

COASTAL ASSOCIATION OF REALTORS®

JOB DESCRIPTIONS OF CAR ELECTED LEADERSHIP

POSITION TITLE: PRESIDENT-ELECT
TERM: ONE YEAR

1. FUNCTION

The President-Elect performs the duties of the President in the absence of the President. This person's responsibility includes preparation for the role of presidency. In preparing for this position, the President-Elect has specific duties as outlined below.

2. SPECIFIC RESPONSIBILITIES

- a. Attends local meetings of the Association.
- b. Helps the President prepare the agenda for the Board of Directors meetings.
- c. Serves on the Budget and Finance Committee.
- d. Helps prepare the annual budget.
- e. Has authority to sign checks.
- f. Is an RPAC Investor.
- g. Serves as a member of the Executive Committee.
- h. Is the liaison to Education and Membership Committees.

As President-Elect of the Association, the following meetings should be attended:

Local Level:

Board of Directors Meetings: usually held the 2nd Wednesday of each month
General Membership Meetings: as designated

State Level:

Maryland REALTORS® Board of Directors Meetings
Maryland REALTORS® Annual Convention
Maryland REALTORS® Leadership Conference: annually, usually in October

National Level:

NAR Annual Convention: November each year, location to be determined
Mid-Year Conference: April/May each year, Washington, DC
NAR Leadership Conference: August each year, Chicago, IL