



Daytona Beach Area Association of REALTORS®

JOB DESCRIPTION: DIRECTOR

According to its Constitution, the Board of Directors is responsible for governing the Daytona Beach Area Association of REALTORS® (DBAAR). Members of the Board of Directors are either elected by the general membership to one or two-year terms, or may be appointed by the President to fill vacancies on the Board of Directors. The membership looks to Directors to represent its interest and ideas.

Qualifications:

In order to hold office as a Director, a Member must:

- (a) Be a current REALTOR® Member in good standing with the Association for a period of not less than twenty-four (24) months immediately prior to taking office; and
- (b) Have been an active member of at least one (1) separate Association standing committee or subcommittee within the previous sixty (60) months or have served as a Director within the previous sixty (60) months prior to taking office; or
- (c) Have been an active member of at least three (3) or more Task Forces or PAGs, within the last 24 months, which shall count as one (1) committee.

Any member to be appointed to a vacancy must meet the above requirements.

Specific Responsibilities:

Works cooperatively with the President, Association Executive (AE), fellow Board members and the membership. Becomes familiar with the Association's Constitution, Budget, MLS Rules and Regulations and Code of Ethics and Arbitration Manual.

Attends Directors meetings fully informed about the issues to be discussed, having read the background information prior to the meeting. If there are any questions about an item on the agenda, consults with the AE prior to the meeting.

Helps formulate and establish policies in the best interests of the Association's members, based on up-to-date and thorough knowledge of their needs. Accepts all specific assignments and supports the policies and programs adopted by the DBAAR.

Makes decisions affecting financial structure and resource allocations, and approves the annual operating budget.

Approves establishes, prioritizes and evaluates the programs and services for the DBAAR to be sure that they serve the "Mission" of the organization.

Considers public statements carefully because DBAAR members and others may take a board member's remarks as official policy.

Serves as a Director Liaison to at least one committee, attends meetings and presents the committee Meeting report, including any action items and/or updates of committee activities to the Board of Directors. Makes motions to the Board of Directors to accept committee Meeting Reports and action items. Keeps the Directors informed about committee' projects, activities and accomplishments.

In evaluating a position, keeps in mind that Directors are responsible to all members and must place the welfare of the total membership ahead of office, geographic or factional considerations.

Time Commitment:

Directors attend monthly Board of Directors meeting, usually lasting an hour and a half. Directors are encouraged to attend Board-sponsored social functions and general membership meetings as scheduled to keep in touch with the membership. Encouraged to attend the three annual meetings of the Florida Association of REALTORS®, and may be asked to serve as an FAR Director.

Absences:

Any Director absent from three (3) regular meetings of the Board of Directors within a twelve month period shall constitute automatic resignation on the third absence by said Director and a vacancy shall be deemed to exist, except if any of the three absent meetings was a result of a change in the published yearly schedule of the Board of Directors, or as a result of a verified major medical emergency. Reinstatement may be requested, in writing, within fifteen (15) days of the automatic resignation. Reinstatement shall be by approval of two-thirds (2/3) of the Board of Directors at their next regularly scheduled meeting.

Term:

The term of office of each Director shall commence on January 1 immediately following the election or the following month after appointment. Each Director shall continue to serve until a successor is duly elected.

Company Affiliation Prohibition:

No REALTOR® Member shall be nominated, elected, or appointed to the Board of Directors the result of which would be more than two (2) Members of the Board of Directors from the same company. ("Same company" shall be defined, as company offices owned by common ownership).

A change in same company affiliation by a Director in such a way that there would be more than two (2) representatives from any one (1) company on the Board of Directors shall constitute the resignation of that Director.