

A. OVERVIEW FOR THE OFFICE OF PRESIDENT-ELECT

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

To perform the duties and responsibilities of the President in the absence or disability of the President, and to perform such other duties and responsibilities as may be directed by the President, Executive Committee and/or the Board of Directors. In addition to the duties imposed by law, the Association's Articles of Incorporation and Bylaws, the President-Elect, is charged with the following responsibilities: (9-19-02)

- Appointing all Vice-Chairpersons where there are eligible vacancies. (5/7/04)
- Monitoring all major state association committees and subcommittees
- Participating in and assisting with the leadership training program for local board presidents, presidents-elect, and state directors. (5/7/04)
- Working within the Leadership Team (President, 1st Vice- President, Immediate Past President, Treasurer and CEO)
- Attending regional luncheons, regional caucuses, and other meetings at national meetings
- Working with the President and assisting with tasks and duties
- Targeting members for appointment on Committees
- Identifying future leadership
- Motivating leaders, staff, and members
- Chairing the Annual Planning Session
- Serving on the Executive Committee as a voting member
- Delivering the Executive Committee's and Leadership Team's recommendations to the Board of Directors along with an explanation of the Executive Committee's position on action items
- Meeting with Committee chairs, vice chairs, and staff to plan agendas and review programs for upcoming year (5/7/04)
- Attending miscellaneous meetings/events when possible (4-27-12)
- Visiting Local Boards (4-27-12)
- 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)
- Attending Spokesperson Training (1/20/06) (1/26/07) (4-27-12)

3. GENERAL WORKING KNOWLEDGE

- The President-elect must be knowledgeable and conversant in all areas of Association operations including:
- The Constitution, Bylaws, and governing policies of the National Association of REALTORS[®], Inc.
- The Bylaws and operating policies of the Montana Association of REALTORS[®], Inc. including the REALTORS[®] Political Action Committee (RPAC) and Issues Mobilization Committee (IMF);
- The operating guidelines and procedures of the Montana Association

- of REALTORS[®], Inc. committees;
- Parliamentary procedures – 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 Budget meeting (1/2 day)
 - Summer Executive Committee meeting (1/2 day)
- b) Out-Of-State Activities (Attendance Mandatory)
- NAR Mid-Year/Legislative Meeting (6-7 days)
 - NAR Annual Convention (5-6 days)
 - NAR Leadership Summit (2-3 days)
 - Region 12 meeting (3 days) (5/7/04) (1/20/06)

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 (spouse or guest expenses are not reimbursed). The following expenses are covered unless otherwise amended:

- a) NAR Business Meetings:
- Mid-Year/Legislative
 - Registration, travel, hotel, per diem
 - NAR Leadership Summit
 - Travel, per diem
 - Convention
 - Registration, travel, hotel, per diem
- b) MAR Business Meetings
- Two 2-3 day business meetings in Winter & Spring
 - Mileage, per diem, hotel
 - Annual Meeting and Fall Business Meeting
 - Mileage, per diem, hotel
 - Annual Meeting Registration
 - Annual Planning Session
 - Mileage, hotel
 - Summer Budget/Executive Comm. Meetings
 - Mileage, per diem, hotel

6. **EXPERIENCE AND QUALIFICATIONS REQUIRED**

- a) Required Experience for the Office of President-elect at the time of taking office:
- To be actively involved in the Real Estate Business and be a member, and in good standing with MAR, the Board of Realty Regulation and their local board or association
 - To have served two years as a state director, or have served as a local board or association President
 - To have served on an MAR Committee for a minimum of one year and chaired an MAR Committee, Subcommittee or PAG
 - To have served on the Finance and Audit Committee for a

minimum of one year (1/20/06) (1/26/07)

b) Additional Desirable Experience

- To have previously attended NAR meetings
- To have served as MAR First Vice President
- To have been involved in a local board or association