



# Daytona Beach Area Association of REALTORS®

## JOB DESCRIPTION: VICE PRESIDENT

The Vice-President, shall in the absence of the President and President-Elect, perform the duties and exercise the powers of the President.

### Qualifications:

In order to hold office as Vice President, a Member must:

- (a) Be a current REALTOR® member of the Association in good standing for a period of not less than twenty-four (24) months immediately prior to taking office;
- (b) Have completed two full years of committee service of at least one (1) separate Association standing committee or subcommittee within the last five years preceding the commencement of the elective year, at least one of which must be service on the Finance Committee or
- (c) Have served on the Board of Directors for at least twelve (12) months within the sixty (60) months immediately prior to taking office.
- (d) Any member to be appointed to a vacancy must meet the above requirements.
- (e) No REALTOR® Member shall be nominated, elected, or appointed as an Officer the result of which would be more than one Officer from the same company. ("Same company" shall be defined as company offices owned by common ownership).
- (f) A change in same company affiliation by an Officer in such a way that there would be more than more than one Officer from the same company shall constitute the resignation of that Director.

### Specific Responsibilities:

The Vice-President of the Association shall have such duties as may be assigned by the Board of Directors. In the event of a vacancy in the office of the President-Elect, the duties and responsibilities of the President-Elect shall be filled by the Vice President.

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:**

The Vice President attends monthly Board of Directors meeting, usually lasting an hour and a half. The Vice President is 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 the Vice President shall commence on January 1 immediately following the election or the following month after appointment, and 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.