

PRESIDENT – ELECT

7.2 President-Elect Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following Year.

7.2.1 President-Elect Duties & Responsibilities

The President-Elect shall perform the duties of the President in the event of his/her absence or disability and shall have such other powers and duties as prescribed by the Board of Directors. Additional duties and responsibilities of the President-Elect include:

- Serves as a member of the Executive Committee
- The President-Elect shall succeed to the office of President. If the office of President becomes vacant between elections, the President-Elect shall fill the vacancy and complete the unexpired term. The president-Elect who fills a vacancy in the office of the President shall automatically become President for a full term after completion of the unexpired term
- Receives copies of all correspondence that the President receives, as well as any pertinent committee reports
- Active member of Budget & Finance committee
- Appoint all vice/co-chairpersons for existing committees

7.2.2 President-Elect General Working Knowledge

The President-Elect must be knowledgeable and conversant in all areas of Association operations including:

- Constitution, Bylaws, and Governing Policies of the National Association of REALTORS®
- All Governing Documents of the GFAR
- Parliamentary procedures – Robert's Rules of order (latest edition)

7.2.3 President-Elect Time Considerations

Attendance Mandatory:

- GFAR Board of Directors meeting
- GFAR Strategic planning sessions
- Local Board Installation
- Budget Committee
- Membership Meetings
- MAR State Business Meeting
- NAR Annual Convention
- NAR Leadership Training – Chicago
- Legislative session involvement
- Telephone and written correspondence
- Planning, program coordination, and preparation

7.2.4 President-Elect Experience & Qualifications

Required:

- To be a member in good standing with the GFAR
- To have served as either a State Director or on the Local Board of Directors

7.2.5 Additional Desirable Experience:

- To have served on a GFAR committee for a minimum of one year and chaired a GFAR task force
- To have served on the Budget & Finance for a minimum of one (1) year
- To have previously attended MAR State Business Meetings
- To have served as Vice President

VICE PRESIDENT (09/12, Amended 09/17)

7.3 Vice President Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following year.

7.3.1 Vice President Duties & Responsibilities (amended 09/17)

The Vice President is responsible for performing such duties and responsibilities as assigned by the President and/or Board of Directors. Duties and responsibilities of the Vice President include:

- Serves as a member of the Executive Committee
- Representing the President and the Association at the Local Board Level
- Serves as Induction Officer
- Serves on the Budget & Finance Committee
- Actively participates and provides input into association programs in order to be able to assume the Presidency should the need arise

7.3.2 Vice President General Working Knowledge

The Vice President must be knowledgeable and conversant in all areas of Association operation including:

- Constitution, Bylaws, and Governing Policies of the NAR
- All Governing Documents of the GFAR
- Parliamentary Procedure – Robert’s Rules of Order (latest edition)

7.3.3 Vice President Time Considerations

Attendance Mandatory:

- GFAR Board of Directors Meetings
- GFAR Strategic Planning Sessions
- Budget Committee
- Membership Meetings
- Local Board Installation

7.3.4 Attendance Recommended:

- MAR State Business Meetings
- NAR Annual Convention
- Legislative Session Involvement
- Telephone and written correspondence
- Planning, program coordination, and preparation

7.3.5 Vice President Experience & Qualifications

Required:

- To be a member in good standing of the GFAR
- To have served either as a Board member or committee chair

7.3.6 Additional Desirable Experience:

- To have previously attended MAR State Business Meetings

SECRETARY

7.4 Secretary Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following Year.

7.4.1 Secretary Duties & Responsibilities

- Records all minutes for Board of Directors meetings, membership meetings, annual meeting, Executive Committee meetings, miscellaneous meetings, and events as directed by the President
- Serves as a member of the Executive Committee
- Provides draft copy of minutes to Chief Executive Officer within one (1) week of Board meeting

7.4.2 Secretary General Working Knowledge

The Secretary must have a general knowledge of the operation of all areas of the GFAR including:

- All Governing Documents of the GFAR
- Parliamentary Procedures – Robert’s Rule of Order (latest edition)
- Accurate typing and recording skills

7.4.3 Secretary Time Considerations

Attendance Mandatory:

- GFAR Board of Directors meetings
- Membership meetings
- GFAR Strategic planning Sessions
- Local Board Installation

7.4.4 Secretary Experience & Qualifications

Required:

- To be actively involved in the Real Estate Business and a member of GFAR

7.4.5 Additional Desirable Experience:

- To have served on a GFAR committee
- To have previously attended MAR state Business Meetings

LOCAL DIRECTOR (08/11)

7.8 Local Director Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following Year. Three Local Directors serve staggered 3-year terms.

7.8.1 Local Director Duties & Responsibilities

A Local Director brings to the membership experience and knowledge of the organization. Provides advice based on his/her experience.

- Will serve on and/or chair Fair Housing and Diversity/Equity/Inclusion Committee as appointed by President

7.8.2 Local Director General Working Knowledge

- To be familiar with all Governing Documents of the GFAR
- Parliamentary Procedure – Robert’s Rules of Order (latest edition)

7.8.3 Local Director Time Consideration

Attendance Mandatory:

- GFAR Board of Directors meetings
- GFAR Strategic planning sessions
- Local Board Installation
- Membership Meetings
- Legislative session involvement
- Telephone and written correspondence
- Planning, program coordination, and preparation

7.8.4 Local Director Experience & Qualifications

Required:

- To be a member in good standing of GFAR for at least 2 years

7.8.5 Additional Desirable Experience:

- To have attended MAR State Business Meetings (at least 1)
- To have served on a variety of Committees/Task Forces
- To be familiar with current By Laws & Policies