

President

The President shall direct the affairs of the Board. He/she is responsible to see that all elected Officers and Committees of the Board are functioning and carrying out their responsibilities.

The President shall:

1. Meet with the Association Executive, prior to installation, to determine the day to day operations of the Board.
2. Select persons to fill positions on standing committees. Get input on persons to be selected from the outgoing President, the Association Executive and outgoing Committee Chairmen. Establish any other ad hoc committee as needed.
3. Meet with Committee Chairmen to establish goals and direction for the coming year and follow up on it.
4. Attend the following meetings and seminars:
 - a. Preside over Board of Directors Meetings and local Board meetings
 - b. Appear at all other Board functions.
5. Be familiar with the Board ByLaws and parliamentary procedures.
6. Work hand in hand with the Association Executive according to the job description. A dispute arising between the President and the AE shall be brought up before the Board of Directors.
7. Keep the Vice President fully informed on all matters and delegate responsibilities to the vice President as he/she sees fit.
8. Shall refer communications to appropriate committee. If communication involves an ethics or arbitration complaint, it should be referred to the AE for proper processing. The Board is the Supreme Court when it comes to filing an appeal on an Ethics hearing, so no details regarding any case should be heard by the President or Board of Directors.
9. Be an ex-officio member of all committees, and shall be notified of their meetings.
10. Upon completion of his/her term, the President shall be obligated to meet with the new President to familiarize him/her with the procedures of the Board, and assist in the transition of incoming Officers and Directors.

Vice President

1. Assist the President when required.
2. Preside at meetings of the Board in the absence of the President, or when asked to do so by the President.
3. Keep abreast of Board activities.
4. Be familiar with the Board By Laws.
5. Receive reports, preferably written, from absent Directors, and present them at the Directors Meeting.

Secretary/Treasurer

1. Be familiar with the Board By Laws
2. The months following elections and installation through the end of the year, the new Secretary/Treasurer will work with the current/outgoing Secretary/Treasurer and the AE to become oriented with the current record keeping procedures, QuickBooks, the look of the printed reports, budget and how to produce monthly, quarterly and year end reports for the accountant.
3. Be aware of the financial condition of the Board at all times. As the Executive Board is also the Finance Committee, the Secretary/Treasurer will bring forth the information of the current budget and suggest/present the direction of the New Year's budget. The President will schedule budget meetings as needed and work with the Secretary/Treasurer and AE to prepare for those meetings.
4. The Secretary/Treasurer will take the minutes of the Director meeting and membership meetings when the AE is unable to do this function.
5. A monthly review of Quickbooks with the AE to assure each person is on the same page as to how things are to be done and to understand the breakdown of checks written, being able to look them up on QuickBooks to verify if needed.
6. Prior to the Board of Directors Meetings, review the budget report and cash flow report so as to be able to present it and answer questions at the meeting. Confirm with the AE that copies of the reports have been emailed to the Board Members so they may review the reports and not waste time during the meeting having to read them. The reports should be emailed out 24 hours prior to the Board of Director of the meetings.

Board of Directors

1. The Board of Directors is responsible for governing the Jefferson County Board of REALTORS.
2. Attend all Directors meetings and events. This Association depends on the experience, knowledge and judgment which each Director brings to the Board. Your attendance at every meeting is extremely important. Absence from three consecutive regular meetings without an excuse deemed valid by the Board of Directors shall be construed as resignation therefrom. A Director and/or Officer may be removed from office for substandard performance in the execution of the position to which he/she was elected. Do not arrange appointments which will conflict with your Directors meetings. You are expected to remain for the duration of the meeting. In the event you are unable to attend, your committee report, preferably in writing, shall be given to the Vice President.
3. All Directors are expected to serve on a committee and report to the full Board of Directors.
4. Be familiar with the By Laws, the Code of Ethics and parliamentary procedures.
5. As a member of the governing body, your major responsibility is to represent the entire membership. There are many different viewpoints in this Board, and sound reasons to support each of them. In evaluating a position, keep in mind that the Board of Directors is responsible to all members.
6. Each Director is unique and contributes special talents to the successful management of the Board. It is important, therefore, that you express your viewpoints and share your opinions on issues before the Board.
7. Criticism can be important to the growth and development of the Board – providing it is of the constructive variety. Consider the needs and feelings of others. Deal with issues and facts, not personalities.
8. Keep abreast of the many problems and issues facing the Board. The AE is eager to share her knowledge and experience with you, along with correspondence and background materials to keep you in touch with current activities within the Board and those outside, which affect the real estate industry.
9. As a Director, you will find that much importance is being attached to your remarks, both on and off the record. Discretion protects credibility, discourages rumors, gossip and unjustified criticism. Discretion protects liability.
10. Director meetings are held the first Wednesday of the each month at 8:00AM at a location determined by the President.