

# **Gainesville Multiple Listing, Inc.**

## **Job Descriptions for the Board of Directors**

### **PRESIDENT**

The president shall be the chief executive officer of the service 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 MLS' 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 MLS Committees informed on the conditions and operations of the Service;
4. The President shall be an Ex-Officio member of all the Services' committees;
5. Meets with each committee before the beginning of the year to outline the purpose and duties of the committees and subsequently monitors their progress;
6. Recommends, with approval of the BOD, the formulation of policies and programs that will further the goals and objectives of the MLS;
7. Monitors MLS' expenses, in consultation with the Treasurer and Executive Vice President, to assure operation within the annual budget;
8. Promotes active participation in the MLS on the part of the membership;
9. Closely involve the President-elect in the activities of the MLS 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 general membership meetings, broker-roundtables, MLS sponsored events/programs; and
11. Attends both Florida REALTORS® meetings (in January and August), and both NAR meetings (in May and November).

#### **Qualifications:**

1. MLS Participant in good standing for at least five (5) years;
2. Served at least two years on the MLS BOD (or formerly the MLS Executive Committee); 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 Multiple Listing ("MLS") 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 MLS 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 of the Florida Association of REALTORS® (two per year, normally in January and August), 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); and
7. Attends general membership meetings, broker-roundtables, and MLS sponsored events/programs.

#### **Qualifications:**

1. MLS Participant in good standing for at least four (4) years;
2. Served at least two years on the MLS BOD (or formerly the MLS Executive Committee); 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 MLS 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. Represents MLS before other association or organizations as requested by the President;
6. Attends general membership meetings, broker-roundtables, MLS sponsored events/programs;

**Qualifications:**

1. MLS Participant in good standing for at least three (3) years;
2. Served at least two years on the MLS BOD (or formerly the MLS Executive Committee);
3. Served on or chaired at least two committees.

**SECRETARY/TREASURER**

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

**Responsibilities:**

1. Serves as an officer and member of the MLS BOD in the capacity of Secretary and Treasurer;
2. Serves as Chairperson of the MLS Finance Committee;
3. Ensures that MLS maintains accurate financial records;
4. Reviews MLS's expenditures and financial status on a regular basis to ensure fiscal integrity;
5. Ensures the MLS'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 MLS Bylaws, Rules & Regulations 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, MLS sponsored events/programs.

**Qualifications:**

1. MLS Participant in good standing for at least two (2) years;
2. Served on the MLS BOD at least one year (or formerly the MLS Executive Committee) 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 MLS.

**Responsibilities:**

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

**Qualifications:**

1. MLS Participant in good standing for at least two (2) years prior to election as Director;
2. Served on at least two committees or chaired one committee.