



Charlotte Regional Realtor® Association



Carolina Multiple Listing Services, Inc.

President-elect/President/Past President Responsibilities

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. The president-elect shall:

- 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 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.

Responsibilities: President

The president is the chief elected officer of the association/CarolinaMLS. He or she is charged with the general direction of association/CarolinaMLS affairs and to preside at all meetings. The president is expected to perform the following duties and otherwise 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 Nominating, Election and Bylaws Committee, 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.

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.