



## **Dayton Area Board of REALTORS®**

### **JOB DESCRIPTION: DIRECTOR**

According to its Constitution, the Board of Directors is responsible for governing the Dayton Area Board of REALTORS®. Members of the Board of Directors are either elected by the general membership to staggered three-year terms, or may be appointed by the President to fill vacancies on the Board of Directors. The membership looks to Directors to represent its interest and ideas.

#### **Specific Responsibilities:**

Works cooperatively with the President, Chief Executive Officer, fellow Board members and the membership. Becomes familiar with the Board's Constitution, Budget, Strategic Plan, Committee Business Plans, MLS Rules and Regulations and Code of Ethics and Arbitration Manual.

Attends Directors meetings fully informed about the issues to be discussed, having read the background information prior to the meeting. If there are any questions about an item on the agenda, consults with the CEO prior to the meeting.

Helps formulate and establish policies in the best interests of the Board's members, based on up-to-date and thorough knowledge of their needs. Accepts all specific assignments and supports the policies and programs adopted by the DABR.

Makes decisions affecting financial structure and resource allocations, and approves the annual operating budget.

Approves establishes, prioritizes and evaluates the programs and services for the DABR to be sure that they serve the "Mission" of the organization.

Considers public statements carefully because DABR members and others may take a board member's remarks as official policy.

Serves as a Director Liaison to at least one committee and becomes familiar with the committee's business plan, attends meetings and presents the committee Meeting report, including any action items and/or updates of committee activities to the Board of Directors. Makes motions to the Board of Directors to accept committee Meeting Reports and action items. Keeps the Directors informed about committee' projects, activities and accomplishments of business plan.

In evaluating a position, keeps in mind that Directors are responsible to all members and must place the welfare of the total membership ahead of office, geographic or factional considerations.

**Time Commitment:**

Directors attend monthly Board of Directors meeting, usually lasting an hour and a half. Directors are encouraged to attend Board-sponsored social functions and general membership meetings as scheduled to keep in touch with the membership. Encouraged to attend the three annual meetings of the Ohio Association of REALTORS®, and serves as an OAR Director, if possible.

**Absences:**

Absence by a member of the Board of Directors from three (3) consecutive regular meetings or four (4) regular meetings in any year without an excuse that is deemed valid by the Board of Directors shall be construed as a resignation by such Board members.

**Term:**

The term of office of each Officer shall commence on January 1 immediately following the election or appointment. Each Director shall continue to serve until a successor is duly elected and qualified. No Director shall be eligible to serve more than two consecutive terms.