

**ARIZONA ASSOCIATION OF REALTORS®**  
**POSITION DESCRIPTION**

- TITLE:** CHIEF EXECUTIVE OFFICER/CORPORATE SECRETARY
- SUPERVISES:** ALL STAFF FUNCTIONS
- DESCRIPTION:** Serves as Chief Executive Officer (CEO), recommends formulation of new policies and makes administrative decisions within existing policies as they have been approved by the Executive Committee or Board of Directors. Plans, organizes, directs and coordinates the staff, programs and activities of the Association.

**SPECIFIC RESPONSIBILITIES**

In harmony with the Strategic Plan and within the limits of the Articles of Incorporation, Bylaws, Policies and directives of the Executive Committee or Board of Directors, the CEO is responsible for, and has authority to accomplish the duties set forth below.

**Executive Committee and Board of Directors**

1. Participate with the Executive Committee and Board of Directors in the formulation and implementation of AAR's Vision, annual Strategic Plan, goals and objectives.
2. Work closely with the Executive Committee, communicating, advising and making recommendations on policy issues impacting the association, members or the real estate industry.
3. Oversee the day-to-day operations of AAR while facilitating interaction between the Executive Committee, Board of Directors, primary committees' membership and Staff.
4. Coordinate Executive Committee meetings, including preparing agendas, motions and materials.
5. Coordinate Board of Directors meetings including preparing agendas, materials, motions and election details when applicable.
6. Serve as Corporate Secretary of the association and ex-officio member of the Executive Committee and Board of Directors providing advisory assistance, as well as administrative and technical support.
7. Ensure that the Board of Directors, Executive Committee and Line Officers are kept fully informed as to the conditions and operations of the Association and all important factors influencing them.
8. Coordinate Past-President presentation, President installation, Vision and DSA Awards at the AAR Leadership Conference.
9. Conduct Executive Committee orientation.
10. Revise and update Line Officers' job descriptions, reimbursement information and related materials.
11. Coordinate Leadership Spokesperson Training for Line Officers.

12. Coordinate letters/notices to local associations and brokerages regarding Board of Directors member appointments.
13. Coordinate Planning Session with President-Elect, revise and finalize the Strategic Plan.
14. Develop Operations and Strategic Initiatives business plan with measurable objectives and any other actions necessary in response to the Strategic Plan.
15. Keep the President, Board of Directors and Executive Committee informed on progress of all programs and on significant problem and developments affecting the Association.
16. Stress the importance of RAPAC fundraising and maintain the focus of AAR staff on the importance of their encouragement and support of this annual effort.

### **Financial**

1. Draft annual budget in conjunction with incoming President and Treasurer to implement Strategic Plan and Business Plans.
2. Maintain oversight of operating budget, monthly financials, reconciliations, operating, reserve accounts, RAPAC, ARDAF and Housing Foundation accounts.
3. Approve all check requests and sign all checks or delegate the responsibility to appropriate signatory.
4. Provide quarterly ARDAF and Housing Foundation financial reports.
5. Arrange for annual C.P.A. audits and participate in audits and audit meetings (AAR, RAPAC, ARDAF, Housing Foundation).
6. Oversee dues/membership reconciliation system and address past-due dues issues.
7. Ensure all taxes are timely filed.
8. Review and approve proposals for expenditures or commitments by the Association and submit expenditures to the Executive Committee in accordance with policy.

### **Operations & Strategic Initiatives**

1. Maintain a high level of understanding of trends, developments, and directions taken by all segments of the real estate industry (i.e., residential, vacant land, commercial, property management).
2. Serve as spokesperson for the Association to the public, media and government, unless delegated to another.
3. Execute all Association contracts and agreements, as authorized.
4. Maintain association Bylaws, Policies and Official Statements to ensure that they are consistent, clear, and legal and conform to existing practice.
5. Maintain positive local association relations.
6. Continue regular local AE communication and outreach.
7. Conduct Strategic Planning Sessions upon request and availability.
8. Address local AE/local association issues such as: financial concerns, policy concerns, dues enforcement, MLS, etc.
9. Oversee an annual local association AE Workshop.

10. Ensure AAR compliance with NAR Organizational Alignment Core Standards and complete compliance tool for AAR.
11. Assist and certify, if possible, all local associations' NAR Organizational Alignment Core Standards compliance activities.
12. Oversee the Arizona REALTORS® Community Outreach Award oversight.
13. Oversee Association's consumer outreach, press/media coverage.
14. Promote interest and active participation in the Association's activities on the part of the membership and report activities of the Association through the communications media of the Association.
15. Represent the Association in its contacts and dealings with governmental officials and agencies.
16. Maintain Primary Committee Oversight and ensure that Primary Committee decisions and recommendations are submitted to the Executive Committee and/or Board of Directors for approval, as required.
17. Oversee ARDAF governance and activities, including administration of local associations' charitable funds contributions/disbursements.
18. Oversee ARFHCO governance and Housing Foundation.
19. Engage in member outreach.
20. Maintain effective relationships with other organizations, both public and private, and ensure that the position of the Association and its members is enhanced in accordance with the policies and objectives of the Association.

### **NAR/Region XI**

1. Maintain a system for NAR Directors and Committee Member communications and updates.
2. Attend and coordinate Line Officer and AAR NAR Director(s) attendance at NAR and Region XI meetings.
3. Assist President in preparation of any necessary Region XI or NAR reports.
4. Complete NAR Committee recommendations as requested.
5. Represent the Association on committees of the NATIONAL ASSOCIATION OF REALTORS®, with the concurrence of the Line Officers.
6. Promote and assist members in becoming involved on various committees within the NATIONAL ASSOCIATION OF REALTORS®.

### **Internal Operations**

1. Implement all decisions of the Association except when the duty to do so is specifically assigned to someone else by the Association.
2. Accountable for all day-to-day association operations.
3. Oversee Association information, assets and physical security.
4. Work with property manager to protect, maintain and enhance the value of the AAR building and other assets.

5. Work with Property Manager to ensure property is rented to fullest capacity possible and any necessary TIs.
6. Work with Property Manager on building improvement oversight.
7. Attract, recruit and maintain a high quality professional staff, ensuring a workplace conducive to member satisfaction and service, staff achievement, team work, high morale and accountability.
8. Maintain employee records (attendance, EEO data, etc.) according to policy and legal requirements
9. Provide security for all files, legal and historical documents, membership and mailing lists and maintain a disaster recovery plan.
10. Within the established budget, responsible for all hiring, promotions and terminations.
11. Employ competent staff within the constraints of the operating budget.
12. Supervise a staff necessary for the successful performance of AAR services and functions.
13. Supervise employee relations and training.
14. Serve as a link between leadership and association employees.
15. Review and maintain employment policies, working conditions, staff payroll and benefits to ensure legal compliance.
16. Maintain and update AAR Employee Manual to ensure legal compliance.
17. Maintain and oversee updates to all staff job descriptions and position manuals.
18. Complete and file all necessary annual corporation reports.
19. Direct and coordinate all approved association programs, projects and major activities.
20. Provide the necessary liaison and staff support to all primary committees, standing committees and workgroups to enable them to perform their functions properly.
21. Perform such other general responsibilities as may be delegated by the President, Board of Directors or the Executive Committee.

## **EDUCATION**

The candidate should possess a minimum of a Bachelor's degree. An advanced degree, CAE, RCE or Institute designations would be attractive, but directly related work experience is most desirable.

## **CORE COMPETENCIES**

- Not-for-profit/association management/corporate leadership experience
- Visionary; creative; a marketing and entrepreneurial orientation; can "take AAR to the next level"
- A recognized, well respected leader (i.e. proven staff development skills; works well with volunteer boards; respected by members, etc.)
- A skilled presenter; articulate and enthusiastic; proven communication skills
- Diplomatic; able to work well with all constituencies
- Technologically savvy
- Understanding of real estate issues and trends is helpful
- Understanding of the political process (State Legislature and State Agencies)