



**GREATER
PROVIDENCE
BOARD OF
REALTORS®**

Treasurer/Corporate Secretary: The Treasurer/Corporate Secretary 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. They 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.
- 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.
- 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 understands 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.