



Duties & Responsibilities of the First Vice President

Function: Observe and learn the process of Executive Committee meetings. The First Vice President attends all Executive Committee and Leadership Team meetings held between the First Vice President's election and their subsequent transition to President-Elect. The First Vice President shall attend all Executive Committee and Leadership Team meetings, as a non-voting member, as an opportunity to become familiar with the issues and procedures of the Executive Committee prior to becoming the President-Elect.

Duties and Responsibilities: The First Vice President shall:

- Serve as a non-voting member of the Executive Committee and Leadership Team.
- Serve and perform other duties as directed by the Leadership Team.
- Be familiar with all governing documents of Oregon REALTORS® and assist in the implementation of the objectives and strategies of the Strategic Plan.

Qualifications: (all must be met):

- Must have served as: 1) President of his/her local Board/Association of REALTORS®; **OR** 2) as an officer of the National Association of REALTORS® or any of its Institutes, Societies or Councils; **OR** 3) as a Chair of any Oregon REALTORS® Key Committee; **OR** 4) as Treasurer or Vice President for Oregon REALTORS®.
- Must have served as an Oregon REALTORS® State Director for a minimum of 3 years.
- 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.
- 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 Broker license from the State of Oregon.

Term: The First Vice President occupies the position from the time that they are elected, until they automatically succeed to the office of the President-Elect.

See Appendix 1.10 (b) for the Memorandum of Understanding of Expectations for the position of OREGON REALTORS® First Vice President form