

COASTAL ASSOCIATION OF REALTORS®
JOB DESCRIPTIONS OF CAR ELECTED LEADERSHIP

POSITION TITLE: **TREASURER ELECT/ SECRETARY (TES)**
TERM: **ONE YEAR**

1. FUNCTION

To enhance financial acumen as members, ascend through the Executive Committee positions. It is the duty of the Treasurer-Elect/Secretary (TES) to attend meetings and to review staff's recordings of meeting minutes for accuracy prior to presentation to the BOD. The TES may be called upon to sign certain legal documents for the association. The Treasurer-Elect/Secretary (TES) works with the Treasurer and EVP to prepare and present the Association's financial statements to the Board of Directors. The TES will become familiar with statement formats and content and help prepare the Association's annual budget; they will become familiar with the financial status of all committees.

2. SPECIFIC RESPONSIBILITIES

- a. Serves as a member of the Executive Committee
- b. Is a member of the Finance Committee for their term of office.
- c. Has authority to sign checks.
- d. Assists in preparation of the Association's annual budget.
- e. Attends local meetings of the Association.
- f. Is an RPAC Investor.
- g. Graduate/Attend MAR Leadership Academy.

Local Level:

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