



Charlotte Regional Realtor® Association

Secretary Responsibilities

Per the bylaws, the secretary is designated the custodian of association/CMLS records and performs, in general, all duties pertaining 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.
- Keep 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.
- 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.

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 chief executive officer (CEO) as required, from time to time.