

COASTAL ASSOCIATION OF REALTORS®
JOB DESCRIPTIONS OF CAR ELECTED LEADERSHIP

POSITION TITLE: VICE PRESIDENT
TERM: ONE YEAR

1. FUNCTION

The Vice President serves as parliamentarian of the Board. Proper parliamentary procedure provides order to meetings and helps conduct business in a smooth and organized manner. The Parliamentarian does not rule but advises the presiding officer or chair on correct procedure (reference: Robert's Rules of Order). The Vice President also informs the Board of proper action to maintain compliance of the Board's Bylaws and Operating Policies. In the absence of the President and President-Elect, the Vice President assumes the duties of the President.

2. SPECIAL RESPONSIBILITIES

- a. Board Liaison to Finance Committee to complete 3 years on Finance Committee
- b. Attends local meetings of the Association.
- c. Board Liaison to Finance Committee.
- d. Has authority to sign checks.
- e. Is an RPAC Investor.
- f. Graduate/Attend MAR Leadership Academy.
- g. Serves as a member of the Executive Committee.

As Vice President 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
- Board Liaison to Finance Committee to complete 3 years on Finance Committee