

MOUNTAIN LAKES BOARD OF REALTORS

OFFICERS & DIRECTORS DESCRIPTIONS

PRESIDENT

- The President shall be the chief executive officer of the Board/Association and subject to the control of the Board of Directors, shall have general supervision and control over all the business, affairs and property of the Board/Association and shall have control over its other officers, agents, and employees.
- With the assistance of the Officers and AE, guide the business affairs of the Association.
- Shall attend all Board meetings as designed by the Board of Directors
- Work with the Executive Committee, Board of Directors, and committees in formulating basic policies and/or policy changes, which are in concert with the Association Bylaws, and which will further the goals and objectives of the Association.
- Shall actively support and make every effort to attend the activities and functions of the Board.
- Shall be responsible for reviewing the Annual Proposed Budget prior to submitting it to the BOD for review and approval.
- Responsible for the appointment of all Standing Committees and Special Committees
- Shall be an *ex-officio* member to all standing committees.
- Shall review and revise, as necessary, the Association's Strategic Plan and governing documents.
- Shall take & keep updated the statewide Professional Standards Training
- Serve as State Director and attend the required Director's meetings (currently they are Winter Leadership meetings, State Legislative meetings, and State Convention)

PRESIDENT-ELECT

- The President-Elect shall discharge duties discharged by the vice president of a corporation. In the absence of the President or in the event of his death, disability, or refusal to act, the President-Elect shall perform the duties of the President and when so acting shall have all of the powers of and be subject to all of the restrictions upon the President, until the President returns or has been replaced in the manner provided in these Bylaws.
- The President-Elect shall perform such other duties and have such authority as from time to time may be assigned to him by the Board of Directors.
- Shall succeed to the office of the President.
- Shall attend all Board meetings as designed by the Board of Directors
- Shall accept special assignments upon request of the President or Board of Directors
- Shall attend Leadership Training (either through NAR or NCR)
- Shall serve on the Executive Committee
- Shall actively support and make every effort to attend the activities and functions of the Board.
- Shall take & keep updated the statewide Professional Standards Training
- Serve as replacement State Director, if needed

SECRETARY

Shall keep the minutes of the meetings of the Members and the Board of Directors

See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

Keep a complete and up-to-date list of the names and addresses of the Members of the Association and have general charge of the membership books of the Association.

Perform all duties incident to the office of Secretary and such other duties as may be from time to time assigned to the Secretary by the President and/or the Board of Directors.

Shall take & keep updated the statewide Professional Standards Training

TREASURER

Shall be responsible for working the Association staff to prepare an annual budget for the Association.

Serve on the Executive Committee & Finance Committee

In the absence of the AE, coordinate with staff all financial matters of the Association.

Monitor the Associations expenditures and report to the Board of Directors the status. Ensure that proper accounting procedures are being followed.

Monitor the Associations investments and make recommendations to Budget & Finance Committee for further investments.

Report to and be responsible to the President and Board of Directors

Shall take & keep updated the statewide Professional Standards Training

DIRECTORS

Three (3) REALTORS® Members of the Board/Association (hereinafter referred to as "Directors"). The three Directors shall be chosen (refer to Article XI- Officers and Directors - Section 3 in the MLBOR By-laws) at the annual meeting of the membership. Directors shall be elected to serve for terms of three years. Thereafter, as many Directors shall be elected each year as are required to fill vacancies.

Promote and support decisions that are in the best interest of the entire membership, keeping in mind that the Board of Directors is responsible to all members and must place the welfare of the total group and membership ahead of individual company, geographic or personal considerations.

Shall serve as the governing body of the Association.

Shall attend all Board meetings as designated by the Board of Directors

Shall actively support and attend the activities of the Board.

Shall perform other duties as directed by the Board of Directors, the Executive Committee, or the President