

COASTAL ASSOCIATION OF REALTORS®
JOB DESCRIPTIONS OF CAR ELECTED LEADERSHIP

POSITION TITLE: IMMEDIATE PAST PRESIDENT
TERM: ONE YEAR

1. FUNCTION

The Immediate Past President is an essential component of the main decision-making body of the Association, and supports the Officers and Directors with an historical perspective. The primary duty of this position is to meet regularly with the Officers of the Coastal Association of REALTORS® 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. 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. Serves as a member of the Executive Committee.
- b. Serves as the Chair of the Awards and Nominating Committees, upon appointment of the President.
- c. Attends local, state, and national meetings as requested.
- d. Is an RPAC Investor.
- e. Assists President with the Annual Review of the Executive Vice President.
- f. Maintains open communication and helps the President transition into the role of presidency.

Local Level:

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