



## Duties and Responsibilities of the President

**Function:** Serve as Chief Elected Officer of the Association.

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

1. To implement the Strategic Plan pursuant to the approved budget.
2. To serve as the chairman of the Board of Directors and the Executive Committee and to keep them informed of the condition and on-going operations of the Association.
3. To invite the chairmen of ORPAC and Finance Review Committee and incoming newly elected President-elect to attend meetings of the Executive Committee.
4. In concert with the Association's Chief Executive Officer, to represent the Association in contacts with the public, governmental entities, the members, other REALTOR® Associations, allied organizations and the media.
5. To direct the work of the Chief Executive Officer as necessary to achieve the goals and policies of the Association.
6. To coordinate and participate in an annual written performance review of the Chief Executive Officer.
7. To direct the activities of the elected officers of the Association in accordance with their position descriptions.
8. To ensure that the policies and programs which further the goals and objectives of the Association are planned, implemented and evaluated.
9. To serve as official host of the Association at its social events.
10. To serve as an ex-officio member of the Oregon Association of REALTORS® Key Committees pursuant to the Bylaws.
11. To monitor Association finances to assure efficient and effective operations.
12. To appoint chairmen and members of Association Key and Special Committees and Task Forces, to outline their purpose and duties and to monitor their progress.
13. To attend, as a National Director and Voting Delegate, all official meetings of the National Association of REALTORS® and the Northwest Regional Caucus.
14. To serve as Oregon's representative on the Region 12 Nominating Committee and to appoint or to serve, on an every-other-year basis, as Oregon's Regional Strategic Planning and Finance Committee member in Region 12.
15. To communicate with and assist Member Boards/Associations.
16. To assist the President-elect in his/her smooth transition into the presidency.
17. To perform other duties as directed by the Board of Directors and the Executive Committee.