

**A. OVERVIEW FOR THE OFFICE OF FIRST VICE-PRESIDENT**

**1. TERM: ONE YEAR**

Term to begin at the close of the national convention, each year, and to conclude upon the close of the national convention the following year. (5/7/04)

**2. DUTIES & RESPONSIBILITIES**

The First Vice President is responsible for performing such duties and responsibilities as may be enjoined upon him or her by the President and/or the Board of Directors. In addition to the duties imposed by law, the Association's Articles of Incorporation and Bylaws, the First Vice-President, is charged with the following responsibilities: (9-19-02) (1/20/06)

- Representing the President and the Association at the Local Board level
- Serving on the Finance and Audit Committee
- Serving as Chairperson of the President/President-Elect Roundtables
- Participating in the leadership orientation program for local board presidents, presidents-elect and state directors
- Attending committee meetings and targeting potential committee vice chairs/chairs
- Working within the Leadership Team (President, President-Elect, Immediate Past President, Treasurer, and Chief Executive Officer)
- Identifying future leadership
- Motivating leaders, staff, and members
- Serving-on the Executive Committee as a voting member
- Attending Annual Planning Session
- Attending miscellaneous meetings/events
- Participating in board visits
- Participating in Leadership conference calls (4-27-12)
- Legislative session involvement
- Corresponding via telephone, written and/or electronic (4-27-12)
- Participating when possible in unscheduled, unanticipated programs, activities, meetings, etc. (4-27-12)

**3. GENERAL WORKING KNOWLEDGE**

The First Vice President must be knowledgeable and conversant in all areas of Association operation including:

- The Constitution, Bylaws, and governing policies of the NATIONAL ASSOCIATION OF REALTORS®;
- The Bylaws and operating policies of the Montana Association of REALTORS®, Inc. including the REALTORS® Political Action Committee (RPAC) and the Issues Mobilization Committee (IMF);
- Parliamentary Procedure – Robert's Rules of Order (latest edition).

**4. TIME CONSIDERATIONS**

a) In-State Activities (Attendance Mandatory)

- MAR Business meetings (Three 2-3 day meetings)
- Annual Meeting
- MAR Planning Session (1-2 day(s))
- Summer Executive Committee meeting (1/2 day)

- Summer Budget meeting (1/2 day) (1/20/06)
- b) Out-Of-State Activities (Attendance Recommended)
- NAR Mid-year/Legislative Meeting (6-7 days)
  - NAR Annual Convention (5-6 days)

5. **COVERED EXPENDITURES**

Association-related expenses are reimbursed by the Association in accordance with MAR policies. The maximum amount that is reimbursed is established in the annual operating budget. The following expenses may be covered as determined by the budgeting process:

- a) NAR Business Meetings
- Mid-Year/Legislative
    - Registration, travel, hotel, per diem
  - Convention
    - Registration, travel, hotel, per diem
- b) MAR Meetings
- Two 2-3 day business meetings in Winter & Spring
    - Mileage, per diem, hotel
  - Annual Meeting and Fall Business Meeting
    - Mileage, per diem, hotel, registration
  - Annual Planning Session
    - Mileage, hotel
  - Summer Executive Committee meeting
    - Mileage, 1 night per diem, 1 night hotel

6. **EXPERIENCE AND QUALIFICATIONS**

- a) Experience Required for Office of First Vice President at the time of taking office:
- To be actively involved in the real estate business and a member and in good standing of MAR, the Board of Realty Regulation and their local board or association (9-19-02) (1/20/06)
  - To have served two years as a state director, or have served as a local board or association President
  - To have been a member of an MAR Committee
  - To be actively involved in the real estate business and a member of MAR (1/20/06) (1/26/07)
- b) Additional Desirable Experience
- To have previously attended NAR meetings
  - To have served as a DVP for MAR
  - To be active in a local board or association (1/26/07)