

Description of the Position of
PRESIDENT
Revised January 2013

FUNCTION

Serve as executive elected officer representing the entire association membership and its best interests.

DUTIES AND RESPONSIBILITIES

Within the limits of the AAR Bylaws and Policies, the President is responsible for and has commensurate authority to:

1. Serve as the chair of the Board of Directors and the Executive Committee. (See, Bylaws Article VI, Section 6).
2. Attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® and the Rocky Mountain Region (Region 11) meetings as a national director, voting delegate, and as a member of the state association leadership forum.
3. Attend AAR's Planning Session.
4. Act as AAR's authorized spokesperson. (Policy P.2).
5. Ensure, in coordination with the Chief Executive Officer, that policies and programs which will further the goals and objectives of the association are planned, formulated and presented to the Executive Committee and the Board of Directors.
6. Monitor, in conjunction with the Treasurer and the Chief Executive Officer, association monthly financial statements to assure operation within the budget.
 - The Executive Committee serves as the AAR Finance Committee. (Policy Exec. 20).
 - AAR financials will be provided for review on a monthly basis.
7. Act as signer on designated accounts (Checking, Strategic Initiative, Capital Purchase, Operating Reserve, PSF, RMA, etc.).
 - Coordinate with AAR's Controller to execute signature cards prior to December 1st.
8. Approve association contracts and official documents (*Policy P.4*)
9. Serve as ex-officio member of AAR primary committees pursuant to the Robert's Rules of Order.
 - The chairs of the primary committees were appointed by you in your year as First Vice President.
10. Represent the association in contact with the public, government entities, the members, all other REALTOR® associations, allied organizations and the media.
11. Issue calls to action when necessary. (Policy P.3).
12. Serve as official host of the association at its social events.

13. Serve as a member of the Arizona Homeownership Alliance. (Bylaws Article IV, Section 5; Policy LP.4).
14. Visit local associations and attend association installations or other conferences to support partnering efforts.
 - Communicate with the Chief Executive Officer regarding anticipated visits.
15. Supervise and coordinate the activities of the Chief Executive Officer in accordance with the Chief Executive Officer's job description.
16. Prepare an annual expectations list and written performance review of the Chief Executive Officer.
 - Review occurs in August during line officer meeting.
17. Supervise and assign activities of the elected officers of the association in accordance with their job descriptions.
18. Perform those duties as directed by the Board of Directors and the Executive Committee.
19. Serve as ex-officio voting Director of the Arizona REALTORS® Foundation for Housing and Community Outreach when immediate Past-President.

ATTACHMENT B
EXPENSE REIMBURSEMENT

(See Policy Exc. 15)

EXECUTIVE COMMITTEE MEETINGS

- Mileage at .56 cents/mile (50 mile radius or more)

SPRING CONFERENCE

- AAR will reserve your room and pay actual room and tax for up to 4 nights
- Daily expense of \$100.00 for up to 5 days
- Registration complimentary (member only)
- Ticketed functions at which your attendance is required are complimentary
- Mileage at .56 cents/mile (50 mile radius or more from conference site)

FALL LEADERSHIP CONFERENCE

- AAR will reserve your room and pay actual room and tax for up to 2 nights
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REGION 11 CONFERENCE

- Actual room and tax for up to 2 nights
- Daily expense of \$100.00 for up to 2 days (daily expense to cover food, taxi, tips, etc.)
- Registration
- Actual Airfare (coach)

AAR PLANNING SESSION

- AAR will reserve your room and pay actual room and tax for up to 2 nights
- Mileage at .56 cents/mile (50 mile radius or more from conference site)

NAR MIDYEAR – WASHINGTON, DC (See Policy P.5)

- Actual room and tax for up to 6 nights
- Daily expense of \$200.00 for up to 7 days (daily expense to cover food, taxi, tips, etc.)
- Registration
- Actual Airfare (coach)

NAR CONVENTION AND EXPO (See Policy P.5)

- Actual room and tax for up to 5 nights
- Daily expense of \$200.00 for up to 5 days (daily expense to cover food, taxi, tips, etc.)
- Registration
- Actual Airfare (coach)

IN-STATE TRAVEL TO LOCAL ASSOCIATIONS (Prior authorization requested)

- Actual room and tax
- Actual expense (meals)
- Mileage at .56 cents/mile (50 mile radius or more from conference site)

REFER TO THE AAR BUDGET FOR THE EXACT TRAVEL EXPENSES/DAILY EXPENSES/REIMBURSEMENTS WHICH HAVE BEEN BUDGETED.

***IMPORTANT NOTE REGARDING DAILY EXPENSE RECEIPTS**

This amount will be provided in one check for each applicable meeting to cover expenses such as food, taxi, tip, etc.

When you return, send all of your receipts to AAR. You must supply AAR with receipts to cover the amount of daily expense no later than 30 days after expense (*See Policy M.3*) or AAR will issue a Form 1099 for any amounts in excess of \$600.

For example:

If an officer/director receives \$1000 and submits receipts for \$700 no 1099 will be issued.

If an officer/director receives \$1000 and submits receipts for \$300 a 1099 will be issued for \$700

If an officer/director receives \$1000 and submits no receipts a 1099 will be issued for \$1000

Description of the Position of
PRESIDENT-ELECT
Revised January 2013

FUNCTION

In the event of the absence or disability of the President, performs duties of the President. Work closely with the other officers and the Chief Executive Officer for orientation and planning purposes to ensure a smooth transition into the presidency.

DUTIES AND RESPONSIBILITIES

Within the limits of the Bylaws and Policies, the President-elect is responsible for and has commensurate authority for the following:

1. To serve as association President if President is incapacitated.
2. To serve as Vice Chair of the Board of Directors and the Executive Committee. (See Bylaws Article VI, Section 6).
3. To attend all meetings of the NATIONAL ASSOCIATION OF REALTORS® and the Rocky Mountain Region (Region 11).
4. Serve as NAR Director. (Per AAR Bylaws, Article VII, Section 2).
5. To serve as an appointed member of the NAR State Leadership Summit.
6. Plan and conduct AAR Planning Session in conjunction with Chief Executive Officer to plan programs and activities appropriate for the upcoming year in concert with the strategic plan.
7. To visit local associations and attend association installations or other conferences to support partnering efforts as assigned by the President.
 - Communicate with Chief Executive Officer regarding anticipated visits.
8. To work in concert with the President and the Chief Executive Officer in carrying out the programs and activities of the association.
9. Recommend primary committee vice chairs and one local executive officer to the President.
 - The primary committees vice chairs were appointed by you in your year as First Vice President.
10. To represent AAR at other associations or organizations as assigned by the President.
11. To perform other duties as assigned by the President.
12. To serve as President of the Arizona REALTORS® Disaster Assistance Foundation.

ATTACHMENT B
EXPENSE REIMBURSEMENT

(See Policy Exc. 15)

EXECUTIVE COMMITTEE MEETINGS

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FALL LEADERSHIP CONFERENCE

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AAR PLANNING SESSION

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NAR MIDYEAR - WASHINGTON, DC (See Policy P.5)

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NAR LEADERSHIP SUMMIT - CHICAGO, IL

- Actual room and tax for up to 3 nights
- Daily expense of \$100.00 for up to 3 days (daily expense to cover food, taxi, tips, etc.)
- Registration
- Actual Airfare (coach)

NAR CONVENTION AND EXPO (See Policy P.5)

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- Daily expense of \$200.00 for up to 5 days (daily expense to cover food, taxi, tips, etc.)
- Registration
- Actual Airfare (coach)

IN-STATE TRAVEL TO LOCAL ASSOCIATIONS (Prior authorization requested)

- Actual room and tax
- Actual expense (meals)
- Mileage at .56 cents/mile (50 mile radius or more from conference site)

REFER TO THE AAR BUDGET FOR THE EXACT TRAVEL EXPENSES/DAILY EXPENSES/REIMBURSEMENTS WHICH HAVE BEEN BUDGETED.

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For example:

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If an officer/ director receives \$1000 and submits receipts for \$300 a 1099 will be issued for \$700

If an officer/director receives \$1000 and submits no receipts a 1099 will be issued for \$1000

Description of the Position of
FIRST VICE PRESIDENT

Revised January 2013

FUNCTION

Serve as a member of the elected officers' management team and assists the President and President-elect in carrying out the functions of their offices. In the absence of both the President and the President-elect, assumes duties and responsibilities of the President.

DUTIES AND RESPONSIBILITIES

Within the limits of the Bylaws and Policies, the First Vice President is responsible for and has commensurate authority for the following:

1. To serve as President-elect if President-elect is incapacitated.
2. To serve as a member of the AAR Board of Directors and the Executive Committee. (See Bylaws Article VI, Section 6).
3. To attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® and Rocky Mountain Region (Region 11).
4. Serve as NAR Director. (Per AAR Bylaws, Article VII, Section 2).
5. Attend AAR's Planning Session.
6. To visit local associations and attend association installations or other conferences to support partnering efforts as assigned by the President.
 - Communicate with Chief Executive Officer regarding anticipated visits.
7. To work in concert with the President, President-elect, and the Chief Executive Officer in carrying out the programs and activities of the association.
8. To recommend primary committee vice chairs to the Executive Committee.
 - It is anticipated that these recommendations will be primary committee chairs during your Presidency.
9. To represent AAR at other associations or organizations as assigned by the President.
10. To oversee AAR programs and activities as assigned in the officers' assignments by the President.
11. To assist the President-elect in planning programs and activities appropriate for the upcoming year, in concert with the strategic plan and in coordination with the primary committee leadership and the Chief Executive Officer.
12. To perform other duties as assigned by the President.
13. To serve as Vice President of the Arizona REALTORS® Disaster Assistance Foundation.

14. To serve as ex-officio voting director of the Arizona REALTOR® Foundation for Housing and Community Outreach.

ATTACHMENT B
EXPENSE REIMBURSEMENT
(See Policy Exc. 15)

EXECUTIVE COMMITTEE MEETINGS

- Mileage at .56 cents/mile (50 mile radius or more)

SPRING CONFERENCE

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FALL LEADERSHIP CONFERENCE

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REGION 11 CONFERENCE

- Actual room and tax for up to 2 nights
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- Actual Airfare (coach)

AAR PLANNING SESSION

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NAR MIDYEAR, WASHINGTON, DC (See Policy P.5)

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- Actual room and tax
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Description of the Position of

TREASURER

Revised January 2013

FUNCTION

Makes recommendations concerning financial matters, general operations, and policies and reports to the Executive Committee and Board of Directors on those matters and financial status of the association.

DUTIES AND RESPONSIBILITIES

Within the limits of the Bylaws and Policies, the Treasurer is responsible for and has commensurate authority:

1. To serve as chairman of the annual budget session in the year you are elected.
 - Meeting with President and Chief Executive Officer in July prior to taking office.
2. To review and recommend the annual budget to the Executive Committee and Board of Directors in the year you are elected.
 - August - Executive Committee budget meeting prior to taking office.
 - October - Board of Directors meeting prior to taking office.
3. To serve as a member of the Board of Directors and the Executive Committee and provide financial reports at each meeting. (See Bylaws Article VI, Section 6).
4. To attend all NATIONAL ASSOCIATION OF REALTORS® and Rocky Mountain Region (Region 11) meetings.
5. Serve as NAR director. (Per AAR Bylaws, Article VII, Section 2).
6. Attend AAR's Planning Session.
7. To monitor, in conjunction with the President and Chief Executive Officer, association monthly financial statements.
 - The Executive Committee serves as the AAR Finance Committee. (Policy Exec. 20).
 - AAR financials will be provided for review on a monthly basis.
8. To serve as liaison between the Executive Committee and Chief Executive Officer on matters of general operations, facilities, member group purchase programs, and Bylaws and Policies.
9. To ensure, in conjunction with the President and Chief Executive Officer, that AAR funds are invested pursuant to AAR policy. (Policy T.2).
10. To perform other duties as outlined in the policies and procedures or as assigned by the President.
11. To serve as a director of the Arizona REALTORS® Disaster Assistance Foundation
 - Serve as a signer on ARDAF account.

ATTACHMENT B
EXPENSE REIMBURSEMENT

See Policy Exec. 15

EXECUTIVE COMMITTEE MEETINGS

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Position Description
Regional Vice Presidents

FUNCTION

Serve as liaisons between the boards/associations of respective regions, the Executive Committee and the Board of Directors.

DUTIES AND RESPONSIBILITIES

Within the limits of the Bylaws and Policies, the Regional Vice President is responsible for and has commensurate authority:

1. To serve as a regional representative on the AAR Executive Committee providing leadership to both AAR, individual associations within the region, and identifying effective approaches to address current regional issues, as required.
2. To contact their assigned local association Presidents every 60 days at a minimum. The purpose is to remind the local Presidents that the RVP is available to assist and identify the level of assistance required by specific local associations. *At first contact cover the role of RVP and ascertain local needs.*
3. To prepare brief written reports to send to AAR's CEO following contact with local associations.
4. To attend AAR's Planning Session.
5. The RVP will facilitate a minimum of two (2) region meetings each year; one at AAR's Spring Conference and one at AAR's Leadership Conference.
6. The RVP will assist with local association re-certification every 3 years as requested by AAR staff.
7. To identify, with the AAR officers, topics/information that the RVP should "push communicate" with assigned locals.
8. To conduct local association officer installations where needed.
9. To identify and select successor RVP(s) no later than eleven (11) months prior to him/her officially taking office to work with current RVP for training and assist in serving the region.
10. To monitor the annual selection of each assigned local association RAPAC chairperson and assist them with fundraising awareness efforts.
11. To perform other duties as outlined in the policies and procedures or as assigned by the President.

Regional Vice President Elections/AAR Bylaws

Article VII

Section 7. The Regional Vice President from each region shall be nominated by a Regional Nominating Committee comprised of one (1) member from each board within the Region. Nominees for RVP must be nominated by a member board within their appropriate Region. The current Regional Vice President shall chair the committee without a vote. Each region's nominee shall be voted on by the association's Board of Directors at the first directors' meeting. No nominations for Regional Vice Presidents shall be accepted from the floor. If any region does not submit a nominee for Regional Vice President for the following year or if the Board of Directors does not accept any nominee, the President-elect shall have the authority to appoint a qualified Regional Vice President from the membership within the region with the approval of the Board of Directors or Executive Committee. In the event the Regional Nominating Committee cannot reach a consensus in the selection of one candidate for RVP, those candidates being considered shall be submitted to the Board of Directors for selection of that Region's RVP.

Article V

Section 6. If a vacancy occurs during the term of office of the President, the President-elect shall assume the duties of the President for the remainder of the unexpired term and serve as President for a full term for the next year. The President shall not be eligible to serve a successive complete term. If a vacancy occurs in the office of President-elect, the First Vice President shall assume the duties of the President-elect for the remainder of the unexpired term and must stand for election to succeed to the office of President. If a vacancy occurs in the office of First Vice President, Treasurer or Executive Committee member, the President, with the approval of the Executive Committee, shall appoint a replacement for the duration of the unexpired term. Should a vacancy occur in a Region Vice President position, that region shall appoint a replacement for the duration of the unexpired term. Should the office of Immediate Past President become vacant, the office shall remain vacant until the next elective year.

Selection Options

- Rotate eligibility among the assigned local associations.
 - Conduct open selection process with each assigned local association having one (1) vote regardless of membership size.
 - Conduct open selection process with "weighted" votes for each assigned association based on membership size.
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ATTACHMENT B
EXPENSE REIMBURSEMENT
(See Policy Exc. 15)

EXECUTIVE COMMITTEE MEETINGS

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IN-STATE TRAVEL TO LOCAL ASSOCIATIONS (Prior authorization requested)

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Position Description

Association Executive Liaison

FUNCTION

They serve as liaisons between the local Association Executives and the Executive Committee and the Board of Directors.

DUTIES AND RESPONSIBILITIES

Within the limits of Bylaws and Policies, the Association Executive Liaison is responsible for and has commensurate authority:

1. To serve as an AE representative on the AAR Executive Committee providing leadership to both AAR and local AE's and identifying effective approaches to address current Association Executive issues, as required, such as AE Workshop plans/agenda.
2. To contact the local AE's every 60 days at a minimum. Purpose is to remind the local AE's that the AE liaison is available to assist and identify level of assistance required by specific local association. *First contact to cover role of AE Liaison and ascertain AE needs.*
3. To prepare brief written report to send to AAR's CEO following contact with local AE's.
4. To attend AAR Planning Session
 - Date and Location TBD
5. The AE Liaison will facilitate a minimum of two (2) Region meetings each year; one at AAR's Spring Conference and one at AAR's Leadership Conference
 - April 15-19, AAR Spring Conference, Prescott Resort, Prescott, AZ
 - August 29, 2014, 2015 Executive Committee Budget Meeting, AAR Building, Phoenix
 - October, AAR Leadership Conference, Dates and Location TBD
6. To identify, with the AAR officers, topics/information that the AE Liaison should "push communicate" with local AE's.
7. To perform other duties as outlined in the policies and procedures or as assigned by the President.

ATTACHMENT B
EXPENSE REIMBURSEMENT
(See Policy Exc. 15)

EXECUTIVE COMMITTEE MEETINGS

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