outlined above for all Directors.

President Elect Description

The President Elect position calls for a three year commitment of service. The President Elect serves three successive one year terms – President Elect, then President, and Past President. The President Elect is responsible for the duties of the President when the President is unavailable; serves as a member of the Executive Committee and as an ex-officio member of all committees as defined in Section C of the Policy Manual. A timetable of events and duties of the President Elect can be found in Attachment B of the Policy Manual. Travel is required for this position, reimbursement of reasonable travel expenses will be provided.

Treasurer Description

The Treasurer Position calls for a one year commitment of service. The Treasurer is responsible for the primary oversight of the Association's financial systems in conjunction with the Finance & Budget Committee, which the Treasurer Chairs. The Treasurer serves as a member of the Executive Committee, and is responsible for reporting to the Board of Directors and Membership the status of Association Finances on a monthly basis and additionally as needed. Is the primary signatory on the Association's accounts, is responsible for review and signing of Association expenditures on a weekly basis. One of the primary duties of the Treasurer is to bring forward a proposed annual budget (created in conjunction with the Finance & Budget Committee and staff) for Board and Membership approval.

Secretary Description

The Secretary Position calls for a one year commitment of service. The Secretary is responsible for oversight of the Association's safekeeping of records. The Secretary serves as a member of the Executive Committee, and is responsible for reports made to the Board of Directors (roll call, approval of minutes) and at General Membership Meetings (approval of minutes). The Secretary reviews the minutes of the Board of Directors, Executive Committee and General Membership Meetings as needed to ensure all records are accurate. The Secretary is responsible for signing off on any Resolutions approved by the Association, and on legal association records as determined necessary by local, state, and federal governmental agencies.

Director at Large Position (2 Seats Available)

The Director at Large Position calls for a one year commitment of service. This position will entail an additional responsibility to liaison to one of the Association's committees that are not otherwise represented on the Board of Directors. Committee-Board Liaisons are responsible to attend their committee's meetings whenever possible, and provide reports including recommendations and requests to the Board of Directors on behalf of their committee.

Bylaws Committee Chair - Director Position

The Bylaws Committee Chair & Board Director Position calls for a one year commitment of service. As Chair of the Bylaws Committee, this position entails responsibility for the primary oversight of the Bylaws and Policy & Procedures Statements of the Association in conjunction with the Bylaws Committee. Specific responsibilities include an annual review of governing documents with presentation of any suggested additions, deletions or modifications to the Board of Directors for consideration. For a full description of duties, please refer to the OBAR Policy and Procedures Manual, Section C.

Legislative Committee Chair – Director Position

The Legislative Committee Chair & Board Director Position calls for a one year commitment of service. As Chair of the Legislative Committee, this position is responsible for monitoring of State and Local public policy issues affecting the real estate industry and members of the Outer Banks Association of REALTORS®. The Legislative Chair works closely with the Government Affairs Director to monitor and lobby local issues as determined by the Legislative Committee, and educate the public and members on preservation of public property rights. Specific responsibilities include the ongoing development and maintenance of current OBAR Legislative Policy Statements, and making recommendations to the Board regarding legislative issues on behalf of the Legislative Committee. Some travel is required, being attendance to annual NCAR Legislative Meeting in Raleigh, NC, and the annual NAR Legislative Conference in Washington, DC. Reimbursements of reasonable travel expenses will be provided. For a full description of duties, please refer to the OBAR Policy and Procedures Manual, Section C.

Membership & Member Services Committee Chair – Director Position

The Membership & Member Services Committee Chair and Board Director Position calls for a one year commitment of service. This Director is responsible to present and induct new members at each General Membership Meeting, and to encourage new members through planning and management of member programs and services. In coordination with the Membership & Member Services Committee, this position oversees the arranging of publicity for the Association, development and maintenance of the REALTOR® Partner & VIP programs, and oversees all events planned through Community Affairs, including the annual bowling, golf, and fishing tournaments. For a full description of duties, please refer to the OBAR Policy and Procedures Manual, Section C.

Multiple Listing Service Committee Chair – Director Position

The Multiple Listing Service (MLS) Committee Chair and Board Director Position calls for a one year commitment of service. This Director is responsible for providing oversight of the MLS Department to ensure that the MLS Rules and Regulations are fairly enforced and that real estate information is fairly distributed to all MLS participants and users, through coordination of the MLS Committee and staff. Responsibilities include reporting on MLS operations and issues as needed at membership and council meetings, making recommendations to the Board of Directors on needed changes pertaining to the MLS on behalf of the MLS committee. The MLS Committee Chair is often required to provide reports at membership meetings and events, regularly conducts a portion of new member orientation classes, and responds directly to questions from member and staff regarding the MLS. Criteria to serve as the MLS Chair includes at least one year of local MLS Committee member service, and familiarity with the Association's Rules and Regulations, Bylaws and MLS related contracts. For a full description of duties, please refer to the OBAR Policy and Procedures Manual, Section C.

Property Management Council Chair – Director Position

The Property Management Council Chair and Board Director Position calls for a one year commitment of service. This Director is responsible for the providing of forums to educate property managers on all community and local issues which affect vacation rental and long term property management. This Director is also responsible for previewing and occasionally authoring communications intended for Property Managers, and making recommendations to the President regarding such communications. The Property Management Chair leads the Property Managers Council which meets monthly except during the summer months. For a full description of duties, please refer to the OBAR Policy and Procedures Manual, Section C.

Tourism Board Member – Director Position

The Tourism Board Member and Board Director Position calls for a two year commitment of service. This Director also serves as a Director on the Dare County Tourism Board of Directors, alongside local elected official leaders in the community. As a representative of the Association to the Tourism Board, this Director serves an active advocate of the REALTOR® view on tourism in the Outer Banks, and is the liaison between the two organizations. The duties of this position are varied, and sometimes necessitate a delicate balancing act of varying goals and duties between these two organizations. The ideal candidate will demonstrate a willingness to work for the good of the community, and will excel by building consensus and compromises with local politicians involved in tourism in order to achieve joint goals. Two candidates will be chosen by the Outer Banks Association of REALTORS® for submission to Dare County Commissioners, who will make the final appointment to fill this position.