

### ***Incline Village REALTORS® Board of Directors Responsibilities***

- Directors have sole authority to appropriate association funds but do not unreasonably obligate IVR beyond its tenure of office.
- Set public policy position as it pertains to the real estate industry.
- Establish governing policies of the Association.
- Approve member programs, products, and services.
- Establish dues amounts.

### ***Board of Directors Job Expectations***

- Commitment – when acting as an IVR board member, you are working in the best interest of IVR and its members...not you as a REALTOR® or your office.
- Attendance – Board meetings are monthly.
  - **Meetings of Directors.** Explanation of an absence from a board meeting must be submitted in writing to the President or Executive Officer before the next regular board meeting. Absence from three regular meetings within one year will be deemed resignation from the Board. The vacancy shall be filled as described in IVR Bylaws and Operational Policies. In the case of extenuating circumstances, the resigned director or officer may appeal the automatic resignation to the Board of Directors, who may, by majority vote, overturn the resignation.
  - Board members are to attend their assigned committee meetings and be prepared to update the Board monthly.
- Board members are encouraged to attend local issue meetings when necessary.,
- Board members support all IVR-sponsored events, including Community Service events, PSF fundraising, etc.
- Board members are encouraged to attend NVR and NAR functions.
- Have a working knowledge of the governing documents of the Association.

## **OFFICERS**

### **1) PRESIDENT.**

The President is designated Chief administrative officer of the Association and is charged with the responsibility for the general direction of its affairs and to preside at all meetings, and is expected to perform such duties as may be assigned by the Board of Directors

- a) They are authorized to appoint all committees (subject to the approval of the Board of Directors), designated an ex-officio member of all committees (except Nominating, Grievance, Professional Standards, and REALTOR® of the YEAR Committees)
- b) To represent the Board in the National, State, and Community activities, in person or through a representative
- c) Spokesperson of the Association (includes press, public meetings, letters, and general public correspondence)
- d) To analyze the problems that are met by the Board
- e) To eliminate outdated Board practices

- f) To initiate the adoption of a yearly positive program of action
- g) To encourage membership participation to its fullest
- h) To keep the Association free of policies and programs that are not the prerogative of IVR
- i) To strengthen the Board's internal structure.
- j) To assist Treasurer in monitoring the financial health of the Association
- k) To cooperate with the NATIONAL ASSOCIATION and Nevada Association and outside groups in joint programs
- l) Close contact with CEO, staying advised on all Association business and concerns.
- m) Presides over IVR meetings (Board of Directors, Executive Committee, Designated REALTOR®, Annual Membership, Special Meetings)
- n) Signer on IVR Bank Accounts
- o) Keeps Regular contact with Members to listen to and address concerns and questions.
- p) Prepare President-Elect for the upcoming term

## **2) President-Elect**

During the President-elect's year in office, they should make plans for the following year when they will assume the leadership of the Board. The President-Elect should determine committee appointments and the general direction of the Board following the Annual meeting

- a) The President-Elect shall perform the duties of the President in the event of their absence or disability and shall perform such other duties as may be enjoyed upon them by the President and the Board of Directors
- b) Member of Executive Committee
- c) The President-Elect is involved at all levels of the decision-making process, which provides excellent training for the following year when the President-Elect assumes the Presidency
- d) At the call of the President, the President-Elect shall represent the Association at meetings and other functions where representation from the Board is deemed appropriate
- e) The President-elect shall serve as Chairman of the Bylaws Committee
- f) Signer on IVR Bank Accounts
- g) Keeps in regular contact with President, CEO, and members
- h) Assists President in accomplishing President's yearly goals
- i) Attend and monitor the progress of all IVR committees
- j) Work's with CEO in planning Installation Reception
- k) Travels to State and National meetings

## **3) Past President**

- a) Voting member of Board of Directors
- b) Member of Executive Committee
- c) Assist President as requested

## **4) Secretary-Treasurer**

- a) Chair Finance Committee
- b) Work with CEO, CPA, and Bookkeepers to establish Annual Budget
- c) Knowledgeable of IVR Financial Policies
- d) Assist Investment Advisor in reserve account operations

- e) Review monthly financial statements as prepared by CEO and Bookkeeper and present reports at Board of Directors meetings
- f) is available to work with the Chairman of the various committees to determine their financial needs before finalizing the annual budget.
- g) Assist President as requested

**5) MLS Chair**

- a) Chair of MLS and Forms Committee
- b) Assist with MLS platform need and design
- c) Knowledgeable of IVR MLS Rules and Regulations and NAR MLS Policies and Procedures
- d) Assist with MLS Rules, Regulations, and Policies enforcement
- e) Field member calls regarding MLS
- f) Assist President as requested

***Board of Directors Job Description***

- Read and have general knowledge of Incline Village REALTORS®. (IVR) Bylaws and MLS Rules and Regulations. IMPORTANT. Meetings and decisions made MUST follow the bylaws, rules, and regulations, or liability is created for the Association
- Establish dues and fees
- Establish governing policies
- Approve amendments to the bylaws
- Report the results of committee meetings represented as Chair or member to the Board and the members at Association meetings
- Act on committee reports and recommendations
- Attend all IVR Board of Directors meetings each month and special meetings as required (allow 1.5 hours for regular monthly meetings)
- Approve unusual expenditures of the Association. (day to day operations are predetermined in the budget)
- Direct investments of Association Funds
- Approve annual budget
- Attend and participate in Association functions as much as possible, including annual Installations, Community events, and MLS Member Meetings
- Set a positive example for all Association members
- Promote and attend education opportunities
- Professional attitude
- Promote and enforce ethical conduct
- Assist President to recruit new director candidates
- Be informed – stay current on local, state and national REALTOR®® issues and concerns
- Promote unity of the Board of Directors and the Association Membership. The Board of Directors is always expected to be a united front
- Respect confidentiality at all times. Professional Standards decisions and appeals as well as during Executive Sessions of meetings. Executive Sessions are confidential.
- Display enthusiasm about REALTOR®® membership, be an excellent REALTOR®® role model
- Take responsibility for specific communication to members for particular programs, e.g., political affairs, etc., as determined by the President or the Board of Directors

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Signature

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Date