



Charlotte Regional Realtor[®] Association



Carolina Multiple Listing Services, Inc.

Association/CarolinaMLS Officers/Executive Committee Responsibilities

Officers

The officers of the association will be composed of a president, president-elect, secretary and treasurer.

Executive Committee

The Executive Committee is composed of the president, president-elect, secretary, treasurer, immediate past president and CEO. The CEO shall not have voting privileges.

Eligibility of Officers

Any Realtor[®] member in good standing is eligible for office provided that the following criteria are met: president-elect must have previously served a minimum of 1 year as a Director or Officer of the Association, CarolinaMLS or the Foundation. Secretary, treasurer and directors must have been a member of an association of Realtors[®] for a minimum of two years and have association involvement including service on a committee, task force, or similar activity, including attendance at any of the association-sponsored functions. Credit will be given for service on any local Realtor[®] board of directors, association or multiple listing service in meeting the requirement for active committee service. If a director is nominated for another office, then they may run for that office without resigning the current term, unless elected to that office.

Terms

- Technically, the president, president-elect and past president's term consists of one year; However, once elected as president-elect, the term is essentially for three years as president-elect, then president and then past president.
- The secretary and treasurer serve in two-year staggering terms.

Meetings

Meetings will be at the call of the president.

Duties

The Executive Committee serves as the Executive Committee for the Charlotte Regional Realtor® Association, Inc., the Carolina Multiple Listing Services, Inc., and the Housing Opportunity Foundation.

The duties of the Executive Committee include:

- Service in an advisory capacity to the association/CarolinaMLS president. The committee may make recommendations to the board of directors (Association and CarolinaMLS) as well as make decisions as specified by action of the directors.
- Oversight of the overall operation of the association and CarolinaMLS, both emergency and non-emergency.
- Review of employee issues only as requested by the CEO.
- Oversight and annual evaluation of the performance of the chief executive officer.
- Authorization of emergency expenditures, without the approval of the board of directors. Emergency expenditures are defined as unbudgeted funds, requested by an association committee or the CEO, requiring action between regular meetings of the board of directors.

Policies

- Travel Policy – Expenses will be reimbursed for all travel on behalf of the association. First class travel will be purchased for leadership due to health circumstances only.
- Alcohol Policy – There will be no restriction on consumption and purchase of alcohol as long as it is reasonable and not excessive, which will be based on the judgment of the Executive Committee members present.

General Responsibilities

In addition to the requirements set forth for directors (see attached detailed description), officers are required to attend out-of-town industry meetings, including but not limited to, NAR and NCAR, to attend regular or specially called Executive Committee meetings. Officers must also adhere to and/or understand the following:

- Current bylaws, policies, procedures and issue positions of association/CarolinaMLS legislative activity on a local, state and national level.
- All areas of association/CarolinaMLS involvement and the real estate industry in general. It is particularly important for officers to keep fully abreast of association/CarolinaMLS activities.
- Attend regularly scheduled association and CarolinaMLS events and functions
- Make every effort to contribute to RPAC.

Responsibilities - President

(Candidates for president-elect, please read Responsibilities for president, past president, Association and CarolinaMLS Boards of Directors)

The president of the association/CarolinaMLS holds an office of honor and prestige. The responsibilities of the office should never be underestimated. The office of president is one of leadership and personal commitment to the members of our association.

The president is the chief elected officer of the association/CarolinaMLS and is charged with the general direction of its affairs and to preside at all meetings. The president is expected to perform such duties as, may be, assigned by the board of directors. Such duties include:

- Serve as chief elected officer, representing the entire membership and the best interests of the organization, and exercise personal leadership in the motivation of other officers, board members, committee members, and staff.
- Establish goals and objectives for the organization during his or her term of office, act as spokesperson, and take a leadership role in monitoring and evaluating organizational performance and effectiveness.
- Appoint committees and designate their chairs as deemed advisable.
- Serve as ex-officio of all committees of the association/CarolinaMLS except the Professional Standards Committee and Grievance Committee.
- Support and defend policies and programs adopted by the boards of directors.
- Preside at and attend all meetings of the Executive Committee, the boards of directors and the membership.
- Serve as association/CarolinaMLS spokesperson, when appropriate, and represent the interests and objectives of the association/CarolinaMLS in dealing with the news media, allied organizations and industries, local, state and federal legislators, and the public.
- Ensure that the boards of directors, Executive Committee and officers are kept fully informed on the conditions and operations of the association.
- See that the organizational structure of the association and CarolinaMLS are reviewed annually.
- Be responsible to the boards of directors and, through the boards, to the membership for seeing that the programs and policies of the association/CarolinaMLS reflect the needs and aspirations of the membership.
- Consult and advise the CEO on all matters pertaining to the association/CarolinaMLS policies, programs and finances.
- Attend NCAR meetings, including inaugural, legislative and convention.
- Serve (possibly) as the association's representative to the NCAR Issues Mobilization Committee in the capacity of local association president of a local association having ten percent (10%) or more of NCAR's total Realtor®

members (if the association is not otherwise represented on the committee by a voting member).

- Attend NAR annual convention and midyear legislative meetings.
- Serve as a delegate on the NAR Delegate Body.
- The president, president-elect and past president will serve on the NAR board of directors as NAR large board representatives unless otherwise determined by the Executive Committee.
- In addition to NAR and NCAR meetings, the president will be expected to attend approximately six MLS-specific conferences during the course of the year.

Reimbursement Package (president only)

- Automobile reimbursement \$500/month
- Cellular phone reimbursement \$150/month
- General reimbursement \$350/month

Benefits for President

- Annual subscription to *Inman News*
- Annual association dues reimbursed
- Quarterly MLS service fee reimbursed
- Complimentary continuing-education course or elective at Mingle School
- Reserved parking space

Responsibilities - President-Elect

It is the responsibility of the president-elect to perform the duties of the president in the president's absence or disability, and to perform such other duties as approved by the boards of directors. Such duties include:

- Attend all meetings of the boards of directors, Executive Committee and membership.
- Serve as a voting member of the Executive Committee and boards of directors.
- Plan, implement and host the Annual Strategic Planning and/or Visioning Session, including the selection of the facilitator in conjunction with the chief executive officer (CEO).
- Appoint future CarolinaMLS board of director members (Mecklenburg, Northern Region and Small Firm representatives) for the year in which he or she will be president, in conjunction with the CEO.
- Appoint future committee chairs for the year in which he or she will be president in conjunction with the CEO and staff committee liaisons.
- Serve as ex-officio member of all association committees except the Nominating, Election and Bylaws Committee, Professional Standards Committee and Grievance Committee.

- Be knowledgeable and conversant relative to association/CarolinaMLS objectives, programs and activities.
- Attend North Carolina Association of Realtors® (NCAR) meetings, including inaugural, legislative and convention.
- Serve (possibly) as the association's representative to the NCAR Issues Mobilization Committee if the president is unable to represent the association in the capacity of local association president of a local association having ten percent (10%) or more of NCAR's total Realtor® members (if the association is not otherwise represented on the committee by a voting member).
- Attend the National Association of Realtors® (NAR) annual convention and midyear legislative meetings, and participate on NAR Board of Directors as a large board representative as determined by the Executive Committee.
- In addition to NAR and NCAR meetings, the president-elect will be expected to attend six MLS-specific conferences during the course of the year.

Reimbursement Package (president–elect)

- General reimbursement \$750/quarter

Benefits for President-Elect:

- Annual subscription to *Inman News*
- Annual association dues reimbursed
- CarolinaMLS fees waived
- Complimentary continuing-education course or elective at Mingle School
- Reserved parking space

Responsibilities - Secretary

Per the bylaws, the secretary is designated the custodian of association/CarolinaMLS records and performs, in general, all duties incident to the office of secretary, subject to the control of the boards of directors, and performs such other duties as may be assigned by the boards of directors. The duties of the secretary are as follows:

- Have charge of books, documents and papers as the boards of directors determines and have custody of the Corporate Seal
- Attend and keep minutes of all the meetings of the boards of directors and members of the association
- Keeps a record containing the names, alphabetically arranged, of all persons, firms, corporations or partnerships, who are members of the association, showing their places of business. These books will be open for inspection, as prescribed by law.
- The secretary may sign with the president, president-elect and an executive staff officer(s), in the name and on behalf of the association, any contracts or agreements authorized by the boards of directors, and when so authorized, the secretary may affix the seal of the association
- Serve as association/CarolinaMLS spokesperson and represent the interests and objectives of the association/CarolinaMLS in dealing with the news

media, allied organizations and industries, local, state and federal legislators, and the general public when the President, President-elect, Treasurer and CEO are unavailable

- Attend NCAR meetings including inaugural, legislative and convention
- Attend NAR annual convention and midyear legislative meeting

Reimbursement Package (secretary)

- General reimbursement \$500/quarter

Benefits for Secretary

- Annual association dues reimbursed
- CarolinaMLS fees waived
- Complimentary continuing-education course or elective at Mingle School
- NCAR and NAR travel as required

In the absence of the secretary, or at the direction of the boards of directors, the duties of the office will be assigned to the CEO as required, from time to time.

Responsibilities – Treasurer

Per the bylaws, the treasurer performs, in general, all duties incident to the office of treasurer, subject to control of the boards of directors, and will assist the directors as necessary to carry out their duties. The treasurer is designated the custodian of association/CarolinaMLS funds, and ensures those funds are properly safeguarded and administered.

NOTE: In the absence of the treasurer, or at the direction of the boards of directors, the duties of the office will be assigned to the chief executive officer (CEO) or chief financial officer (CFO) as required, from time to time.

The duties of the treasurer are as follows:

- Have custody of all funds, property and securities of the association, and all subsidiary corporations, subject to such regulations as may be imposed by the boards of directors. When necessary or proper, the treasurer may endorse, on behalf of the association, collection, checks, notes and other obligations, and shall deposit same, to the credit of the association, at such bank or banks or depository as the boards of directors designates.
- Sign all receipts and vouchers with such other officer or officers, if any, as designated by the boards of directors. The treasurer will sign all checks of the association and all bills of exchange and promissory notes issued by the association, except in cases where the signing and execution thereof shall be expressly designated by the boards of directors or these bylaws to some other officer or agent of the association.
- Ensure payments are made as may be necessary or proper on behalf of the association; enter regularly on the association books full and accurate accounts of all monies and obligations received, paid, or incurred for or on account of the association; and exhibit such books at all reasonable times to any director upon request at the offices of the association.
- Furnish to the membership, at the first quarter of each calendar year, a report of the income and expenses of the association with comparison to budget. This report may be written or may be given orally at a meeting of the members.
- Ensure the preparation of an annual budget, to be approved by the boards of directors.
- Ensure that financial reports are presented at the regularly scheduled meetings of the boards of directors.
- Request committees' financial needs prior to budget preparation.
- Review all invoices and checks paid by the association.
- Serve as chair of the association Audit, Budget & Finance Committee.

- Make recommendations for amendments to the budget, when necessary.
- Serve as the association/CarolinaMLS spokesperson and represent the interests and objectives of the association/CarolinaMLS in dealing with the news media, allied organizations and industries, local, state and federal legislators, and general public when the president, president-elect and CEO are unavailable.
- Attend North Carolina Association of Realtors® (NCAR) meetings, including inaugural, legislative and convention.
- Attend National Association of Realtors® (NAR) annual convention and midyear legislative meetings.

Reimbursement Package (treasurer)

- General reimbursement \$500/quarter

Benefits for Treasurer

- Annual association dues reimbursed
- CarolinaMLS fees waived
- Complimentary continuing-education course or elective at Mingle School
- NCAR and NAR travel as required

(Candidates for secretary and treasurer: please read Responsibilities for Association and CarolinaMLS boards of directors)

Responsibilities – Past President

- Assume general responsibilities of all Executive Committee members.
- Attend NCAR meetings, including inaugural, legislative and convention.
- Attend NAR annual convention and midyear legislative meetings.

Reimbursement Package (treasurer)

- General reimbursement \$500/quarter

Benefits for Treasurer

- Annual association dues reimbursed
- CarolinaMLS fees waived
- Complimentary continuing-education course or elective at Mingle School
- NCAR and NAR travel as required
- Reserved parking space (past president only)