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

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### **Function:**

Assists the President and plan for the following year. Serves in place of the President in the event of the President's absence.

**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, as Vice Chair of the Executive Committee, and Vice Chair of the Leadership Team.
- To attend all Oregon REALTORS® business meetings and other Association meetings as assigned by the Leadership Team.
- To attend Board/Association visitations and installations as assigned by the Leadership Team.
- 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 Leadership Team.
- To represent Oregon REALTORS® at other associations and organizations as assigned by the Leadership Team.
- 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 and Leadership Team 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 Leadership Team and/or Executive Committee.

### **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; **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 President-Elect is elected for a term of one year and thereafter, automatically succeeds to the office of the President.