

## **Capital Area REALTORS**

### **Overview of Responsibilities and Time Commitment**

#### **PRESIDENT-ELECT**

Serves on Audit Committee, Finance Committee, Executive Committee and Board of Directors

Provides suggestions to President for committee vice-chairmen. Usually follows up with phone call to each asking them to serve. Should be in place by October 1 of that year.

Will be called upon to respond to media inquiries if President is unavailable.

Is expected to attend NAR 1 ½ day Leadership Symposium in Chicago (usually in late August).

Is expected to attend NAR Convention (and associated business meetings) in early November. Usually lasts 4 or more days.

Is expected to attend IAR's biennial business meetings. Usually in Springfield in March (2 ½ days) and suburbs in early Fall (2 ½ days).

Will be called upon to preside over Executive Committee meeting or Board of Directors meeting in President's absence.

#### **Recurring Meeting Commitment (Summary)**

Audit Committee - 2x per year (minimal time commitment)

Finance and Executive Committee - 1x per month (approximately 1 ½-2 hour combined commitment)

Board of Directors - 1x per month (approximately 1 - 1 ½ hours per month)

*(Under the association's bylaws the President-elect automatically becomes President the following year.)*

#### **DUTIES GENERALLY EXPECTED OF ALL OF CAR's OFFICERS**

Attendance at the orientation meeting for Committee Chairs and Vice Chairs in the Fall (lasts about 1 hour).

Attendance at the annual Board of Director's planning session in the Fall (lasts about 1 hour).

Be available to stop by the association and sign various association checks about once a week.

Is expected to attend IAR's Capitol Conference.

Is expected to be available on occasion to meet with CEO and other officers to discuss various issues and strategy.

Is expected to attend MLS Breakfasts and other association sponsored events on a regular basis.

Is expected to be supportive of RPAC.

May be called upon to present testimony before city or county governmental bodies to provide REALTOR position on issues affecting our industry.

**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