

Capital Area REALTORS

Overview of Responsibilities and Time Commitment

SECRETARY/TREASURER

Serves as Chairman of the Audit Committee and which meets a couple times per year and the Finance Committee which meets monthly.

- reviews financials and agenda in advance of each meeting
- conducts said meeting and presents financials

Works with CEO to develop budget for coming year. Staff pretty much develops draft then goes over with Secretary/Treasurer. Takes place in the fall and usually requires a couple of meetings. Secretary/Treasurer presents completed budget to the Finance Committee and Directors for approval.

Serves on Executive Committee which meets immediately after the Finance Committee. Generally meets the Friday before the Board of Director's meeting.

Serves on Board of Directors which generally meets the second Tuesday of each month.

Is expected to attend IAR's 1 ½ day Leadership Conference (usually in early Fall).

Is encouraged to attend IAR's Spokesperson Training (1 day) in preparation for obligations in dealing with media during time as President-elect and President.

Recurring Meeting Commitment (Summary)

Audit Committee - 2x per year (minimal time commitment)

Finance and Executive Committee - 1x per month (approximately 1 ½-2 hour combined commitment)

Board of Directors - 1x per month (approximately 1 - 1 ½ hours per month)

DUTIES GENERALLY EXPECTED OF ALL OF CAR's OFFICERS

Attendance at the orientation meeting for Committee Chairs and Vice Chairs in the Fall (lasts about 1 hour).

Attendance at the annual Board of Director's planning session in the Fall (lasts about 1 hour).

Be available to stop by the association and sign various association checks about once a week.

Is expected to attend IAR's Capitol Conference.

Is expected to be available on occasion to meet with CEO and other officers to discuss various issues and strategy.

Is expected to attend MLS Breakfasts and other association sponsored events on a regular basis.

Is expected to be supportive of RPAC.

May be called upon to present testimony before city or county governmental bodies to provide REALTOR position on issues affecting our industry.

Excerpt from CAR Bylaws: ARTICLE XII - Officers and Directors

Section 6. Removal of Officers and Directors

(a) If any member of the Board of Directors shall fail to attend three (3) consecutive meetings of the Board, such member shall be deemed to have resigned immediately following conclusion of said third consecutive meeting. The Chairman shall have this fact called to such member's attention; and, if an explanation for such absences satisfactory to the Board is received within a reasonable time-frame, the Board of Directors may elect to appoint such member to fill the vacancy created by such resignation, failing which, the vacancy thus created shall be filled as provided in Section 5 above.

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