

## **Arizona Association of REALTORS® Leadership and CEO**

A good working relationship between Leadership and the CEO is critical to the success of the Association. An understanding of the roles of each will help avoid misunderstandings and uncertainty. The following is intended to help clarify the roles and provide guidance.

### **General Relationship**

- The President and Line Officers lead the Executive Committee and Board of Directors.
- The Executive Committee and Board of Directors lead the Association.
- The CEO runs the Association and makes all personnel decisions.

### **Communication**

- If email is not your preferred method of communication, inform the CEO.
- The CEO generally sends two types of emails – those to keep Leadership up to date on association issues and those requiring input from Leadership.
- If the email requests a response, please respond as soon as possible – often times a project is at a standstill until Leadership approval is obtained.
- A response indicating receipt of the email is appreciated – this informs the CEO that the email has been received.

### **Schedules**

- The CEO attempts to make scheduling as simple as possible, however conflicts will arise.
- If you will be unavailable for an extended period, inform the CEO in advance to avoid meetings being scheduled during your absence.

### **Meetings**

- Attempt to review meeting materials prior to the meetings and ask questions or for additional information in sufficient time to allow the CEO to research and respond.
- The Line Officers should make every effort to reach consensus on any issues prior to meetings – that is the main purpose of the pre-meeting Line Officer meeting.

### **Internal Procedures/Staff**

- AAR Staff is directly responsible to the CEO. Any staff issues or staff requests other than normal staff liaison functions must be coordinated through the CEO. (*AAR Policy G.2*)
- AAR has an internal Chain of Command that should be adhered to.
- Any problems with a program or staff should be discussed with the CEO directly.
- AAR Legal Counsel provides support to Leadership and Primary Committees. Legal support to Member Boards and/or members is prohibited unless approved by the CEO. (*AAR Policy D.1*).