



**GREATER PROVIDENCE
BOARD OF REALTORS®**
ETHICS • PROFESSIONALISM • INTEGRITY

OFFICERS DUTIES

President Elect: The President Elect shall, in the absence of the President, perform all the duties of the presidency. The President-Elect reports to the President and is their automatic successor. Assumes the responsibilities of the President in his or her absence. Assists the President in carrying out the functions of that office and performs specific duties delegated by the President.

Specific Duties

- Assumes the duties of the President in his or her absence.
- Assists the President whenever and wherever possible.
- Becomes familiar with the activities and programs, in progress or projected, in order to ensure continuity.
- Serves as liaison to Committees and Task Forces, as assigned and reports results to the Board of Directors.
- Provides leadership, in conjunction with other Officers, to obtain the best possible performance of Volunteer Members whenever necessary.
- Represents the organization at Local, State and National meetings when so directed by the Board of Directors.
- Serves on the Executive Personnel Committee, which conducts annual CEO review
- Serves on Shared Services, Finance and Nominating Committees
- Reviews NAR Core Standards Certification Compliance Tool along with the CEO and President prior to annual submission.
- Promotes active participation in the Association on the part of the Membership; serves as a Board ambassador.
- Reviews and acts on recommendations from committees, task forces, staff that advance the Board's mission and Strategic Plan goals.
- Adheres to the highest standards of professional conduct and the Code of Ethics of the National Association of REALTORS®.
- Becomes familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- Has a duty of care, loyalty and obedience and shall act at all times in the best interest of the Board, its members, and the REALTOR® Association. This duty of care includes preparing in advance of meetings, including reviewing documents prior to meetings. These documents are confidential and may not be shared or distributed.
- May be considered for leadership positions at the Rhode Island Association of REALTORS® and Statewide Multiple Listing Service.
- Represents the organization at NAR, RIAR and NERC Meetings and Conventions as so directed by the Board of Directors.
- Keep the Directors and the Membership informed of actions taken at these meetings.
- Attends Leadership Development Sessions, as scheduled.

Treasurer: The Treasurer shall be the custodian of the funds of the Association and shall keep or supervise the keeping of an accurate record of receipts and disbursements. They ensure the integrity of the fiscal affairs of the organization.

Specific Duties

- Ensures the Association maintains accurate financial records.
- Ensures financial policies are carried out, as set forth in the approved Financial Policies.
- Reviews Association expenditures and the financial status of the Association on a monthly basis.
- Ensures that the quarterly Treasurer's reports are submitted to the Board of Directors.
- Serves as Chairperson of the Finance Committee.
- Works with the Chief Executive Officer in the preparation of the Annual Budget for acceptance by the Board of Directors, once approved by the Finance Committee.
- The Treasurer represents the organization as assigned by the President.
- Promotes active participation in the Association on the part of the Membership; serves as a Board ambassador.
- Reviews and acts on recommendations from committees, task forces, staff that advance the Board's mission and Strategic Plan goals.
- Adheres to the highest standards of professional conduct and the Code of Ethics of the National Association of REALTORS®.
- Becomes familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- Has a duty of care, loyalty and obedience and shall act at all times in the best interest of the Board, its members, and the REALTOR® Association. This duty of care includes preparing in advance of meetings, including reviewing documents prior to meetings. These documents are confidential and may not be shared or distributed.
- May be considered for leadership positions at the Rhode Island Association of REALTORS® and Statewide Multiple Listing Service.
- Attends Leadership Development Sessions, as scheduled.

Corporate Secretary: The Secretary shall have charge of the corporate seal and affix the name to all documents properly requiring such seal. They ensure the keeping of accurate records of the organization.

Specific Duties:

- Supervises the taking of minutes at all Board of Directors Meetings.
- Supervises the taking of minutes at the Annual Meeting.
- Helps to ensure the Bylaws of the Associations are adhered to.
- Represents the organization as assigned by the President.
- Promotes active participation in the Association on the part of the Membership; serves as a Board ambassador.
- Reviews and acts on recommendations from committees, task forces, staff that advance the Board's mission and Strategic Plan goals.
- Adheres to the highest standards of professional conduct and the Code of Ethics of the National Association of REALTORS®.

- Becomes familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- Has a duty of care, loyalty and obedience and shall act at all times in the best interest of the Board, its members, and the REALTOR® Association. This duty of care includes preparing in advance of meetings, including reviewing documents prior to meetings. These documents are confidential and may not be shared or distributed.
- May be considered for leadership positions at the Rhode Island Association of REALTORS® and Statewide Multiple Listing Service.
- Attends Leadership Development Sessions, as scheduled.

DIRECTOR DUTIES

Specific Duties:

- Approve annual budget, proposed bylaw changes, policies, membership initiatives.
- Assist in identifying future leaders.
- Promote active participation in the Association on the part of the Membership; serve as Board ambassadors.
- Review and act on recommendations from committees, task forces, and staff that advance the Board's mission and Strategic Plan goals.
- Adhere to the highest standards of professional conduct and the Code of Ethics of the National Association of REALTORS®.
- Become familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- Agree to enforce the Bylaws of the Greater Providence Board of REALTORS®, RI Association of REALTORS® and National Association of REALTORS®, the Code of Ethics and Professional Standards procedures of the National Association of REALTORS®.
- Have a duty of care, loyalty and obedience and shall act at all times in the best interest of the Board, its members, and the REALTOR® Association. This duty of care includes preparing in advance of meetings, including reviewing documents prior to meetings. These documents are confidential and may not be shared or distributed.
- Attend Leadership Development Sessions, as scheduled.
- Directors must be members in good standing.
- New Directors must complete *Two (2) online courses before December 31st when first appointed:*
REALTORS® Excelling in Association Leadership (REAL)
<http://www.onlinelearning.realtor/catalog/p-520-realtors-excelling-in-association-leadership-real.aspx> and ***Leadership 100-On the Path to Leadership***
<http://onlinelearning.realtor/Catalog/p-3353-leadership-100-on-the-path-to-leadership.aspx>