

## **Duties & Responsibilities of the District Vice President**

**Function:** Assist the President and serve as a conduit of information between the Executive Committee and their District.

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

- To serve as a member of the Board of Directors and 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 and requested by the local board.
- To ensure ongoing communication of actions taken by Oregon REALTORS®'s Board of Directors.
- Communicate issues from their membership in their District to Oregon REALTORS® Board of Directors and/or Executive Committee.
- Communicate regularly, via email or some other electronic media, with the Presidents and Presidents-Elect of the Boards/Associations in their Districts.
- Lead and facilitate discussion during District Caucuses at Spring and Fall Governance Meetings.
- To recommend the names of potential Key and Special Committee members to the President.
- To be the spokesperson to the members of their District from Oregon REALTORS® as requested by the President.
- To mentor the DVP-Elect during the time between election in April and taking office in November.
- To participate in the development of the Oregon REALTORS® Strategic Plan and budgeting process.
- 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 Association or have actively served on one or more Oregon REALTORS® committee(s) for a total of not less than three (3) years out of the last five (5) years.

Must be actively engaged in the real estate business and hold an active real estate license from the State of Oregon.

**Term:** District Vice Presidents to serve for terms of two years and cannot serve more than two successive terms in this office. A REALTOR® elected as DVP, but before they officially take office, shall be termed the DVP-elect.

**See Appendix 1.11 for the Memorandum of Understanding of Expectations for the position of OREGON REALTORS® District Vice President form.**