

## Capital Area REALTORS®

### Position Description

#### TITLE: Director

**Primary Function:** Represent the membership interests as a member of the Association's governing body

#### Position Duties and Responsibilities:

Serve the membership as their elected representative.

Become familiar with all committee activities and make a commitment to participate actively in committee work.

Stay informed on Board actions and decisions. Prepare for Board meetings and review and comment on minutes and reports.

Is expected to be supportive of RPAC.

Attend all meetings of CAR membership, MLS breakfasts and the Board of Directors meetings of CAR.

Acquire a thorough understanding of Robert's Rules of Order and the Articles of Incorporation, Bylaws, Rules & Regulations and Policies of the Capital Area REALTORS®.

Serve as a liaison Board member of a committee as appointed by the President

Carry out other duties and activities as directed by the President.

#### **Excerpt from CAR Bylaws: ARTICLE XII - Officers and Directors**

##### *Section 6. Removal of Officers and Directors*

(a) If any member of the Board of Directors shall fail to attend three (3) consecutive meetings of the Board, such member shall be deemed to have resigned immediately following conclusion of said third consecutive meeting. The Chairman shall have this fact called to such member's attention; and, if an explanation for such absences satisfactory to the Board is received within a reasonable time-frame, the Board of Directors may elect to appoint such member to fill the vacancy created by such resignation, failing which, the vacancy thus created shall be filled as provided in Section 5 above.

(03/15)