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## Duties & Responsibilities of the President

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**Function:** Serve as Chief Elected Officer of Oregon REALTORS®.

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

- To serve as the Chair of the Board of Directors, the Executive Committee and the Leadership Team and to keep them informed of the condition and on-going operations of Oregon REALTORS®.
- To represent Oregon REALTORS® in contacts with the public, governmental entities, the members, other REALTOR® Associations, allied organizations and the media in concert with Oregon REALTORS®'s Chief Executive Officer.
- To work with the Chief Executive Officer to achieve the goals and policies of Oregon REALTORS®.
- As Chair of the Leadership Team:
  - To implement the Strategic Plan pursuant to the approved budget.
  - To coordinate and participate in an annual written performance review of the Chief Executive Officer.
  - To direct the activities of the elected officers of Oregon REALTORS® in accordance with their position descriptions.
  - To ensure that the policies and programs which further the goals and objectives of Oregon REALTORS® are planned, implemented and evaluated.
  - To monitor Association finances to ensure efficient and effective operations.
  - To appoint chairperson and members of Association Key and Special Committees and Task Forces, and to outline their purpose and duties and to monitor their progress.
- To serve as official host of Oregon REALTORS® at its social events.
- To attend, as a National Director and Voting Delegate, all official meetings of the National Association of REALTORS® and the Region 12 Caucus.
- To serve as Oregon's representative on the Region 12 Nominating Committee and to appoint or to serve as Oregon's Regional Strategic Planning and Finance Committee member in Region 12, on an every-other-year basis
- In coordination with the Vice President/Vice President Elect of Association and Member Engagement, to communicate with and assist Member Boards/Associations.
- To assist the President-Elect and First Vice President in his/her smooth transition into the Presidency.
- To perform other duties as directed by the Board of Directors and the Executive Committee.

### Qualifications

- Must have held the office of President-Elect of Oregon REALTORS® immediately prior to assuming the office of President, and/or must meet all of the qualifications for that office.
- Must be actively engaged in the real estate business and hold an active real estate license from the State of Oregon

**Term:** The President is elected for a term of one year and is not eligible to serve a second successive term.