



Dayton Area Board of REALTORS®

JOB DESCRIPTION: PRESIDENT-ELECT

The greatest responsibility of the President-elect is to prepare to become the President. For this reason, the President-elect, in addition to attending monthly Executive Committee and Board of Directors meetings, is expected to attend at least one of the various committee meetings during the year and become familiar with the business plans for each committee. The President-elect serves as the chairperson of the Strategic Planning Committee and is expected to meet to review the board's Strategic Plan. The President-elect attends meetings of the state and national association, and serves as an OAR Director.

Qualifications:

The President must be a REALTOR® member of the Board in good standing, who has held continuous membership during the last three (3) years prior to his or her election.

Specific Responsibilities:

Serves as a member of the Executive and Finance committees. Prepares to become President. Attends as many committee meetings as time permits.

Assumes the role of President in his/her absence.

Attends all social functions and general membership meetings.

Becomes familiar with financial statements and budget process.

Chairs the Strategic Planning Committee and understands the Strategic Plan of the DABR and how each committee contributes to attaining the Vision, Mission and Goals of the Plan.

Time Commitment:

Attends monthly Executive and Board meetings. Meets quarterly with Finance committee and assists in preparation of the budget.

Attends meetings of the State and National Associations:

State meetings are typically three days and are held in January, April and September. Serves as OAR Director. Attends day and half Legislative Conference held in March.

National meetings are four to five days in duration scheduled in April/May and an Annual Convention in November. A two-day leadership meeting is held in August in Chicago.

The President-Elect and Executive Vice President attend a day and a half leadership program in scheduled in July/August conducted by OAR.

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 the President-Elect shall commence on January 1 immediately following his or her election. If there is a vacancy in the office of President, that vacancy shall be filled by the President-Elect. If the President-Elect succeeds to the office of President prior to July 1st, then the President-Elect shall not succeed to the office of President for the ensuing year. In this event, the membership shall hold a special election within thirty days after the vacancy occurs to choose a new President-Elect. The new President-Elect shall serve in that capacity for the balance of the calendar year and shall succeed to the office of President for the ensuing calendar year.

If the President-Elect succeeds to the office of President on or after July 1st, the President-Elect shall serve as President not only for the balance of said calendar year but also during the ensuing calendar year. In this event, the membership shall hold a special election within thirty days after the vacancy to choose a new President-Elect. The new President-Elect shall serve in that capacity for the balance of the calendar year and for the ensuing calendar year.