



## **Duties & Responsibilities of the President-Elect**

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### **Function:**

Assist the President and plan for the following year. The incoming President-Elect attends all Executive Committee meetings held between the incoming President-Elect's election and their subsequent installation. The incoming President-Elect shall attend all Executive Committee meetings as an opportunity to become familiar with the issues and procedures of the Executive Committee prior to becoming the President.

**Duties and Responsibilities:** Within the limits of Oregon REALTORS® Bylaws and Policies, the President-Elect is responsible for and has commensurate authority:

- To serve as a member of the Board of Directors and as Vice Chair of the Executive Committee.
- To attend all Oregon REALTORS® business meetings and other Association meetings as assigned by the President.
- To attend Board/Association visitations and installations as assigned by the President.
- To attend all official meetings of the National Association of REALTORS® and the Region 12 Caucus.
- To serve as an appointed member of the NAR State Leadership Forum.
- To recommend the names of potential Key and Special Committee vice chairperson and members to the President.
- To represent Oregon REALTORS® at other associations and organizations as assigned by the President.
- To be the spokesperson for Oregon REALTORS® as assigned by the President.
- To serve as Chair of Strategic Planning Committee to plan appropriate programs and activities for their own presidential term.
- To coordinate planning of programs and activities with the First Vice President as necessary to implement the Strategic Plan and promote the smooth transition of leadership.
- To assume the duties and responsibilities of the Presidency in the absence or disability of the President.
- To perform other duties as assigned by the President.

### **Qualifications:**

- Must have actively served or be serving in an elective office or Directorship of a Member Board/Association.
- Must be actively engaged in the real estate business and hold an active real estate license from the State of Oregon.
- Must have served as President of his/her local Board/Association of REALTORS®, or as an officer of the National Association of REALTORS® or any of its Institutes or have served as a Chair of any Oregon REALTORS® Key Committee.
- Must have served as a Director of the State Association.
- Must have served on an Oregon REALTORS® Committee the year prior to taking office or have actively served on a state committee for a minimum of (3) three years of the last (5) five years.

**Term:** The President-Elect is elected for a term of one year and automatically succeeds to the office of the President.

**See Appendix 1.10 (a) for the Memorandum of Understanding of Expectations for the position of OREGON REALTORS® President-Elect form**