

Description of the Position of
PRESIDENT
Updated January 2016

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. (AAR Bylaws, Article VI, Section 6).
2. Attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® and the Rocky Mountain Region (Region 11) as a national director, voting delegate, and as a member of the state association leadership forum. Directors are required to attend the following meetings, at a minimum:
 - a. NAR 360
 - b. AAR Caucus
 - c. Both Region 11 Caucus meetings (the two Caucus meetings are held the day before the Board of Directors meeting).
 - d. Board of Directors Meeting. On very rare occasions, NAR may call a Special Board of Directors meeting. If they do, NAR covers the expenses and ample notice is given.
3. Attend AAR's Planning Session.
4. Act as AAR's authorized spokesperson. (Policy P.1).
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 P.18).
 - 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.23)
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.34).
 12. Serve as official host of the association at its social events.
 13. Serve as a member of the Arizona Homeownership Alliance. (AAR Bylaws, Article IV, Section 5).
 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.
 20. Serve as a director of the Arizona REALTOR® Disaster Assistance Foundation.

2016 President's Obligations to Region 11 Vice President

RESPONSIBILITIES

- Furnish the Regional Vice President with the name, address, telephone numbers, email addresses and committee assignment, if applicable, of AAR's CEO, state leadership, national directors, NAR chairs and vice chairs.
- Assist the Regional Vice President in setting goals for the Region.
- Submit a President's Report for each Region Caucus meeting.
- Invite the Regional Vice President to AAR's meetings, conventions and other appropriate events.
- Ensure that the Regional Vice President is on the mailing and email distribution list for AAR's publications and electronic communications.
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AAR Line Officer 2016 AAR President

PRIOR TO TAKING OFFICE

- April** - Lead the planning session.
- April** - Begin thinking about non-member AAR Director for 2016. Either an individual or someone from a group/entity with which you feel AAR should develop a working partnership/relationship.
- May** - Begin coordination of primary committee business plan development for 2016.
- May** - Attend NAR Midyear Meetings in Washington, D.C.
- May** - Begin working with AAR's VP of Professional & Business Development (Barb Freestone) on details for AAR's Leadership Conference/Inaugural in November. Decision on whether or not to form a workgroup to plan the conference or use leadership/staff.
- June** - Coordinate with Treasurer-elect and CEO on development of proposed 2016 Operating/Capital budget.
- August** - Attend NAR Leadership Conference in Chicago, Illinois.
- August** - Attend 2017 Executive Committee Budget meeting.
- September** - Attend REALTOR® Caucus
- September** - Coordinate with AAR's Controller to execute signature cards.
- September** - Coordinate with AAR's Communications Manager to obtain photo, if needed.
- October** - Work with CEO on "Welcome" email for 2016 state directors
- October** - Begin making appointments to the AZCie, Professional Standards and Grievance committees for 2016.
- October** - Make appointments to the NAR Candidate Fund Advisory Group.
- October** - AAR BOD considers proposed 2016 Operating/Capital Budget. 2016 President and 2016 Treasurer are responsible for presenting budget.
- November** - Serve as Director of the Arizona REALTOR® Disaster Assistance Foundation.
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RESPONSIBILITIES DURING TERM

- Term starts on **December 1st**
- Serve as Chair of the Executive Committee and Board of Directors

- December** - work with the CEO to prepare for the first Executive Committee meeting in January.
- January** - work with the CEO to prepare for the first Board of Directors meeting in March.
- March** - serve as Chair of the first Board of Directors meeting at the AAR Spring Convention.
- Attend all official NAR and Rocky Mountain Region 11 meetings as a national director, voting delegate, and as a member of the state association leadership forum.
 - Region 11 Conference, **February 2016** (TBD)
 - NAR Midyear, **May 9-14, 2016** (Washington, D.C.)
 - NAR Expo, **November 2-7, 2016** (Orlando, Florida)
- Attend AAR's official meetings
 - 2016 Executive Committee Meetings **January, March, June, October**
 - 2017 Executive Committee Budget Meeting - **August**
 - Spring Convention **March 2016**
 - Planning Session **April 2016**
 - REALTOR® Caucus **September 2016**
 - Leadership Conference **October 2016**
- May** - begin thinking about selections for Vision and DSA Awards.
- August** - Finalize Vision and DSA Award recipients.
- August** - Begin CEO annual review process, prepare an annual expectations list and written performance review to be handled in conjunction with the August budget meeting.
- October** - last meeting as Chair of the Board of Directors
- Act as AAR's authorized spokesperson
- Work with the CEO to ensure 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
- Work with the CEO and Treasurer to monitor the association's monthly financial statements, which will be provided on a monthly basis, to assure operation within the budget. *The Executive Committee serves as the AAR Finance Committee.*
- Act as "signer" on designated accounts (checking, strategic initiatives, capital purchase, operating reserve, PSF, RMA, etc.)
- Approve association contracts and official documents.
- Serve as ex-officio member of AAR's primary committees pursuant to Robert's Rules of Order. *The Chairs of the primary committees were appointed by you in your year as First Vice President.*

- Represent the association in contact with the public, governmental entities, the members, all other REALTOR® associations, allied organizations and the media.
- Issue calls to action when necessary
- Serve as official host of the association at its social events
- Serve as a member of the Arizona Homeownership Alliance
- Visit local associations and attend association installations or other conferences to support partnering efforts. Communicate with the CEO regarding anticipated visits.
- Supervise and coordinate the activities of the CEO in accordance with the CEO's job description.
- Supervise and assign activities of the elected officers of the association in accordance with their job descriptions.
- Perform those duties as directed by the Executive Committee and the Board of Directors.
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AFTER TERM

- As Immediate Past-President, serve as ex-officio voting Director of the Arizona REALTORS® Foundation for Housing and Community Outreach.
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Description of the Position of
PRESIDENT-ELECT
Updated January 2016

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. (AAR Bylaws, Article VI, Section 6).
3. To attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® and the Rocky Mountain Region (Region 11).
1. Serve as NAR Director. (AAR Bylaws, Article VII, Section 2). Directors are required to attend the following meetings, at a minimum:
 - a. NAR 360
 - b. AAR Caucus
 - c. Both Region 11 Caucus meetings (the two Caucus meetings are held the day before the Board of Directors meeting).
 - d. Board of Directors Meetings. On very rare occasions, NAR may call a Special Board of Directors meeting. If they do, NAR covers the expenses and ample notice is given.
4. To serve as an appointed member of the NAR State Leadership Summit.
5. 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.
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 and the Chief Executive Officer in carrying out the programs and activities of the association.
8. 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.
9. To represent AAR at other associations or organizations as assigned by the President.

10. To perform other duties as assigned by the President.
11. To serve as President of the Arizona REALTORS® Disaster Assistance Foundation.

AAR Line Officer 2016 President-elect

RESPONSIBILITIES

- Serve as the Vice Chair of the Executive Committee and the Board of Directors
- Attend all official NAR and Rocky Mountain Region 11 meetings.
 - Region 11 Conference, **February 2016** (TBD)
 - NAR Midyear, **May 9-14, 2016** (Washington, D.C.)
 - NAR Expo, **November 2-7, 2016** (Orlando, Florida)
- Serve as NAR Director
- Attend AAR's official meetings
 - 2016 Executive Committee Meetings **January, March, June, October**
 - 2017 Executive Committee Budget Meeting - **August**
 - Spring Convention **March 2016**
 - Planning Session **April 2016**
 - REALTOR® Caucus **September 2016**
 - Leadership Conference **October 2016**
- Work with the CEO to plan and conduct the AAR Planning Session, by planning programs and activities appropriate for the upcoming year in concert with the strategic plan. Planning session scheduled for **April 2016**.
- August** – Attend NAR State Leadership Summit in Chicago
- Visit local associations and attend association installations or other conferences to support partnering efforts as assigned by the President. Communicate with the CEO regarding anticipated visits.
- Work with the CEO and President to carry out the programs and activities of the association.
- Recommend primary committee Vice Chairs and one (1) local Executive Officer to the President. *The primary committee Vice Chairs were appointed by you in your year as First Vice President.*
- Represent AAR at other associations or organization as assigned by the President.
- Serve as President of the Arizona REALTOR® Disaster Assistance Foundation.
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Description of the Position of **FIRST VICE PRESIDENT**

Updated January 2016

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. (AAR Bylaws, Article VI, Section 6).
3. To attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® and Rocky Mountain Region (Region 11).
1. Serve as NAR Director. (AAR Bylaws, Article VII, Section 2). Directors are required to attend the following meetings, at a minimum:
 - a. NAR 360
 - b. AAR Caucus
 - c. Both Region 11 Caucus meetings (the two Caucus meetings are held the day before the Board of Directors meeting).
 - d. Board of Directors Meetings. On very rare occasions, NAR may call a Special Board of Directors meeting. If they do, NAR covers the expenses and ample notice is given.
4. Attend AAR's Planning Session.
5. 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.
6. To work in concert with the President, President-elect, and the Chief Executive Officer in carrying out the programs and activities of the association.
7. To recommend primary committee vice chairs to the Executive Committee.
 - It is anticipated that these recommendations will be primary committee chairs during your Presidency.
8. To represent AAR at other associations or organizations as assigned by the President.
9. To oversee AAR programs and activities as assigned in the officers' assignments by the President.

10. 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.
11. To perform other duties as assigned by the President.
12. To serve as Vice President of the Arizona REALTORS® Disaster Assistance Foundation.
13. To serve as ex-officio voting director of the Arizona REALTOR® Foundation for Housing and Community Outreach.
14. Responsible for the coordination of the efforts and activities of the Regional Vice Presidents. (AAR Bylaws, Article V, Section 3).

AAR Line Officer 2016 First Vice President

RESPONSIBILITIES

- Serve as a member of Executive Committee and Board of Directors
- Attend all official NAR and Rocky Mountain Region 11 meetings.
 - Region 11 Conference, **February 2016** (TBD)
 - NAR Midyear, **May 9-14, 2016** (Washington, D.C.)
 - NAR Expo, **November 2-7, 2016** (Orlando, Florida)
- Serve as a NAR Director
- Attend AAR's official meetings
 - 2016 Executive Committee Meetings **January, March, June, October**
 - 2017 Executive Committee Budget Meeting - **August**
 - Spring Convention **March 2016**
 - Planning Session **April 2016**
 - REALTOR® Caucus **September 2016**
 - Leadership Conference **October 2016**
- Visit local associations and attend association installations or other conferences to support partnering efforts as assigned by the President. Communicate with the CEO regarding anticipated visits.
- Work with the President, President-elect, and CEO in carrying out the programs and activities of the association.
- Recommend primary committee vice chairs to the Executive Committee. *It is anticipated that these recommendations will be primary committee chairs during your presidency.*
- Represent AAR at other associations or organizations as assigned by the President.
- Oversee AAR programs and activities as assigned in the officers' assignments by the President.
- 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 CEO.
- Serve as Vice President of the Arizona REALTOR® Disaster Assistance Foundation.
- Serve as ex-officio voting director of the Arizona REALTORS® Foundation for Housing and Community Outreach.
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Description of the Position of

TREASURER

Updated January 2016

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. (AAR Bylaws Article VI, Section 6).
4. To attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® and Rocky Mountain Region (Region 11).
5. Serve as NAR director. (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 P.18).
 - 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 P.22).
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.

AAR Line Officer 2016 Treasurer

PRIOR TO TAKING OFFICE

- April** – The CEO will start copying you on all emails sent to the current Treasurer.
- April** - Participate in the 2016 Planning Session. *Budget planning for the upcoming year begins at the Planning Session.*
- May** - Primary committees and AAR Staff begin 2016 Operating budget preparation based on Planning Session and Primary Committee business plans.
- June** - Begin working with the CEO to prepare the 2016 Operations Area and Capital budgets.
- June** - Work with CEO on preparing budget presentation to the 2016 Executive Committee in August.
- July** - Meet with the CEO and President
- August** - Serve as Chairman of the Annual Budget session
- Review and recommend the annual budget to the Executive Committee and Board of Directors
 - **August** Executive Committee budget meeting
 - **October** Board of Directors meeting
- November** - Begin service as Director of the Arizona REALTOR® Disaster Assistance Foundation (ARDAF)

RESPONSIBILITIES DURING TERM

- Term officially starts on **December 1st**
- Serve as a member of the Board of Directors and the Executive Committee and provide financial reports at each meeting
- January 2016** - Deadline for submitting application for 2017 AAR First Vice President position, if seeking position.
- February** - Meet with the CEO, Controller and Audit firm to review 2015 audit.
- March** - Give 2015 audit report to the Executive Committee and Board of Directors.
- Attend all official NAR and Rocky Mountain Region 11 meetings.
 - Region 11 Conference, **February/March 2016** (Location to be determined at a later date)
 - NAR Midyear, **May 9-14, 2016** (Washington, D.C.)
 - NAR Expo, **November 2-7, 2016** (Orlando, Florida)

- Serve as NAR Director
- Attend AAR's official meetings
 - 2016 Executive Committee Meetings **January, March, June, October;**
2017 Executive Committee Budget Meeting – **August 2016**
 - Spring Convention **March 2016**
 - Planning Session **April 2016**
 - REALTOR® Caucus **September 2016**
 - Leadership Conference **October 2016**
- Along with the CEO and President, monitor the Association's monthly financial statements which will be provided on a monthly basis. *The Executive Committee serves as the AAR Finance Committee.*
- Serve as liaison between the Executive Committee and the CEO on matters of general operations, facilities, member group purchase programs, and Bylaw & Policy.
- Along with the CEO and President, ensure that AAR funds are invested pursuant to AAR policy.
- Serve as Director of the Arizona REALTORS® Disaster Assistance Foundation (ARDAF). And serve as a "signer" on the ARDAF account. Begins in November.
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AAR Line Officer 2016 Treasurer (Budget)

BUDGET PROCESS

- Budget planning begins at the AAR Planning Session in April following election
- CEO will start copying you on all items sent to the current Treasurer
- Committees begin business plans and budget for the upcoming year in July
- Treasurer is the Chair for the Operations area and helps draft the upcoming year's business plan and budget.
- Treasurer also helps draft the Capital budget.
- 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
- Treasurer presents the upcoming year's budget at the October BOD meeting.
- Assume office on **December 1st**.
- Along with the CEO and President, monitor the Association's monthly financial statements which will be provided on a monthly basis. *The Executive Committee serves as the AAR Finance Committee.*
- Along with the CEO and President, ensure that AAR funds are invested pursuant to AAR policy.
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Position Description
Association Executive Liaison
Updated January 2016

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. (AAR Bylaws, Article VI, Section 6)
2. Attend AAR's official meetings (Spring Convention, Planning Session, Leadership Conference).
3. 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.*
4. To prepare brief written report to send to AAR's CEO following contact with local AE's.
5. To attend AAR Planning Session
6. 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
7. To identify, with the AAR line officers, topics/information that the AE Liaison should "push communicate" with local AE's.
8. To perform other duties as outlined in the policies and procedures or as assigned by the President.

Position Description
Regional Vice Presidents
Updated January 2016

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. (AAR Bylaws, Article VI, Section 6)
2. To contact the 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. To attend AAR's REALTOR® Caucus.
6. 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.
7. To identify, with the AAR line 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.
12. To serve as a board member of the Arizona REALTOR® Foundation for Housing and Community Outreach.
13. To assist with local association NAR Core Standards compliance as requested by AAR staff.

Regional Vice President Elections/AAR Bylaws

Article V

Section 6. If a vacancy occurs during the term of office of the President, the President-elect shall assume the office of the President for the remainder of the unexpired term and serve as President for a full term for the next elective year. The President shall not be eligible to serve a successive complete term unless the person assumed the office of President due to a vacancy of office. If a vacancy occurs in the office of President-elect, the First Vice President shall assume the office of the President-elect for the remainder of the unexpired term and must stand for election for President-elect 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 an RVP 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.

Article VII

Section 7. The RVP from each Region shall be nominated by a Regional Nominating Committee comprised of one (1) member from each Member Board within the Region. Nominees for RVP must be nominated by a Member Board within their appropriate Region. The current RVP shall chair the Committee without a vote. Each Region's nominee shall be voted on by the AAR's Board of Directors at the first Directors' meeting. No nominations for RVP shall be accepted from the floor. If any Region does not submit a nominee for RVP 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 RVP 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 (1) candidate for RVP, those candidates being considered shall be submitted to the Board of Directors for selection of that Region's RVP.

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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Regional Vice President and Association Executive Liaison

RESPONSIBILITIES

- Serve as a regional and Association Executive (AE) representative on the AAR Executive Committee providing leadership to both AAR, individual associations within the region and local AEs.
- Identify effective approaches to address current regional issues, as required.
- Contact your assigned local association Presidents and AEs every 60 days at a minimum.
- Prepare a brief written report to send to AAR's CEO following contact with local associations or AEs.
- Attend AAR's Planning Session **April 21-22 2016**
- Facilitate a minimum of three (3) region meetings each year, one each at:
 - AAR's Spring Convention **March 29 – April 1, 2016**
 - REALTOR® Caucus **September 2016**
 - AAR's Leadership Conference **October 2016**
- Assist with local association NAR Core Standards compliance as requested by AAR staff.
- Work with the AAR officers to identify topics/information that the RVP should "push communicate" with assigned locals and AEs.
- Conduct local association officer installations where needed.
- Identify and select successor RVP(s), no later than eleven (11) months prior to successor officially taking office, to work with current RVP for training and to assist in serving the region.
- Monitor the annual selection of assigned local association RAPAC chairperson and assist them with fundraising awareness efforts.
- Perform additional duties as outlined in the policies and procedures or as assigned by the President.
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Regional Vice President Selection Process

PROCESS

- The Regional Vice President (RVP) 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 RVP shall chair the nominating 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 RVP shall be accepted from the floor.
- If any region does not submit a nominee for RVP 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 RVP 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.
- If a vacancy occurs in a Regional Vice President position, that region shall appoint a replacement for the duration of the unexpired term.

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.

Description of the Position of
IMMEDIATE PAST RESIDENT

January 2016

FUNCTION

Serve as Immediate Past President representing the entire association membership and its best interests.

DUTIES AND RESPONSIBILITIES

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

1. Serve on the Executive Committee as Immediate Past President with voting rights as the chair of the Board of Directors and the Executive Committee. (AAR Bylaws, Article VI, Section 6).
2. Serve on the AAR Board of Directors as a voting, non-quota Director
3. Attend AAR's official meetings (Spring Convention, Planning Session, Leadership Conference).
4. Attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® as a national director (REALTORS® Legislative Meetings, NAR Conference and Expo) (AAR Bylaws, Article VII, Section 2). Directors are required to attend the following meetings, at a minimum:
 - a. NAR 360
 - b. AAR Caucus
 - c. Both Region 11 Caucus meetings (the two Caucus meetings are held the day before the Board of Directors meeting).
 - d. Board of Directors Meeting .On very rare occasions, NAR may call a Special Board of Directors meeting. If they do, NAR covers the expenses and ample notice is given.
5. Serve as an ex-officio voting Director of the Arizona Association of REALTORS® foundation for Housing and Community Outreach.
6. Wear your Past President's Name tag proudly.
7. Administer sage advice to incoming and future leaders.
8. Accept our sincere thanks for you Leadership.

EXPENSE REIMBURSEMENT

(AAR Policy P.26)

POLICY P.26 - NATIONAL DIRECTOR REIMBURSEMENT

National Directors eligible for expense reimbursement shall be those elected or appointed to fill entitlements other than those entitlements assigned Member Board and specifically representing franchise and/or large firm entitlements, as designated by the NATIONAL ASSOCIATION OF REALTORS[®], and who are not otherwise reimbursed. Authorized reimbursement for National Directors to attend National meetings is contingent upon their attending the Member and Directors Forum, AAR Caucus (if any), the Rocky Mountain Regional Caucus and all meetings of the National Board of Directors at each National meeting. Any exceptions shall be approved at the President's discretion.

AAR will reimburse the NAR Director up to \$2,500 total travel costs which includes: airfare, hotel, and food.

AAR Line Officer 2016 AAR Past President

RESPONSIBILITIES

- Term starts on **December 1, 2015** and ends **November 30, 2016**
- Serve on the Executive Committee as Immediate Past President
- Serve on the AAR Board of Directors as a voting, non-quota Director
- Attend AAR's official meetings
 - 2016 Executive Committee Meetings **January, March, June, October**
 - Spring Convention **March 2016**
 - Planning Session **April 2016**
 - Leadership Conference **October 2016**
- Attend NAR's official meetings as a national director
 - NAR Midyear, **May 9-14, 2016** (Washington, D.C.)
 - NAR Expo, **November 2-7, 2016** (Orlando, Florida)
- Serve as ex-officio voting Director of the Arizona REALTORS® Foundation for Housing and Community Outreach
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