

Position Overview for

Vice President-Elect of Operations

Montana Association of REALTORS®

Position Overview

Term: One year, beginning at the close of the national convention and concluding at the close of the following year's national convention.

Reports to: Vice President of Operations

Board role: Member of the Executive Committee and Director

Key Duties & Responsibilities (Section 211)

1. Be responsible for all the duties and responsibilities of Vice President in the event of the Vice President's absence or incapacity.
2. Serve as a member of the Executive Committee and Director.
3. Serve and perform other duties as directed by the Vice President.
4. Serve as the Vice Chair of the Operations Committee.
5. Attend all meetings of the Operations Committee, Executive Committee, and Board of Directors. Coordinate with VP of Operations to stay informed of the status of the activities of the Operations' special committees and advisory groups.
6. Be familiar with all governing documents of the Association and assist in the implementation of the objectives and strategies of the Strategic Plan.
7. Serve as liaison to the Finance Committee as necessary.
8. Assist President-Elect in making appointments to special committees and advisory work groups in the area of Operations.

Eligibility Requirements

- Must have served on the MAR Board of Directors within the past five year.
- To be actively involved in the real estate business and be a member, in good standing with MAR, the Board of Realty Regulation, and their local board or association.

Time Commitment

In-State Activities (Attendance Mandatory):

- MAR Winter and Spring Business Meetings
- Annual Meeting and Fall Convention
- Biannual REALTOR® Day at the Capitol in Helena
- Budget Meeting
- Leadership Orientation

Out-of-State Activities (Attendance Recommended):

- REALTORS® Legislative Meetings
- NAR NXT