

BOARD OF DIRECTORS/OFFICERS DUTIES & RESPONSIBILITIES

NOTE: It is highly recommended that the Chapter President as well as the 1st, 2nd, and 3rd Vice President positions require members to be licensed Real Estate Brokers and/or Real Estate Agents. It is preferred that all other Board Members/Officers be Real Estate Professionals but is not required.

POSITION TITLE: BOARD OF DIRECTOR
TERM: TWO YEARS

FUNCTION:

Responsibilities of the Board

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- a. Supports the mission and purposes of the organization.
- b. Evaluating the performance of the officers.
- c. Strategic and organizational planning.
- d. Ensuring strong fiduciary oversight and financial management.
- e. Fundraising and resource development.
- f. Approving and monitoring the organization's programs and services
- g. Enhancing the organization's public image.
- h. Assessing its own performance as the governing body of the organization.

Responsibilities of Individual Board Members

Each individual board member is expected to . . .

- a. Know the organization's mission, policies, programs, and needs.
- b. Faithfully read and understand the organization's financial statements.
- c. Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission.
- d. Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission.

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- e. Give a meaningful personal financial donation (if applicable in your chapter and may be required if the chapter is applying for a grant.)
- f. Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy.
- g. Prepare for, attend, and conscientiously participate in board meetings.
- h. Participate fully in one or more committees.

Other responsibilities of nonprofit board members

- a. Follow the organization's bylaws, policies, and board resolutions.
- b. Sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
- c. Maintain confidentiality about all internal matters of the organization.

As Board of Directors of the Chapter, the following meetings should be attended:

LOCAL LEVEL:

All Board of Directors meetings and events
General membership meetings
All chapter events
Attendance as requested by a local board
PAC events

STATE/REGIONAL LEVEL:

RVP meetings as requested/required
Industry meetings and/or luncheons
Realtor events (if schedule allows)

NATIONAL LEVEL:

Annual Mid-Winter/National Conference
Other NAREB meetings, as requested
Chapter/NAREB committee meetings, as assigned

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POSITION TITLE: CHAIRPERSON

TERM: TWO YEARS

FUNCTION

The chairperson is responsible for leading the board. This position demands exceptional commitment to the organization, first-rate leadership qualities, and personal integrity. The chair must earn the respect of fellow board members to be able to meet the challenges of this position.

Leader of the board

To function effectively, the chapter needs leaders. A board leader is approachable and available. He/she is objective and listens actively, must be able to strategize, be knowledgeable about the organization and board practices, be a coach, and a conciliator. Finally, he/she must be respected in the community. The chair most commonly performs the following functions:

- a. Serves as the contact point for every board member on board issues.
- b. Sets goals and objectives for the board and ensures that they are met.
- c. Ensures that all board members are involved in committee activities.
- d. Motivates board members to attend meetings.

Facilitator of board meetings

One of the trickiest responsibilities of the chairperson is to run effective and productive board meetings. Effective meeting facilitators must be able to:

- a. Create a purposeful agenda in collaboration with the President and follow it
- b. Open the Board meeting on time and calling it to order.
- c. Announces the order of business and keeping to the stated order.
- d. Recognizes members to speak on the floor.
- e. Keeps tabs on voting procedures and announcing the legitimate results of each vote.
- f. Know how to run a less formal and productive meeting.
- g. Engage each board member in deliberation.
- h. Control dominating or out-of-line behavior during meetings.

***If the board chair is not able to lead an effective meeting, it is better to delegate that task to someone else rather than risk unproductive or boring meetings.

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Relationship with the President

Both the Chairperson and the President of the organization need to support, consult, and complement each other. Both have their own responsibilities — the chief manages the operational activities, and the chair leads the board. Both share power in their mutual pursuit to advance the mission of the organization. To make this happen, they need to communicate openly and regularly.

This partnership needs constant attention. Personalities change but the positions remain. Each partner needs to adapt to and cultivate the working relationship.

Think of the President as the gatekeeper for the officers and the Chairperson as the gatekeeper for the Board. This helps to prevent miscommunication and allows both leaders to stay aware of each other's needs.

****** leaders of an assembly are usually elected; there are three (3) main officers that are essential to an organized group; especially a large group. (1) If the president is acting as the chairperson for the meeting, he/she is referred to as the chairperson. (2) The vice president, who serves as the president or chairperson if needed. (3) The secretary, who keeps the minutes (or notes) of each meeting and is the records keeper for the assembly. ******

As Chairperson of the Chapter, the following meetings should be attended if they are not serving as the president/vice president:

LOCAL LEVEL:

General membership meetings
All Board of Directors meetings and events
All monthly general body chapter meetings
Attendance as requested by a local board
PAC Events

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POSITION TITLE: PRESIDENT
TERM: TWO YEARS

FUNCTION

The President is the chief presiding officer of the Chapter and can be chair of the Board of Directors. Serves as **Chief Volunteer** of the organization, partners with Board in achieving the mission, discusses issues confronting the organization with the Board, and provides leadership to the membership. This individual is responsible for the general direction of the Chapter and presides at all meetings. The president appoints committee chairpersons for all committees. The President is the spokesperson for the Chapter and, therefore, must keep informed on Chapter projects, industry related developments, and state and national issues and events. The most efficient method to gather information and new ideas is by networking with other Chapter presidents at local, state, and national meetings. The President is expected to attend these meetings, or send a representative, as well as to maintain a visible position with the general membership. The President also plays a leading role in fundraising activities.

SPECIFIC RESPONSIBILITIES

Within the limits of the Charter and Bylaws of the Chapter and policies and procedures established, the President shall:

- a. If serving as the chairperson, the President will preside at all Board of Director meetings of the Chapter and attempt to reach consensus on each issue before the Board.
- b. Determine the schedules and substance of the agenda for the Board meetings of the Chapter.
- c. Work closely with the Board of the Chapter to ensure the policies of the Chapter are carried out.
- d. Keep the membership and the Board of Directors informed on the conditions and operations of the Chapter and the real estate industry.
- e. The role of President does not represent any constituency within the Chapter. He/She

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DOES NOT represent their company, franchise, or specific group. The *fiduciary responsibility* is to the NAREB Chapter.

- f. Serve as spokesperson for the Chapter.
- g. Support the Board's decisions and understand that the Board acts as a whole.
- h. Direct the Board of Directors in supporting policies and programs which will further the vision/mission/goals/objectives of the Chapter.
- i. Work closely with the Vice President on chapter issues; maintains open communication and helps to train the Vice President to assume the role of President.
- j. Read and become familiar with the Chapter's Strategic Plan, governing documents, and services.
- k. Disclose any potential conflict of interest.
- l. Encouraged to support the PAC.
- m. Encouraged to serve on a Chapter/NAREB committee.

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As President of the Chapter, the following meetings should be attended:

LOCAL LEVEL:

General membership meetings
All Board of Directors meetings and events
All monthly general body chapter meetings
Attendance as requested by a local board
PAC events

STATE/REGIONAL LEVEL:

All RVP meetings and events
Industry meetings and/or luncheons
Realtor events

NATIONAL LEVEL:

Annual/Mid-Winter Conference
Other NAREB meetings, as requested
Chapter/NAREB committee meetings, as assigned

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POSITION TITLE: VICE PRESIDENT
TERM: TWO YEARS

FUNCTION

The Vice President informs the Board of proper action to maintain compliance of the Board's Bylaws, Constitution, and operating Policies & Procedures. In the absence of the President the Vice President assumes the duties of the President.

SPECIAL RESPONSIBILITIES

Within the limits of the Charter and Bylaws/Constitution of the Chapter and policies & procedures established, the Vice President shall:

- a. Attends all Board meetings of the Chapter
- b. Performs responsibilities of the President during absence of President as assigned by the President.
- c. Works closely with the President and other staff and participates in development and implementation of succession planning.
- d. Performs other duties and responsibilities as assigned by President and/or Board.
- e. Encouraged to support the PAC
- f. Encouraged to serve on a Chapter/NAREB committee

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As Vice President of the Chapter, the following events should be attended:

LOCAL LEVEL:

All monthly general body chapter meetings
All Board of Directors meetings and events
All chapter events
Attendance as requested by a local board
PAC events

STATE/REGIONAL LEVEL:

All RVP meetings and events
Industry meetings and/or luncheons
Realtor events (if schedule allows)

NATIONAL LEVEL:

Annual/Mid-Winter Conference
Other NAREB meetings, as requested
Chapter/NAREB committee meetings, as assigned

POSITION TITLE: TREASURER

TERM: TWO YEARS

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FUNCTION

The Treasurer works with the Board to prepare and present the Chapter's monthly and annual financial statements to the Board of Directors. The Treasurer is familiar with the statement format and content and helps prepare the Chapter's annual budget and is familiar with the financial status of all committees. The Treasurer is a member of the Chapter's Budget & Finance Committee, which reviews the budget and financial conditions of the Board.

SPECIFIC RESPONSIBILITIES

Within the limits of the Charter and Bylaws of the Chapter and policies established by the Board of Directors, the Treasurer shall:

- a. Attend all Board meetings of the Chapter
- b. Present monthly and annual financial statements to the Board of Directors
- c. Is a member of the Budget & Finance Committee
- d. Helps to prepare the Chapter's annual budget
- e. Encouraged to support the PAC
- f. Reviews and signs all issued checks based on approved budget allocations, veritable funds, and requisite authorizations.
- g. Approves check signing procedures subject to review and ratification by the Board of Directors.
- h. Recommends banks to the Board and invests excess funds per the Board.
- i. Monitors access to the organization's funds
- j. Monitor accounts payable (including reconciliation of all credit cards), and debts owed, as well as cash flow.

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- k. Reviews and presents Treasurer's Report to Board of Directors.
- l. Overall responsibility for accounting data entry and integrity of accounting system data in accordance with prescribed bookkeeping procedures.
- m. Processes invoices and prepares checks for signature.
- n. Maintains general ledger
- o. Prepares monthly, quarterly, and year-end financial reports.
- p. Reconciles all bank accounts.
- q. Prepares invoices and manages accounts receivable.
- r. Manages accounts payable.
- s. Maintains files related to financial reporting in the Google Drive repository. Another repository can be used; Google is mentioned because it is free.
- t. Prepares sponsorship and donation acknowledgement and thank you letters per the IRS requirements for signature by the President and the Board of Directors.

In conjunction with the Budget & Finance Committee, the Treasurer will:

- a. Review and advise staff on internal controls and accounting policies and processes
- b. Review and approve all financial reports including, cash flow projections.
- c. Oversee development of appropriate budget(s) **ANNUALLY** in **OCTOBER**.

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- Prepare a budget and submit proposals to fund/finance the Chapter budget.
- Meet semi-annually to review The Chapter's financial status.
- Quarterly and at each Board meeting prepare and deliver a Budget & Finance Report to the Board of Directors.

As Treasurer of the Chapter, the following events should be attended:

LOCAL LEVEL:

All Board of Directors Meetings and events
All Budget & Finance Meetings
All monthly general body chapter meetings
PAC events

STATE/REGIONAL LEVEL:

All RVP meetings and events
Industry meetings and/or luncheons
Realtor events (if schedule allows)

NATIONAL LEVEL:

Encouraged to attend NAREB Annual/Mid-Winter Convention

POSITION TITLE: ASSISTANT TREASURER

TERM: TWO YEARS

FUNCTION

- a. Provides support to the Treasurer as may be necessary.
- b. Functions as Treasurer if for some reason the Board determines the Treasurer

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- can no longer perform.
- c. Other duties as may be assigned.
- d. Encouraged to support the PAC

As Assistant Treasurer of the Chapter, the following meetings should be attended:

LOCAL LEVEL:

- All Board of Directors Meetings and events
- All Budget & Finance Meetings
- All monthly general body chapter meetings
- PAC events

STATE/REGIONAL LEVEL:

- All RVP meetings and events
- Industry meetings and/or luncheons
- Realtor events (if schedule allows)

NATIONAL LEVEL:

- Encouraged to attend NAREB Annual/Mid-Winter Convention

POSITION TITLE: SECRETARY

TERM: TWO YEARS

FUNCTION

- a. Maintains and manages records of the Board and the Chapter.
- b. Takes and manages minutes of Board/Chapter meetings; distributes to Board/Chapter prior to next meeting.
(See bylaws for members and general membership body.)
- c. Supports the Chapter President
- d. Encouraged to support the PAC

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OTHER ITEMS AS ASSIGNED!

As Secretary of the Chapter, the following meetings should be attended:

LOCAL LEVEL:

All Board of Directors Meetings and events
All monthly general body chapter meetings
PAC events

STATE/REGIONAL LEVEL:

All RVP meetings and events
Industry meetings and/or luncheons
Realtor events (if schedule allows)

NATIONAL LEVEL:

Encouraged to attend NAREB Annual/Mid-Winter Convention

POSITION TITLE: ASSISTANT SECRETARY

TERM: TWO YEARS

FUNCTION

- a. Sends out all monthly meeting and other notices.
- b. Sets up table for monthly meeting, (utilizing available resources if applicable)
- c. Functions as Secretary as necessary.
- e. Supports the Chapter President.
- d. Encouraged to support the PAC

As Assistant Secretary of the Chapter, the following meetings should be attended:

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LOCAL LEVEL:

All Board of Directors Meetings and events
All monthly general body chapter meetings
PAC events

STATE/REGIONAL LEVEL:

All RVP meetings and events
Industry meetings and/or luncheons
Realtor events (if schedule allows)

NATIONAL LEVEL:

Encouraged to attend NAREB Annual/Mid-Winter Convention

POSITION TITLE: RVP

TERM: ONE YEAR

FUNCTION

- a) The RVP shall be ethical and moral, and lead by example.
- b) The RVP is responsible for conducting activities which promote membership growth, leadership, and business development within their designated region.
- c) Provide leadership in the development, interpretation, and advocacy of
- d) national policy to Local REALTIST Boards/Chapters, legislators, consumers, affiliate organizations, media, and others in the region.
- e) Provide advocacy on issues critical to REALTIST businesses.
- f) Design and develop major initiatives in affordable housing in their area or
- g) to follow through on new NAREB® initiatives.
- h) Encourage and develop real estate licensees to become licensed real estate Brokers.

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- i) Outreach to real estate licensees in the United States through annual
- j) Regional Mid-Winter Conferences or other methods as needed by the Chapters.
- k) Conduct an annual Regional or Multi-Regional Conference, if feasible, in-person or via webinar or conference call.
- l) Conduct or arrange Leadership or Business Development training for regional members if no Mid-Winter Regional is implemented.
- m) Assist NAREB, Local Boards (and State) chapters in the establishment of new local boards, growth of current chapters and expansion of NAREB influence in new training geographical areas.
- n) Assist in efforts to maintain and train local boards, provide technical assistance in amending NAREB By-Laws, interpretation of national policies and local issues.
- o) Assist in keeping member boards and local members in good standing with NAREB Minimum of 10 dues paying members.
- p) Review and analyze, on an annual basis, all the Local and State By-Laws and Constitution to ensure there are no conflicting provisions with the National By-Laws and Constitution.
- q) Coordinate to determine who should solve problems at the various levels.
- r) To provide through a Regional Newsletter and e-mail, information to local and state REALTIST chapters.
- s) Make contact monthly via face-to-face, conference call or other professional business/technological methods with the Local leadership of their region.
- t) Hold a regional election annually in accordance with the NAREB Constitution.
- u) Verify by December 31 of each year that each chapter in your region has a copy of the following:
 - o Incorporation papers
 - o Articles of Chapter
 - o Chapter Constitution and By-Laws
 - o Bank Account
 - o P.O. Box
 - o List of Officers and Membership Roster
 - o Meeting Minutes
 - o Copy of the IRS 990 for the last two years for each chapter
 - o Calendar of Events for the proceeding and current years
 - o Copy of the chapter sponsorship packet or kit for the preceding year.

As RVP of the region, the following meetings should be attended:

LOCAL LEVEL:

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Board of Directors meetings and events as required by National Headquarters
General membership meetings
All chapter events
Attendance as requested by local boards
PAC events

STATE/REGIONAL LEVEL:

RVP meetings as requested/required
Industry meetings and/or luncheons
Realtor events (if schedule allows)

NATIONAL LEVEL:

Annual Mid-Winter/National Conference
Other NAREB meetings, as requested
Chapter/NAREB committee meetings, as assigned

POSITION TITLE: RVP AMBASSADOR

TERM: ONE YEAR

FUNCTION

The primary roles of Ambassadors are to provide support to the RVP and the chapters in the areas of regional expansion and development and sustainability endeavors. As well as, to strengthen the connection with new and current members to create welcoming environments in which they can rise and thrive as members.

- a) The Ambassador is a representative within the respective region, who volunteers their time to serve as a liaison between the Regional Vice President (RVP) and the chapters members and leaders located within their respective region.
- b) The Ambassador concept is to have someone trained to assist the RVP with their various duties for greater impact.
- c) The two (2) team members will travel as needed with or for the RVP (in some cases), to assure that chapters are supported.
- d) Ambassadors may not be able to install chapter officers or attend Board meetings in the RVPs place unless they are member of the national board.

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- e) To ensure that members and potential members are having their needs met and are gaining value from their membership.
- f) To become more knowledgeable about... and engaged in the organization.
- g) To help the RVP in identifying and grooming future leaders - by preparing the Ambassador to possibly apply for the RVP position
- h) To become more knowledgeable about and engaged in the organization.
- i) Extend the reach and effectiveness of the Regional Vice President (RVP).
- j) Work with the other members of the region and local teams to support the RVP.

As RVP Ambassador of the region, the following meetings should be attended:

LOCAL LEVEL:

Board of Directors meetings and events as required by National Headquarters
General membership meetings
All chapter events
Attendance as requested by local boards
PAC events

STATE/REGIONAL LEVEL:

RVP meetings as requested
Industry meetings and/or luncheons
Realtor events (if schedule allows)

NATIONAL LEVEL:

Annual Mid-Winter/National Conference
Other NAREB meetings, as requested
Chapter/NAREB committee meetings, as assigned