



## Daytona Beach Area Association of REALTORS®

### JOB DESCRIPTION: PRESIDENT-ELECT

The greatest responsibility of the President-Elect is to prepare to become the President. For this reason, the President-Elect, in addition to attending monthly Board of Directors meetings, is expected to attend at least one of each of the various committee meetings during the year and become familiar with each committee. The President-Elect is encouraged to attend meetings of the state and national association, and may be asked to serve as an FAR Director. The President-Elect serves as a signatory on board checks.

#### Qualifications:

- (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 President-Elect of the Association shall have such duties as may be assigned by the Board of Directors. The President-Elect shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. Upon the completion of the term as President-Elect, the President-Elect shall automatically succeed to the office of the President and shall assume all of the duties assigned to the President.

**Time Commitment:**

Attends monthly Board of Directors meetings, usually lasting an hour and a half. The President-Elect is encouraged to attend association-sponsored social functions and general membership meetings as scheduled to keep in touch with the membership.

Encouraged to attend meetings of the Florida Association of REALTORS® (FAR) and the National Association of REALTORS® (NAR):

There are typically three State meetings, held in January in Orlando, April in Tallahassee, and late August or September in varying locations within Florida.

NAR meetings are four to five days in duration scheduled in April/May in Washington, D.C. and an Annual Convention in October/November.

The President-Elect and AE attend leadership programs hosted by FAR and NAR. The NAR Leadership Summit is scheduled in August in Chicago, and the FAR Leadership meeting is scheduled in early October, with varying locations within Florida.

The President-Elect is also encouraged to attend the one-day FAR Spokesperson Training class held at varying dates throughout the year in Orlando.

**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 President-Elect shall commence on January 1 immediately following his or her election. If there is a vacancy in the office of President, that vacancy shall be filled by the President-Elect.