

COASTAL ASSOCIATION OF REALTORS®

JOB DESCRIPTIONS OF CAR ELECTED LEADERSHIP

POSITION TITLE: PRESIDENT
TERM: ONE YEAR

1. FUNCTION

The President is the chief presiding officer of the Association and Chairman of the Board of Directors. This individual is responsible for the general direction of the Association and presides at all meetings. The President appoints committee chairmen, subject to approval by the Board of Directors, and is designated ex officio member of all committees. The President is the major spokesperson for the Association, and therefore, must keep informed on Association projects, industry related developments and state and national issues and events. The most efficient method to gather information and new ideas is by networking with other Association presidents at local, state and national meetings. The President is expected to attend these meetings, or send a representative, as well as to maintain a visible position with the general membership.

2. SPECIFIC RESPONSIBILITIES

Within the limits of the charter and bylaws of the Association and policies established by the Board of Directors, the Chief Elected Officer, with appropriate delegations:

- a. Presides at all meetings of the Association.
- b. Determines the schedules and substance of the agenda for meetings of the Association.
- c. Works closely with the Executive Vice President to ensure the policies of the Association are carried out.
- d. Keeps the membership and the Board of Directors informed on the conditions and operations of the Association and real estate industry.
- e. Serves as a Director of the Maryland Association of REALTORS®.
- f. Serves as spokesperson for the Association.
- g. Monitors expenditures to assure operation within the annual budget; has check signing authority.
- h. Directs the Board of Directors in formulating policies and programs which will further the goals and objectives of the Association.
- i. Maintains open communication and helps to train the President-Elect to assume the role of presidency.

- j. Serves as Ex-Officio member on all committees.
- k. Is an RPAC Investor.
- l. Serves as a Chairperson of the Executive Committee.

As President of the Association, the following meetings should be attended:

Local Level:

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

State Level:

All Board of Directors Meetings at Maryland REALTORS®
Maryland REALTORS® Annual Conference
Maryland REALTORS® Leadership Conference, annually, usually in October

National Level:

NAR Annual Convention: November each year, location to be determined
NAR Mid-Year Meeting: April/May each year, Washington, DC