

COASTAL ASSOCIATION OF REALTORS®

JOB DESCRIPTIONS OF CAR ELECTED LEADERSHIP

POSITION TITLE: **DIRECTOR**
TERM: **ONE, TWO AND THREE YEAR**

1. FUNCTION

A Board of Directors serves as an essential component of the main decision-making body of the Association. The primary duty of a Director is to meet regularly with the Officers of the Coastal Association and other Directors to approve, establish, prioritize and evaluate the programs and services of the Association to be sure that they serve the mission of the Association. While a Director need not be involved in the day-to-day administrative details and operations, he/she should be sufficiently informed to represent the members in ensuring the continuity of the Association by planning for the future, establishing and reviewing major policies and programs and making sure the organization is fiscally sound.

2. SPECIFIC RESPONSIBILITIES

- a. Vote on annual budget.
- b. Set fees and fines.
- c. Approve forms and contracts.
- d. Recommend disciplinary action of members as necessary.
- e. Vote on requests for RPAC funds.
- f. Act on recommendations from all committees.
- g. Review Board's insurance policies.
- h. Acts as a liaison to assigned or selected committees.
- i. Is an RPAC Investor.

Local Level:

Board of Directors Meetings: usually held the 2nd Wednesday of each month
General Membership Meetings: as designated