

Gainesville-Alachua County Association of REALTORS®

Job Descriptions for the Board of Directors

PRESIDENT

The President shall be the chief executive officer of the Association and shall preside at its meetings and those of the board of directors, and shall perform all the duties of the president subject to declared policies and, as required, subject to confirmation of the board of directors.

Responsibilities:

1. Presides at all meetings of the Association's Board of Directors and membership meetings called by the Board;
2. Consults with the Association's Executive Vice President concerning the preparation of BOD meeting agenda.
3. Keeps the Board of Directors and any Association Committees informed on the conditions and operations of the Association;
4. The President shall be an Ex-Officio member of all the Association's committees except the Grievance and Professional Standards Committees;
5. Recommends, with approval of the BOD, the formulation of policies and programs that will further the goals and objectives of the Association.
6. Acts as Spokesperson for the Association, with Board approval, in accordance with established spokesperson policy.
7. Monitors Association's expenses, in consultation with the Treasurer and Executive Vice President, to assure operation within the annual budget.
8. Promotes active participation in the Association on the part of the membership. Should regularly report the activities of GACAR, the State and National Association to the membership through the Association's newsletters and at the Association's meetings. In addition, should actively comment and invite comments from the membership on the addition or deletion of any program or service affecting the membership at large.
9. Closely involve the President-Elect in the activities of the Association so that the President-elect can share the responsibilities of monitoring various committees, as well as receive guidance to assist in preparation for the assumption of the Office of President in the succeeding year.
10. Attends all meetings and serves as a Director of the Florida Association of REALTORS® (two per year, normally in January and August), the CEO Symposium (held in the Fall), District One Events (other than education programs), FAR Spokesperson Training, the NAR Mid-Year Legislative Meeting in Washington D.C. (in May), and the National Association of REALTORS® annual convention (normally held in October or November);
11. Serves as Director for the District One Board of Directors and acts as spokesperson for GACAR at these meetings;
12. Represents GACAR before other associations or organizations; and
13. Attends general membership meetings, broker-roundtables, GACAR or MLS sponsored events/ programs.

Qualifications:

1. REALTOR® Member in good standing for at least five (5) years;
2. Served at least two years on the GACAR BOD and as Vice-President of the GACAR BOD; and
3. Served on or chaired at least two committees.

PRESIDENT-ELECT

Assists the President in carrying out the functions of that office and performs specific duties delegated by the President. The President-Elect's secondary responsibility is to prepare for the Office of the President by participating in as many training opportunities as possible.

Responsibilities:

1. Serves as an officer and member of the Gainesville-Alachua County Association of REALTORS® (“GACAR”) Board of Directors (“BOD”);
2. Assumes the duties of the President in his/her absence;
3. Assists the President in his/her duties whenever requested to do so;
4. Works closely with the President in the activities of GACAR by accepting guidance to prepare for the Office of the President in the succeeding year;
5. Serves as liaison between all committee chairpersons and the GACAR BOD in the absence of the President;
6. Attends all meetings and serves as a Director of the Florida Association of REALTORS® (two per year, normally in February and August), the CEO Symposium (held in the Fall), District One Events (other than education programs), FAR Spokesperson Training, the NAR Mid-Year Legislative Meeting in Washington D.C. (usually in May), and the National Association of REALTORS® annual convention (normally held in October or November);
7. Serves as Director for the District One Board of Directors and acts as spokesperson for GACAR at these meetings;
8. Represents GACAR before other associations or organizations as requested by the President;
9. Attends general membership meetings, broker-roundtables, GACAR or GMLS sponsored events/programs.

Qualifications:

1. REALTOR® Member in good standing for at least four (4) years;
2. Served at least two years on the GACAR BOD and as Vice-President of the GACAR BOD; and
3. Served on or chaired at least two committees.

VICE-PRESIDENT

Assists the President and President-Elect in carrying out the functions of those offices and performs specific duties delegated by the President and President-Elect. The Vice-President’s secondary responsibility is to prepare for the position of President-Elect and their future Presidency by participating in as many training opportunities as possible.

Responsibilities:

1. Serves as an officer and member of the GACAR BOD;
2. Assumes the duties of the President-Elect in his/her absence;
3. Assists the President and President-Elect in his/her duties whenever requested to do so;
4. In consultation with current committee vice-chairpersons, the President-Elect and Executive Vice President, develops, in mid-year, a list of suitably qualified members to serve as committee vice-chairpersons for the subsequent year who will assume chairmanship during their Presidency;
5. Attends all meetings and serves as a Director of the Florida Association of REALTORS® (two per year, normally in February and August), District One Events (other than education programs);
6. Has the option to be sponsored by GACAR to participate in Leadership Gainesville (promoted by the Gainesville Area Chamber of Commerce);
7. Represents GACAR before other association or organizations as requested by the President;
8. Attends general membership meetings, broker-roundtables, GACAR or GMLS sponsored events/programs;

Qualifications:

1. REALTOR® Member in good standing for at least three (3) years;
2. Served at least two years on the GACAR BOD; and
3. Served on or chaired at least two committees.

SECRETARY/TREASURER

Ensures and maintains the fiscal integrity of GACAR and ensures that all BOD and committee records are accurately maintained.

Responsibilities:

1. Serves as an officer and member of the GACAR BOD in the capacity of Secretary and Treasurer;
2. Serves as Chairperson of the GACAR Finance Committee;
3. Ensures that GACAR maintains accurate financial records;
4. Reviews GACAR's expenditures and financial status on a regular basis to ensure fiscal integrity;
5. Ensures the GACAR's financial accounts are submitted to auditors for annual review/audit;
6. Works with the Executive Vice President in preparing a preliminary budget for the subsequent year;
7. Maintains and updates GACAR Bylaws and Policy Manual;
8. Ensures that copies of the minutes of each meeting are provided to all members of the BOD as appropriate;
9. Performs other duties as assigned by the President;
10. Attends general membership meetings, broker-roundtables, GACAR or GMLS sponsored events/programs;
11. Secretary/Treasurer is encouraged to attend District One Event(s), and FAR meetings when possible.

Qualifications:

1. REALTOR® Member in good standing for at least two (2) years;
2. Served on the GACAR BOD at least one year prior to becoming Secretary/Treasurer;
3. Served on Finance Committee the previous year or have accounting experience;
4. Served on at least two committees or chaired one committee;

DIRECTOR

Responsible to the membership for conducting the affairs of the Association.

Responsibilities:

1. Serves as a member of the GACAR BOD;
2. Performs such other duties or tasks as may be assigned by the President;
3. Attends general membership meetings, broker-roundtables, GACAR or GMLS sponsored events/programs;

Qualifications:

1. REALTOR® Member in good standing for at least two (2) years prior to election as Director;
2. Member of GACAR for at least two years prior to election as Director;
3. Served on at least two committees or chaired one committee.