



## PRESIDENT

### Position Description & Checklist – 2023

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

**DUTIES & RESPONSIBILITIES:** Within the limits of the Arizona REALTORS® Bylaws, Policies and Official Statements, the President is responsible for and has commensurate authority to:

1. Serve as Chair of the Board of Directors and the Executive Committee. **(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. **(Bylaws, Article VII, Section 2).** Directors are required to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session (November – NAR Conference & Expo)
  - c. Arizona Caucus
  - d. Both Region 11 Caucus meetings (held the day before the Board of Directors meeting)
  - e. Both 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).
3. Attend the Arizona REALTORS®
  - a. Executive Committee Meetings
  - b. REALTOR® Day at the Capitol
  - c. Spring Conference and Governance Meetings
  - d. Annual Planning Session
  - e. REALTOR® Caucus
  - f. Leadership Conference
4. Act as the association's authorized spokesperson. Represent the association in contact with the public, government entities, the members, all other REALTOR® associations, allied organizations and the media.
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, the association's monthly financial statements to assure operations are within budget.

7. Approve association contracts and official documents, if necessary. **(Policy B.7)**
8. Serve as ex-officio member of the association's primary committees pursuant to the Robert's Rules of Order (*The chairs of the primary committees were appointed by you during your year as First Vice President*).
9. Issue Calls For Action when necessary. **(Policy E.3)**
10. Serve as official host of the association at its social events.
11. Visit local associations and attend association installations, major investor events or other conferences to support partnering efforts (Communicate with the CEO regarding anticipated visits).
12. Supervise and coordinate the activities of the CEO in accordance with the CEO's job description.
13. Supervise and assign activities of the elected officers of the association in accordance with their job descriptions.
14. Perform those duties as directed by the Board of Directors and the Executive Committee.
15. Serve as a member of the Arizona Homeownership Alliance. **(Bylaws, Article IV, Section 5).**
16. Serve as a director of the Arizona REALTOR<sup>®</sup> Disaster Assistance Foundation.
17. During term as immediate past-president, serve as ex-officio voting director of the Arizona REALTORS<sup>®</sup> Foundation for Housing and Community Outreach.

### **PRIOR TO TAKING OFFICE (As President-elect)**

- November** - give the CEO names of selected primary committee chairs and AE representative during your year as President
- December** - Select a facilitator for April Planning Session
- April** - Lead the Planning Session.
- April** - Finalize Strategic Plan
- April** - Begin thinking about non-member Arizona REALTORS® Director. Either an individual or someone from a group/entity with which you feel the association should develop a working partnership/relationship.
- May** - Begin coordination of the Operations business plan and budget development.
- May** - Attend NAR Midyear Meetings in Washington, D.C. - 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. (AAR Bylaws, Article VII, Section 2).  
Directors are required to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session
  - c. Arizona Caucus
  - d. Region 11 Caucus meetings
  - e. NAR Board of Directors Meeting
- May** - Begin working with the association's VP of Professional & Business Development on details for the October Leadership Conference/Installation Dinner. Decide on whether or not to form a workgroup to plan the Spring Conference or use leadership/staff.
- June** - Coordinate with Treasurer-elect and CEO on development of proposed Operating/Capital budget.
- July** - Identify non-member Director for BOD (not always filled every year)
- July** - Choose Executive Committee meeting dates
- August** - Attend NAR Leadership Conference in Chicago, Illinois.
- August** - In preparation of Installation Dinner, give CEO names of: Installing MC; Installing Officer; Person giving inspirational message; person leading Pledge of Allegiance; special guests; gifts for MC and Installing Officer.
- August/September** - Attend Arizona REALTOR® Caucus
- September** - Chair Executive Committee Orientation and Budget meeting
- September** - Coordinate with the association's Chief Operating Officer to obtain photo, if needed.
- October** - Work with the CEO on "Welcome" email for incoming state directors
- October** - Board of Directors considers proposed Operating/Capital Budget. The incoming President and Treasurer are responsible for presenting budget.

## DUTIES

### DECEMBER

- Term officially begins on December 1<sup>st</sup>
- Finalize selected primary committee chairs and AE representative during your year as President.
- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Work with the CEO to prepare agenda for the first Executive Committee meeting in January
- Invite Region XI Vice President to attend the Arizona REALTORS® Spring Conference
- Communicate with Region XI Vice President on possible goals for the Region
- Ensure that the Region XI Vice President is on the email distribution list for AAR's publications and electronic communications.

### JANUARY

- Begin planning the Arizona REALTOR® Spring Conference with the Professional and Business Development committee
- Attend REALTOR® Day at the Capitol
- Serve as Chair of the Executive Committee Meeting
- Attend Spokesperson Training (Leadership Team)
- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Work with the CEO to prepare for the Executive Committee and Board of Directors meeting in March
- Work with the CEO to prepare agendas for the March ExCom and BOD meetings

### FEBRUARY

- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Attend the Professional Standards Workshop, and do welcome and introductions
- Select members to do the Pledge of Allegiance and Inspirational message at the March Board of Directors meeting
- Book your flight for Region XI Conference (The association will handle your registration/hotel accommodations)

### MARCH

- Attend the Arizona REALTOR® Spring Conference and Governance Meetings
- Serve as Chair of the Executive Committee Meeting
- Serve as Chair of the Board of Directors Meeting

- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Submit a President's Report for the Region XI Caucus – CEO drafts report for your review and revisions, then submits report to Region XI VP.
- Book your flight for NAR Legislative Meetings (The association will handle your registration/hotel accommodations)

#### APRIL

- Attend the Planning Session
- Attend the Region XI Leadership Conference
- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget.

#### MAY

- NAR Mid-Year Legislative - 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. **(Bylaws, Article VII, Section 2)**. Directors are required to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session
  - c. Arizona Caucus – Facilitate caucus
  - d. Region 11 Caucus meetings – give Arizona update
  - e. NAR Board of Directors Meeting
- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Begin thinking about your selections for the Vision and Distinguished Service Awards to be given during the Leadership Dinner in October. Recipient names are due to the CEO in August.
- Invite Region XI Vice President to attend the Arizona REALTORS® Leadership Conference

#### JUNE

- Serve as Chair of the Executive Committee Meeting
- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget.

#### JULY

- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget

## AUGUST

- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Prepare an annual expectations list and written performance review of the Chief Executive Officer (Review occurs during line officer meeting prior to the budget meeting).
- Send Vision and Distinguished Service Award recipient names to the CEO

## SEPTEMBER

- Attend the Arizona REALTOR® Caucus
- Attend the Executive Committee Orientation and Budget Meeting
- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Book your flight for NAR REALTORS® Conference & Expo (The association will handle your registration/hotel accommodations)
- Select members to do the Pledge of Allegiance and Inspirational message at the October Board of Directors meeting

## OCTOBER

- Attend the Leadership Conference
- Serve as Chair of the Executive Committee Meeting
- Serve as Chair of the Board of Directors Meeting
- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Submit a President's Report for the Region XI Caucus – CEO Drafts report for your review and revisions, then submits report to Region XI VP.

## NOVEMBER

- Attend the NAR REALTORS® Conference & Expo
- 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. **(Bylaws, Article VII, Section 2)**. Directors are **required** to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session
  - c. Arizona Caucus - Facilitate caucus
  - d. Region XI Caucus meeting - Give Arizona update
  - e. NAR Board of Directors meeting
- Monitor, in conjunction with the Treasurer and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget.



## **PRESIDENT-ELECT**

### Position Description & Checklist – 2023

**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 Arizona REALTORS® Bylaws, Policies and Official Statements, the President-elect is responsible for and has commensurate authority to:

1. Serve as Vice Chair of the Board of Directors and the Executive Committee. **(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. **(Bylaws, Article VII, Section 2).** Directors are required to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session (November – NAR Conference & Expo)
  - c. Arizona Caucus
  - d. Region 11 Caucus meetings (held the day before the Board of Directors meeting).
  - e. Both 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).
3. Serve as an appointed member of the NAR State Leadership Summit.
4. Attend the Arizona REALTORS®
  - a. Executive Committee Meetings
  - b. REALTOR® Day at the Capitol
  - c. Spring Conference and Governance Meetings
  - d. Annual Planning Session
  - e. REALTOR® Caucus
  - f. Leadership Conference
5. Plan and conduct the association's 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. Visit local associations and attend association installations or other conferences to support partnering efforts as assigned by the President.
  - a. Communicate with Chief Executive Officer regarding anticipated visits.

7. 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.
  - a. The primary committees vice chairs were appointed by you during your year as First Vice President.
9. Represent the association at other associations or organizations as assigned by the President.
10. Perform other duties as assigned by the President.
11. Serve as President of the Arizona REALTORS® Disaster Assistance Foundation.
12. Serve as association President if the President is incapacitated.

## **DUTIES**

### **DECEMBER**

- Term officially begins on December 1<sup>st</sup>
- Finalize selected primary committee chairs and AE representative to serve during your year as President.
- Select/Finalize a facilitator for the April Planning Session
- Review the association's monthly financial statements in the ShareFile Folder

### **JANUARY**

- Attend REALTOR® Day at the Capitol
- Serve as Vice Chair during the Executive Committee Meeting
- Attend Spokesperson Training (Leadership Team)
- Review the association's monthly financial statements in the ShareFile Folder

### **FEBRUARY**

- Review the association's monthly financial statements in the ShareFile Folder
- Book your flight for Region XI Conference (The association will handle your registration/hotel accommodations)
- Work with the CEO on a plan for the Planning Session

### **MARCH**

- Attend the Arizona REALTOR® Spring Conference and Governance Meetings
- Serve as Vice Chair during the Executive Committee Meeting
- Serve as Vice Chair during the Board of Directors Meeting
- Review the association's monthly financial statements in the ShareFile Folder
- Book your flight for May NAR Legislative Meetings in Washington, D.C. (The association will handle your registration/hotel accommodations)



## APRIL

- Lead the Planning Session
- Attend the Region XI Leadership Conference
- Attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® and the Rocky Mountain Region (Region XI) as a national director, voting delegate, and as a member of the state association leadership forum. **(Bylaws, Article VII, Section 2)**.
- Finalize the Strategic Plan
- Review the association's monthly financial statements in the ShareFile Folder
- Begin thinking about non-member Arizona REALTORS® Director. Either an individual or someone from a group/entity with which you feel the association should develop a working partnership/relationship.

## MAY

- Attend NAR Legislative Meetings - 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. **(Bylaws, Article VII, Section 2)**. Directors are required to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session
  - c. Arizona Caucus
  - d. Region 11 Caucus meetings
  - e. NAR Board of Directors meeting
- Review the association's monthly financial statements in the ShareFile Folder
- Begin coordination of the Operations business plan and budget development with CEO and Treasurer-elect
- Begin working with the association's VP of Professional & Business Development on details for the October Leadership Conference/Installation Dinner. Decided whether or not to form a workgroup to plan the conference or use leadership/staff.

## JUNE

- Serve as Vice Chair during the Executive Committee Meeting
- Review the association's monthly financial statements in the ShareFile Folder
- Coordinate with Treasurer-elect and CEO on development of proposed Operating/Capital budget
- Book your flight for August NAR Leadership Conference in Chicago (The association will handle your registration/hotel accommodations)

## JULY

- Review the association's monthly financial statements in the ShareFile Folder
- Identify a non-member Director for BOD (not always filled every year)
- Choose Executive Committee meeting dates

## AUGUST

- Attend NAR Leadership Conference in Chicago, Illinois
- Review the association's monthly financial statements in the ShareFile Folder
- Coordinate with the association's Chief Operating Officer to obtain new headshot, if needed
- In preparation of the Installation Dinner, give CEO names of: Installing MC; Installing Officer; person giving inspirational message; person leading pledge of allegiance; special guests; gifts for MC and Installing Officer.

## SEPTEMBER

- Attend the Arizona REALTOR® Caucus
- Chair Executive Committee Orientation and Budget Meeting
- Review the association's monthly financial statements in the ShareFile Folder
- Book your flight for November NAR REALTORS® Conference & Expo (The association will handle your registration/hotel accommodations)

## OCTOBER

- Attend the Leadership Conference
- Serve as Vice Chair during the Executive Committee Meeting
- Serve as Vice Chair during the Board of Directors Meeting and present budget with Treasurer-elect
- Review the association's monthly financial statements in the ShareFile Folder
- Work with CEO on "Welcome" email for incoming Board of Directors
- Along with Treasurer-elect, present proposed Operating/Capital Budget to the Board of Directors for approval.

## NOVEMBER

- Attend the NAR REALTORS® Conference & Expo
- 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. **(Bylaws, Article VII, Section 2)**. Directors are **required** to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session (November – NAR Conference & Expo)
  - c. Arizona Caucus
  - d. Region XI Caucus meeting
  - e. NAR Board of Directors meeting
- Give CEO names of selected primary committee chairs and AE representative to serve during your presidency.
- Review the association's monthly financial statements in the ShareFile Folder



## **FIRST VICE PRESIDENT**

### Position Description & Checklist – 2023

**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 Arizona REALTORS® Bylaws, Policies and Official Statements, the First Vice President is responsible for and has commensurate authority to:

1. Serve as a member of the Arizona REALTORS® Board of Directors and the Executive Committee. **(Bylaws, Article VI, Section 6).**
2. Attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® and Rocky Mountain Region (Region 11) as a national director. **(Bylaws, Article VII, Section 2).** Directors are required to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session (November – NAR Conference & Expo)
  - c. Arizona Caucus
  - d. Region 11 Caucus meetings (held the day before the Board of Directors meeting).
  - e. NAR 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).
3. Attend the Arizona REALTORS®
  - a. Executive Committee Meetings
  - b. REALTOR® Day at the Capitol
  - c. Spring Conference and Governance Meetings
  - d. Annual Planning Session
  - e. REALTOR® Caucus
  - f. Leadership Conference.
4. Visit local associations and attend association installations or other conferences to support partnering efforts as assigned by the President.
  - a. Communicate with Chief Executive Officer regarding anticipated visits.
5. Work in concert with the President, President-elect, and the Chief Executive Officer in carrying out the programs and activities of the association.
6. Recommend primary committee vice chairs to the Executive Committee.
  - a. It is anticipated that these recommendations will be primary committee chairs during your Presidency.

7. Represent the association at other associations or organizations as assigned by the President.
8. Oversee association programs and activities as assigned in the officers' assignments by the President.
9. 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.
10. Perform other duties as assigned by the President.
11. Serve as Vice President of the Arizona REALTORS® Disaster Assistance Foundation.
12. Serve as ex-officio voting director of the Arizona REALTOR® Foundation for Housing and Community Outreach.
13. Responsible for the coordination of the efforts and activities of the Regional Vice Presidents. **(Bylaws, Article V, Section 3).**
14. Serve as President-elect if President-elect is incapacitated.

## DUTIES

### DECEMBER

- Term officially begins on December 1<sup>st</sup>
- Review the association's monthly financial statements in the ShareFile Folder
- Finalize selected primary committee vice chairs to serve during your year as President-elect (It is anticipated that these recommendations will be primary committee chairs during your presidency).

### JANUARY

- Attend REALTOR® Day at the Capitol
- Attend the Executive Committee Meeting
- Attend Spokesperson Training (Leadership Team)
- Submit application for Arizona REALTORS® President-elect, if you are seeking the position
- Review the association's monthly financial statements in the ShareFile Folder.

### FEBRUARY

- Review the association's monthly financial statements in the ShareFile Folder
- Book your flight for Region XI Conference (The association will handle your registration/hotel accommodations)

### MARCH

- Attend the Arizona REALTORS® Spring Conference and Governance Meetings
- Attend the Executive Committee Meeting
- Attend the Board of Directors Meeting
- Review the association's monthly financial statements in the ShareFile Folder

- Book your flight for May NAR Legislative Meetings in Washington, D.C. (The association will handle your registration/hotel accommodations)

#### **APRIL**

- Attend the Planning Session
- Attend the Region XI Leadership Conference
- Attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® and the Rocky Mountain Region (Region XI) as a national director, voting delegate, and as a member of the state association leadership forum. **(Bylaws, Article VII, Section 2)**.
- Review the association's monthly financial statements in the ShareFile Folder

#### **MAY**

- Attend the NAR Legislative Meetings - 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. **(Bylaws, Article VII, Section 2)**. Directors are required to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session
  - c. Arizona Caucus
  - d. Region 11 Caucus meeting
  - e. NAR Board of Directors meeting
- Review the association's monthly financial statements in the ShareFile Folder

#### **JUNE**

- Attend the Executive Committee Meeting
- Review the association's monthly financial statements in the ShareFile Folder

#### **JULY**

- Review the association's monthly financial statements in the ShareFile Folder

#### **AUGUST**

- Attend the Arizona REALTOR® Caucus
- Review the association's monthly financial statements in the ShareFile Folder
- Coordinate with the association's Chief Operating Officer to obtain headshot, if needed

#### **SEPTEMBER**

- Attend the Executive Committee Orientation and Budget Meeting
- Review the association's monthly financial statements in the ShareFile Folder
- Book your flight for November NAR REALTORS® Conference & Expo (The association will handle your registration/hotel accommodations).

## **OCTOBER**

- Attend the Leadership Conference
- Attend the Executive Committee Meeting
- Attend the Board of Directors Meeting
- Review the association's monthly financial statements in the ShareFile Folder

## **NOVEMBER**

- Attend the NAR REALTORS® Conference & Expo
- 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. **(Bylaws, Article VII, Section 2)**. Directors are **required** to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session
  - c. Arizona Caucus
  - d. Region XI Caucus meeting
  - e. NAR Board of Directors meeting
- Review the association's monthly financial statements in the ShareFile Folder.



## TREASURER

### Position Description & Checklist – 2023

**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 Arizona REALTORS® Bylaws, Policies, and Official Statements, the Treasurer is responsible for and has commensurate authority to:

1. Serve as Chair of the annual budget session in the year you are elected.
  - a. Meet with President and Chief Executive Officer in June prior to taking office.
2. Review and recommend the annual budget to the Executive Committee and Board of Directors in the year you are elected.
  - a. September - Executive Committee budget meeting prior to taking office.
  - b. October - Board of Directors meeting prior to taking office.
3. Serve as a member of the Board of Directors and the Executive Committee and provide financial reports at each meeting. **(Bylaws Article VI, Section 6).**
4. Attend all official meetings of the National Association of REALTORS® and Rocky Mountain Region (Region 11) as a national director, voting delegate. **(Bylaws, Article VII, Section 2).** Directors are required to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session (November – NAR Conference & Expo)
  - c. Arizona Caucus
  - d. Region 11 Caucus meetings (held the day before the Board of Directors meeting).
  - e. 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).
5. Attend Arizona REALTORS®
  - a. REALTOR® Day at the Capitol
  - b. Executive Committee Meetings
  - c. Spring Conference and Governance Meetings
  - d. Annual Planning Session
  - e. REALTOR® Caucus
  - f. Leadership Conference.
6. Monitor, in conjunction with the President and Chief Executive Officer, association monthly financial statements.
  - a. The Executive Committee serves as the association Finance Committee. **(Policy B.2).**
  - b. Association financials will be provided for review on a monthly basis.

7. Serve as a liaison between the Executive Committee and Chief Executive Officer on matters of general operations, facilities, member group purchase programs, and association Bylaws, Policies, and Official Statements.
8. Ensure, in conjunction with the President and Chief Executive Officer, that association funds are invested pursuant to Association **(Policy B.6)**.
9. Perform other duties as outlined in the policies and procedures or as assigned by the President.
10. Serve as a director of the Arizona REALTORS® Disaster Assistance Foundation
  - a. Serve as a signer on the ARDAF account.

### **PRIOR TO TAKING OFFICE (As Treasurer-elect)**

- April** - Participate in the Planning Session.
- May** - Begin coordination of the Operations business plan and budget development with CEO, President-elect, COO, and CFO
- June** - Coordinate with the President-elect and CEO, COO, and CFO on development of proposed Operating/Capital budget.
- September** - Attend the Executive Committee Orientation
- September** - Serve as Vice Chair of the Budget Meeting and present the budget to the Executive Committee
- October** - Present budget to the Board of Directors
- November** - begin term as Director of the Arizona REALTORS® Disaster Assistance Foundation (ARDAF)

## **DUTIES**

### **DECEMBER**

- Term officially begins on December 1<sup>st</sup>
- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget

### **JANUARY**

- Attend REALTOR® Day at the Capitol
- Attend the Executive Committee Meeting and give the year-to-date financial report
- Attend Spokesperson Training (Leadership Team)
- Submit application for Arizona REALTORS® First Vice President, if you are seeking the position.
- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget



## FEBRUARY

- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Meet with CEO, CFO, and audit firm to review the audit.
- Book your flight for Region XI Conference (The association will handle your registration/hotel accommodations)

## MARCH

- Attend the Arizona REALTORS® Spring Conference and Governance Meetings
- Attend the Executive Committee Meeting and give the audit report and year-to-date financial report
- Attend the Board of Directors Meeting and give the audit report and year-to-date financial report
- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Book your flight for May NAR Legislative Meetings in Washington, D.C. (The association will handle your registration/hotel accommodations)

## APRIL

- Attend the Annual Planning Session
- Attend the Region XI Leadership Conference
- Attend all official meetings of the National Association of REALTORS® and the Rocky Mountain Region (Region XI) as a national director, voting delegate, and as a member of the state association leadership forum. **(Bylaws, Article VII, Section 2)**.
- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget

## MAY

- Attend NAR Legislative Meetings - 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. **(Bylaws, Article VII, Section 2)**. Directors are required to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session
  - c. Arizona Caucus
  - d. Region 11 Caucus meeting (held the day before the Board of Directors meeting)
  - e. NAR Board of Directors meeting
- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget

## JUNE

- Attend the Executive Committee Meeting and give the year-to-date financial report
- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Coordinate with President-elect, CEO, COO, and CFO on development of proposed Operating/Capital budget

## JULY

- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget

## AUGUST

- Attend the Arizona REALTOR® Caucus
- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget

## SEPTEMBER

- Attend the Executive Committee Orientation and Budget Meeting
- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget
- Book your flight for November NAR REALTORS® Conference & Expo (The association will handle your registration/hotel accommodations).
- Coordinate with the association's Chief Operating Officer to obtain headshot, if needed

## OCTOBER

- Attend the Arizona REALTORS® Leadership Conference
- Attend the Executive Committee Meeting and give the year-to-date financial report
- Attend the Board of Directors Meeting and give the year-to-date financial report
- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget

## NOVEMBER

- Attend the NAR REALTORS® Conference & Expo
- 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. **(Bylaws, Article VII, Section 2)**. Directors are **required** to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session
  - c. Arizona Caucus
  - d. Region XI Caucus meeting (held the day before the Board of Directors meeting)

- e. NAR Board of Directors meeting
- Monitor, in conjunction with the President and the Chief Executive Officer, the association's monthly financial statements in the ShareFile Folder to assure operations are within budget.



## IMMEDIATE PAST PRESIDENT Position Description & Checklist – 2023

### **FUNCTION**

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

### **DUTIES AND RESPONSIBILITIES**

Within the limits of the Arizona REALTORS® Bylaws, Policies and Official Statements, 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. (**Article VI, Section 6**).
2. Serve on the Arizona REALTORS® Board of Directors as a voting, non-quota Director
3. Attend the Arizona REALTORS®
  - a. Executive Committee Meetings
  - b. REALTOR® Day at the Capitol
  - c. Spring Conference and Governance Meetings
  - d. Annual Planning Session
  - e. REALTOR® Caucus
  - f. Leadership Conference.
4. Attend all official meetings of the NATIONAL ASSOCIATION OF REALTORS® as a national director (REALTORS® Legislative Meetings, NAR Conference and Expo) (**Bylaws, Article VII, Section 2**). Directors are required to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session (November – NAR Conference & Expo)
  - c. Arizona Caucus
  - d. Region 11 Caucus meetings (held the day before the Board of Directors meeting)
  - e. 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).
5. Serve as an ex-officio voting Director of the Arizona 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 your Leadership.

## **EXPENSE REIMBURSEMENT - (Arizona REALTORS® Policy C.3)**

### **POLICY C.3 - 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 travel costs which includes: airfare, registration, hotel, and food:**

**2020 NAR Legislative Meetings ~ Washington, D.C. total reimbursement = \$4,440**

**2020 NAR Conference and Expo ~ Las Vegas total reimbursement = \$3,450**

*\*see budget for breakdown of allotments.*

### **Arizona REALTORS® Immediate Past President**

#### **RESPONSIBILITIES**

- Term starts on **December 1** and ends **November 30**
- Serve on the Executive Committee as Immediate Past President
- Serve on the Arizona REALTORS® Board of Directors as a voting, non-quota Director
- Attend the Arizona REALTORS® official meetings
  - Executive Committee Meetings – **January, March, June, October**
  - Arizona REALTOR® Governance Meetings – **March**
  - Planning Session – **April**
  - REALTOR® Caucus – **August**
  - Arizona REALTOR® Convention – **August**
  - Leadership Conference – **October**
- Attend NAR's official meetings as a national director
  - NAR Legislative Meetings, **May** (Washington, D.C.)
  - NAR Conference & Expo, **November**
- Serve as ex-officio voting Director of the Arizona REALTORS® Foundation for Housing and Community Outreach



## ASSOCIATION EXECUTIVE LIAISON

### Position Description – 2023

#### **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 the Arizona REALTORS® Bylaws, Policies, and Official Statements, the Association Executive Liaison is responsible for and has commensurate authority to:

1. Serve as an AE representative on the Arizona REALTORS® Executive Committee providing leadership to both the association and local AE's and identifying effective approaches to address current Association Executive issues, as required, such as AE Workshop plans/agenda.  
**(Bylaws, Article VI, Section 6).**
2. Attend the Arizona REALTORS®
  - a. Executive Committee meetings
  - b. REALTOR® Day at the Capitol
  - c. Spring Conference and Governance Meetings,
  - d. Annual Planning Session
  - e. REALTOR® Caucus
  - f. Leadership Conference.
3. Contact the local AE's every 60 days at a minimum. The purpose is to remind the local AE's that the AE liaison is available to assist and to identify level of assistance required by specific local associations. *First contact to cover role of AE Liaison and ascertain AE needs.*
4. Prepare brief written report to send to Arizona REALTORS® CEO following contact with local AE's.
5. Assist the Arizona REALTORS® Director of Association Relations with planning and facilitating the annual AE Workshop.
6. Identify, with the Arizona REALTORS® line officers, topics/information that the AE Liaison should "push communicate" with local AE's.
7. Perform other duties as outlined in the policies and procedures or as assigned by the President.



## **REGION VICE PRESIDENT**

### **Position Description & Checklist – 2023**

#### **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 Arizona REALTORS® Bylaws, Policies, and Official Statements, the Regional Vice President is responsible for and has commensurate authority to:

1. Serve as a regional representative on the Arizona REALTORS® Executive Committee providing leadership to the Arizona REALTORS®, and the individual associations within the region, by identifying effective approaches to address current regional issues, as required.
2. 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. Prepare brief written reports to send to the Arizona REALTORS® CEO following contact with local associations.
4. Attend the Arizona REALTORS®
  - a. REALTOR® Day at the Capitol
  - b. Executive Committee Meetings
  - c. Spring Conference and Governance Meetings
  - d. Annual Planning Session
  - e. REALTOR® Caucus
  - f. Leadership Conference.
5. Give a region update at each Executive Committee meeting.
6. Facilitate Regional Caucuses prior to the Board of Directors meeting at the Arizona REALTORS® Governance Meetings in March and the Arizona REALTORS® Leadership Conference in October.
7. Facilitate a Regional Caucus and give a region report to the membership in attendance at the REALTOR® Caucus (held late August/early September each year).
8. Communicate timely information to assigned local associations.
9. Conduct local association officer installations where needed and communicate with the Chief Executive Officer regarding anticipated installations.

10. Identify and select successor RVP(s) no later than eleven (11) months prior to the RVP officially taking office to work with current RVP for training and assist in serving the region.
11. Assist the local association RAPAC chairs with fundraising awareness efforts.
12. Perform other duties as outlined in the policies and procedures or as assigned by the President.
13. Serve as a board member of the Arizona REALTOR® Foundation for Housing and Community Outreach.
14. Assist with local association NAR Core Standards compliance as requested.

## **DUTIES**

### **DECEMBER**

- Review the association's monthly financial statements in the ShareFile Folder

### **JANUARY**

- Attend REALTOR® Day at the Capitol
- Attend the Executive Committee Meeting and give a region report
- Review the association's monthly financial statements in the ShareFile Folder.

### **FEBRUARY**

- Review the association's monthly financial statements in the ShareFile Folder

### **MARCH**

- Attend the Executive Committee Meeting and give a region report
- Attend the Arizona REALTORS® Spring Conference Governance Meetings
- Facilitate your region's caucus breakout session at the Arizona REALTORS® Spring Conference and Governance Meetings
- Attend the Board of Directors Meeting
- Review the association's monthly financial statements in the ShareFile Folder

### **APRIL**

- Attend the Arizona REALTORS® Planning Session
- Review the association's monthly financial statements in the ShareFile Folder

### **MAY**

- Review the association's monthly financial statements in the ShareFile Folder



## **JUNE**

- Attend the Executive Committee Meeting and give a region report
- Review the association's monthly financial statements in the ShareFile Folder

## **JULY**

- Review the association's monthly financial statements in the ShareFile Folder

## **AUGUST**

- Region 1 and 3 RVPs need to submit names for small firm representative on the Board of Directors for the upcoming year. The deadline is October 1<sup>st</sup>.
- Review the association's monthly financial statements in the ShareFile Folder.

## **SEPTEMBER**

- Attend the Arizona REALTOR® Caucus, facilitate your region's caucus breakout session, and present your region report to the members in attendance
- Attend the Executive Committee Orientation and Budget Meeting
- Start selection process for new region RVP if your term ends on November 30<sup>th</sup> of the upcoming year. Your successor will need to be elected in March, applications are due to the CEO 90 days before the election
- Review the association's monthly financial statements in the ShareFile Folder.

## **OCTOBER**

- Attend the Executive Committee Meeting and give a region report
- Attend the Arizona REALTORS® Leadership Conference
- Facilitate your region's caucus breakout session at the Leadership Conference
- Attend the Board of Directors Meeting
- Review the association's monthly financial statements in the ShareFile Folder

## **NOVEMBER**

- Review the association's monthly financial statements in the ShareFile Folder.

## Regional Vice President Elections/Arizona REALTORS® Bylaws

**Article V** states in pertinent parts:

- RVPs shall be elected for two (2) year terms and shall be limited to two (2) consecutive terms. Officers shall be ex-officio members of the Board of Directors.
  
- Should a vacancy occur in an RVP position, that Region shall appoint a replacement for the duration of the unexpired term.

**Article VII** states:

**Section 6.** The following minimum criteria shall be established for acceptability as nominees for AAR Officers or National Directors:

- a. Any nominee for AAR Officer or NAR Director shall be a REALTOR® or REALTOR-ASSOCIATE® member in good standing, **and**
- b. The nominee must display knowledge of the AAR Plan issues and objectives, **and**
- c. The nominee must have been an elected officer of his Member Board and have served in that capacity for at least one (1) year; **or**
- d. The nominee must have been an elected or appointed director of AAR and have served in that capacity for a minimum of one (1) year; **or**
- e. The nominee must have served at least one (1) year on the Executive Committee.

**Section 7.** The RVP from each Region shall be nominated by a Regional Nominating Committee comprised of one (1) member (which may be the: President, President-elect, Immediate Past President, or an appointee of the President) from each Member Board within the Region. Nominees for RVP must be nominated by a Member Board within their appropriate Region. An application containing the signature of the applicant's member board AE or President shall be submitted to the current RVP no later than ninety (90) days prior to the election date. The current RVP shall chair the Committee without voting rights, unless a vote is necessary to break a tie. 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 AAR 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.

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.



## **NAR DIRECTOR**

### **Position Description – 2023**

#### **FUNCTION**

As a member of the NAR Board of Directors, you represent each of NAR's members.

#### **DUTIES AND RESPONSIBILITIES**

Within the limits of the Arizona REALTORS® Bylaws, Policies, and Official Statements, the NAR Director representing Arizona will be required to:

1. Attend NAR's two annual Board of Director meetings.
  - The first BOD meeting is held at the Legislative Meetings in May of each year.
  - The second BOD meeting is held at the NAR Conference and Expo in November of each year.
  
2. The Director is required to attend the following meetings, at a minimum:
  - a. NAR Directors Forum (when scheduled)
  - b. General Session (November – NAR Conference & Expo)
  - c. Arizona Caucus
  - d. Region 11 Caucus meetings (held the day before the NAR Board of Directors meeting).
  - e. Both 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).

#### **EXPENSE REIMBURSEMENT - (Arizona REALTORS® Policy C.3)**

##### **POLICY C.3 - 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, Arizona 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 for travel costs which includes: airfare, registration, hotel, and food:**

**NAR Legislative Meetings ~ Washington, D.C. total reimbursement = \$4,440**

**NAR Conference & Expo ~ San Diego, total reimbursement = \$3,450**

*\*see budget for breakdown of allotments.*