



## Duties and Responsibilities of the President-elect

**Function:** Assist the President and plan for the following year. If the incoming President-elect is not already a member, the President may invite the incoming President-elect to attend all Executive Committee meetings held between the incoming President-elect's election and their subsequent installation. The purpose of the invitation is to offer the incoming President-elect the opportunity to become familiar with the issues and procedures of the Executive Committee prior to becoming a member of the Committee. The incoming President-elect shall not vote and may address the Executive Committee during a meeting only at the Executive Committees' invitation.

**Duties and Responsibilities:** Within the limits of the Association's Constitution, Bylaws and Policies, the President-elect is responsible for and has commensurate authority:

1. To serve as a member of the Board of Directors and as Vice Chairman of the Executive Committee.
2. To attend all Oregon Association of REALTORS® business meetings and other Association meetings as assigned by the President.
3. To attend Board/Association visitations and installations as assigned by the President.
4. To attend all official meetings of the National Association of REALTORS® and the Northwest Regional Caucus.
5. To serve as an appointed member of the NAR State Leadership Forum.
6. To recommend the names of potential Key and Special Committee vice chairmen and members to the President.
7. To represent the Oregon Association of REALTORS® at other associations and organizations as assigned by the President.
8. To be the spokesperson for the Oregon Association of REALTORS® as assigned by the President.
9. To serve as Chairman of Strategic Planning Committee to plan appropriate programs and activities for their own presidential term.
10. To coordinate planning of programs and activities with the President-elect designee as necessary to implement the Strategic Plan and promote the smooth transition of leadership.
11. To assume the duties and responsibilities of the presidency in the absence or disability of the President.
12. To perform other duties as assigned by the President.