

PRESIDENT NORTHEAST GEORGIA BOARD OF REALTORS®

The President shall be the “official” spokesperson for the Northeast Georgia Board of REALTORS®. This position serves as the Chairperson of the Board of Directors, conducting the regular Board of Director’s meetings. This position serves on the Finance Committee. The President has general powers and duties usually vested in the office of the President of a corporation. This position may represent the Northeast Georgia Board of REALTORS® at NAR and GAR Conventions. The President attends all Board and Association meetings/functions.

This position is responsible for the appointment of all Chairpersons to each standing committee of the Northeast Georgia Board of REALTORS®. The President, along with the President-Elect and First Vice-President shall be responsible for completing the annual performance evaluation of the Chief Executive Officer, and negotiating the CEO’s annual contract prior to renewal. This position works directly with the CEO, but does not direct Board Office staff. The President is responsible for duty assignments to the President-Elect, the First Vice-President, and the Treasurer.

This position serves as moderator during the Board of Director’s meetings, and does not become actively involved in deliberations during the meetings. The President is responsible for keeping membership apprised of the state of the Association by any means necessary.

The President shall oversee the review and revisions, as necessary, of the Association’s Strategic Plan, governing documents, and services. The President shall financially contribute to RPAC. The President keeps up-to-date on industry trends and shares those trends with the Board of Directors and membership as needed. This position may be required to speak to various civic, community, state and national groups. The President shall attend and support all events and functions of the Association.

The incumbent of this position is a GAR Director. This position shall attend, as funds are available, all appropriate National and state conferences. Additional GAR Director duties are outlined in the job description for GAR (State) Director and are considered part of this position’s duties.

The appointment to this position is for a one year term.

10-1-08

Revised: 12-16-10

PRESIDENT-ELECT
NORTHEAST GEORGIA BOARD OF REALTORS®

The President-Elect serves as the Vice Chairperson of the Board of Directors and shall, in the absence of the President or at any time when requested to do so by the President, discharge the duties of the President. This position may, in the absence of the President, represent the Northeast Georgia Board of REALTORS® at NAR and GAR Conventions. The President-Elect attends all Board and Association meetings/functions. This position serves on the Finance Committee.

This position is responsible for overseeing all Board V.P. positions, receiving reports and attending committee meetings as necessary. This position performs duties as assigned by the President and the Board of Directors. The President-Elect shall attend and support all events and functions of the Association.

The President-Elect works closely with the President to review and revise, as necessary, the Association's Strategic Plan, governing documents, and services. The President-Elect shall financially contribute to RPAC. The President-Elect shall, as needed, be substituted as a voting member at state conferences for any GAR Director who is unable to attend, if not already designated as a voting GAR Director.

Appointment to this position is recommended by the Nominating Committee and approved by membership. The appointment to this position is for a one year term. The President-Elect shall succeed to the office of President.

FIRST VICE-PRESIDENT
NORTHEAST GEORGIA BOARD OF REALTORS®

The First Vice-President, in the absence of the President and President-Elect, shall discharge the duties of President and/or the President-Elect. As directed by the President, this position may, in the absence of the President and President-Elect, represent the Northeast Georgia Board of REALTORS® at NAR and GAR Conventions. The First Vice-President attends Board and Association meetings/functions. This position may serve on the Finance Committee.

This position is responsible for overseeing GAR Directors At Large, if any, and all County Directors, receiving reports and attending County Director meetings. This position recommends community projects to each County Director and actively participates in these projects. This position may act as the Association's spokesperson at various community and/or civic functions initiated by the Association.

This position may work closely with the President, President-Elect, and CEO to assist in preparing the Association's Strategic Plan, governing documents, and services. The First Vice-President shall financially contribute to RPAC, and assist with fundraising events conducted by the RPAC Committee.

Appointment to this position is recommended by the Nominating Committee and voted on by membership. The appointment to this position is for a one year term. The First Vice-President shall succeed to the office of President-Elect.

9-9-08
Revised: 12-16-10

TREASURER NORTHEAST GEORGIA BOARD OF REALTORS®

The Treasurer of the Northeast Georgia Board of REALTORS® is also the Chair of the Finance Committee. This position is considered the Chief Financial Officer of the Association, overseeing the Board's finances through regular review of bank documents, bookkeeping records, investments, and yearly budget preparation. This position is responsible for giving the Treasurer's report at the regular Board of Director's meetings. This position is responsible for annually preparing a budget for the Association to be approved by the Board of Directors. The position is responsible for rendering to the Board of Directors, whenever requested, an account of the financial condition of the Association through financial reports, charts, and documentation. This position works closely with the President and CEO regarding financial matters.

As Chair of the Finance Committee this position oversees the Finance Committee meetings that consist of the Treasurer, President, President-Elect, First Vice President, CEO and one member of the board who is not on the Board of Directors. The Treasurer is responsible for recommending sound financial investments for the Association. This position may, in the absence of the CEO, sign checks for the transfer of money between accounts (as approved by the Board of Directors), payroll checks, and/or checks to pay monthly invoices. The Treasurer is required to meet monthly with the office bookkeeper and CEO to review the Association's financial records. This position will review the monthly Treasurer's report prepared by the Board Office in order to present and discuss same at the Board of Director's monthly meeting. The Treasurer shall financially contribute to RPAC.

Appointment to this position is recommended by the Nominating Committee and approved by membership. The appointment to this position is for a one year term, but may be approved for a second term as outlined in the Constitution and Bylaws.

As an Executive position of the Board of Directors, the Treasurer shall attend all Board functions.

9-9-08

Revised: 12-16-10

GAR (STATE) DIRECTOR (AT LARGE)
NORTHEAST GEORGIA BOARD OF REALTORS®

The GAR (State) Director serves as the liaison between Board membership and the Georgia Association of REALTORS®.

Duties Performed:

- Shall be knowledgeable about the Georgia Association of REALTORS® Constitution and Bylaws, Policy and Procedures, strategic plan, budget, programs and services.
- Shall prepare for and attend all meetings of the Board of Directors, participate in discussions of agenda items (remembering that they are representing the Georgia Association of REALTORS® as a whole) and report on real estate-related situations in evidence within his or her Member Board or Region.
- Shall be familiar with proper parliamentary procedure.
- Shall inform the Georgia Association of REALTORS® staff of problems of which they are aware so that staff can take appropriate action to help correct deficiencies.
- Shall assist the Georgia Association of REALTORS® in the organization of new Member Boards and the evaluation of the activities of marginally performing Member Boards.
- Shall, if appointed to serve as liaison to a committee or task force of the Georgia Association of REALTORS®, be conscientious in attendance and in advising the Board of Directors of any matter pertinent to the committee.
- Shall be available to meet with Member Boards on their programs and educational conferences.
- Shall install Member Board Officers and Directors whenever an Officer of the Georgia Association of REALTORS® is unavailable to perform that function.

- Shall encourage members to participate in all Georgia Association of REALTORS® meetings and conventions, as well as any National Association of REALTORS® or Georgia Association of REALTORS® education seminars being conducted within the proximity of the Member Boards. Sets an example for others by participating in all Board functions.
- Shall encourage members to submit articles for possible publication in the Georgia REALTOR® magazine and/or publications of the National Association of REALTORS®.
- Shall provide coordination and leadership toward active and effective political involvement by Member Boards in governmental affairs.
- Shall be trained on voting procedures and who is represented at the Georgia Association of REALTORS® Board of Directors' meeting.
- Shall attend the annual Georgia Association of REALTORS® Leadership Development Conference held in October.
- Shall encourage REALTOR® Board Members to develop their professional skills and enroll as candidates for the various professional designations of the Institutes, Societies, and Councils of the National Association of REALTORS®.

Appointment to this position is recommended by the Nominating Committee and approved by membership. The appointment to this position is for a two year term.

V.P. OF MEMBERSHIP AFFAIRS
NORTHEAST GEORGIA BOARD OF REALTORS®

The Vice President of Membership Affairs serves as a GAR Director, representing the Northeast Georgia Board of REALTORS® at state meetings. This position serves as the liaison between the Board of Directors and the committee's assigned to it, i.e., the Awards, Membership, Grievance, and Professional Standards Committees. Since all Ethics and Arbitration complaints are now processed by GAR, the V.P. will only act as a liaison for the board office as needed.

The incumbent of this V.P. position shall attend the meetings of the Membership and Awards Committees as scheduled. The V.P. shall attend GAR committee meetings and/or sessions at GAR conferences in order to report any changes or updates pertaining to their assigned committees to the BOD and board office. The V.P. must not have any pending grievances filed against them. In the absence of the Membership Committee Chair at the monthly membership luncheons, the V.P. will be responsible for announcing all new members if called upon. The Chairs of each of the committees shall keep the V.P. apprised of all projects and actions of their particular committee, with the V.P. reporting motions for action from each committee to the Board of Directors. The V.P. will provide the President-Elect with regular reports concerning the activities of each committee. The V.P. of Membership Affairs shall attend all Board functions.

The term of this position is two years. The incumbent of this position is also a GAR Director. Additional GAR Director duties are outlined in the job description for GAR (State) Director and are considered part of this position's duties.

Appointments to this position are recommended by the Nominating Committee and approved by the Board of Directors.

V.P. OF MEMBERSHIP, GOVERNANCE & GOVERNMENT
AFFAIRS
NORTHEAST GEORGIA BOARD OF REALTORS®

The Vice President of Governance & Government Affairs serves as a GAR Director, representing the Northeast Georgia Board of REALTORS® at state meetings. This position serves as the liaison between the Board of Directors and the committee's assigned to it, i.e., the Constitution & Bylaws, the RPAC-Legislative and License Law, and the International Equal Opportunity and Cultural Diversity Committees.

The incumbent of this V.P. position shall attend the meetings of each of the committees assigned to it. The Chairs of each of the committees shall keep the V.P. apprised of all projects and actions of their particular committee, with the V.P. reporting motions for action from each committee to the Board of Directors. The V.P. will provide the President-Elect with regular reports concerning the activities of each committee. The V.P. of Membership, Governance & Government Affairs shall attend all Board functions. The V.P. shall attend GAR committee meetings and/or sessions at GAR conferences in order to report any changes or updates pertaining to their assigned committees to the BOD and board office.

The V.P. will notify the board office when important political communications are received from GAR and/or NAR in order to advise membership of the information received that affects all REALTORS®.

The term of this position is two years. The incumbent of this position is also a GAR Director. Additional GAR Director duties are outlined in the job description for GAR (State) Director and are considered part of this position duties.

Appointments to this position are recommended by the Nominating Committee and approved by the Board of Directors.

V.P. OF PROFESSIONAL DEVELOPMENT
NORTHEAST GEORGIA BOARD OF REALTORS®

The V.P. of Professional Development serves as a GAR Director, representing the Northeast Georgia Board of REALTORS® at state meetings. This position serves as the liaison between the Board of Directors and the committee's assigned to it, i.e., Program, Multiple Listing Service, Professional Development, and Technology Committees.

The incumbent of this V.P. position shall attend the meetings of each of the committees assigned to it. The Chairs of each committee shall keep the V.P. apprised of all projects and actions of their particular committee, with the V.P. reporting motions for action from each committee to the Board of Directors. The V.P. will provide the President-Elect with regular reports concerning the activities of each committee. The V.P. of Professional Development shall attend all Board functions. The V.P. shall attend GAR committee meetings and/or sessions at GAR conferences in order to report any changes or updates pertaining to their assigned committees to the BOD and board office.

The term of this position is two years. The incumbent of this position is also a GAR Director. Additional GAR Director duties are outlined in the job description for GAR (State) Director and are considered part of this position duties.

Appointments to this position are recommended by the Nominating Committee and approved by the Board of Directors.

V.P. OF PUBLIC AND REALTOR RELATIONS
NORTHEAST GEORGIA BOARD OF REALTORS®

The V.P. of Public and REALTOR® Relations serves as a GAR Director, representing the Northeast Georgia Board of REALTORS® at state meetings. This position serves as the liaison between the Board of Directors and the committee's assigned to it, i.e., Affiliate & Partnership, Events, Marketing, and the Communications & Public Relations Committees.

The incumbent of this V.P. position shall attend the meetings of each of the committees assigned to it. The Chairs of each committee shall keep the V.P. apprised of all projects and actions of their particular committee, with the V.P. reporting motions for action from each committee to the Board of Directors. The V.P. will provide the President-Elect with regular reports concerning the activities of each committee. The V.P. of Public and REALTOR® Relations shall attend all Board functions. The V.P. shall attend GAR committee meetings and/or sessions at GAR conferences in order to report any changes or updates pertaining to their assigned committees to the BOD and board office.

The term of this position is two years. The incumbent of this position is also a GAR Director. Additional GAR Director duties are outlined in the job description for GAR (State) Director and are considered part of this position's duties.

Appointments to this position are recommended by the Nominating Committee and approved by the Board of Directors.

COUNTY DIRECTOR'S

County Directors act as a liaison between REALTORS® in their particular county, the Board of REALTORS®, and the community. County Directors are responsible for keeping the Board Office, First-Vice President, the Chair of the Communications and Public Relations Committee, and the V.P. of Public and REALTOR® Relations apprised of newsworthy real estate issues that take place in their county, and any community activity or fundraiser.

The County Director is responsible for obtaining sponsors for their regular quarterly Broker's meeting when held. The County Director may obtain sponsors for other NEGBOR meetings, seminars, and conferences held in their particular county. When sponsors are obtained for meetings outside the regular scheduled Broker meetings, the board office is to be notified so that correspondence can be sent to each sponsor in order to thank them for their contribution(s).

The County Director is responsible for notifying all real estate offices in their county as to the date, time, and place of their Broker's meetings. The County Director will alternate in obtaining door prizes for the monthly membership luncheon. The CEO will advise, through a schedule, which month each County Director is responsible for providing the door prize.

The County Director is responsible for notifying the First Vice-President and the CEO of any agenda items to be included at the monthly Board of Director's meeting.

The County Director shall assist any committee needing assistance in obtaining various locations for meetings, luncheons, banquets, fundraisers, or events in their county. During the summer months, the County Directors MAY alternate months in obtaining a location for the BOD meeting, if needed.