



**GREATER
PROVIDENCE
BOARD OF
REALTORS®**

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 their 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 their 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 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.
- 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.