



Glendale Association of REALTORS®
Board and Leadership Elections
Duties and Responsibilities of Elected Officers and Directors

BOARD PRESIDENT

Note: The President-Elect automatically becomes the President in the following year. For this reason, if you are considering running for President-Elect then you should familiarize yourself with the role and responsibilities of both roles, President and President-Elect.

1. Responsible for the general direction of GAOR affairs.
2. Presides at all Meetings of the Board of Directors.
3. Performs duties assigned by the Board of Directors.
4. Represent the Association in professional and community activities.
5. Schedule and prepare the Agenda for the Board of Directors meetings.
6. Keep the Board of Directors and committees informed on the conditions and operations of the Association.
7. Select chairpersons for all committees and Board of Directors task forces. Outline the purpose and duties of committees and monitor their progress.
8. Direct the Board of Directors in formulating policies and programs that will further the goals and objectives of the Association.
9. Conduct an annual review of organizational performance and effectiveness. When necessary, recommend changes in the Association's structure to the Board of Directors.
10. Review the Chief Executive Officer's performance as a member of the Executive Review Committee.
11. Act as spokesman for the Association to the public, press, legislative bodies and other related organizations. (This is shared with the Chief Executive Officer).
12. Monitor expenditures to ensure operation is within the annual budget.
13. Promote active participation in the Association by the membership. Report the activities of the Association to the membership.
14. Ex-officio of all committees and task forces. (Except Grievance, Nominating, REALTOR® Of the Year and Professional Standards).
15. Implement the focus and direction of the Association's Strategic Plan.
16. Cooperates with CAR and NAR in joint programs.
17. Be familiar with the operations and policies of CAR and NAR. Attend their conventions and other appropriate meetings, as directed and approved by the Board of Directors
18. (deleted)
19. Task Forces may be appointed by the President. These appointments expire upon completion of their assignment and presentation of their report to the Board of Directors.
20. Encouraged to contribute to REALTOR® Action Fund.
21. Agree to the policy of confidentiality.

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22. When an Association of REALTORS®, in whole or part joins GAOR, the GAOR President, at his/her discretion, may appoint one member of the joining group to serve on the GAOR Board of Directors for the duration of the appointing President's term in office not to exceed one year. The appointed directors shall serve in an advisory capacity without voting rights. *(The intent of this policy is to afford an opportunity for understanding, communication and assimilation.)*
23. Attend all Board events, which are, but not limited to:
- Awards/Installation Event
 - Annual Membership Meeting
 - GAOR Fund Raising Events
 - CanTree Activities
 - Professional Standards Training
 - Owner/Broker/Manager Meetings

Eligibility:

1. Shall hold an active California Real Estate License and has been actively engaged in the real estate profession for two consecutive years.
2. Served as President-Elect. (President-Elect automatically ascends to the Office of President at the end of his/her term as President-Elect.)

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PRESIDENT-ELECT

1. Assumes the duties of the President in the President's absence.
2. Serves as a member of the Board of Directors.
3. Serve as the Chair of the MLS Committee.
4. Serves as the voting Delegate to the MLS provider's Board of Directors or governing committee.
5. Maintains an active role with the MLS provider and ensures representation on all committees as approved by the Board of Directors.
6. Assists the President in the performance of his/her duties, whenever requested to do so.
7. Attends the Annual Membership Meeting and any other special meeting(s) as directed by the President.
8. Represents the Association with other Associations/Boards or organizations as directed by the President.
9. Appoints all committee chairs by November 1st for the approval at the November Board of Directors meeting.
10. As representative of the President, may be called to represent the Association at meetings, business and social functions where representation is deemed necessary.
11. The President-Elect shall automatically ascend to the Presidency at the end of his/her term as President-Elect.
12. Encouraged to contribute to REALTOR® Action Fund.
13. Agree to the policy of confidentiality.
14. Attend all Association events, which are, but not limited to
 - Awards Event
 - Annual Membership Meeting
 - GAOR Fund Raising Events
 - CanTree Activities
 - Professional Standards Training
 - Owner/Broker/Manager Meetings

Eligibility:

1. Shall hold an active California Real Estate License and have been actively engaged in the real estate profession for two consecutive years.
2. Must have served on the Board of Directors for at least one (1) full year.
3. Must have served as Committee Chairperson for at least 2 committees for at least one term each.
4. Must have served as a member of the Strategic Planning Committee.

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VICE PRESIDENT

1. Serve as a member of the Board of Directors.
2. Serve on the MLS Committee.
3. Serves on a Committee of the MLS provider as appointed by the President.
4. Perform duties assigned by the President.
5. Attend the Annual Meeting and any special meetings as directed by the President.
6. Encouraged to contribute to REALTOR® Action Fund.
7. Agree to the policy of confidentiality.
8. Attend all Board events, which are, but not limited to:
 - Awards Event
 - Annual Membership Meeting
 - GAOR Fund Raising Events
 - CanTree Activities
 - Professional Standards Training
 - Owner/Broker/Manager Meetings

Eligibility:

1. Shall hold an active California Real Estate License and have been actively engaged in the real estate profession for two consecutive years.
2. Must have served on the Board of Directors one (1) full year.
3. Must have been a Committee Chairperson for at least one year.
4. Must have served on the MLS Committee.

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TREASURER

1. Serve as a member of the Board of Directors.
2. Serve as Chairperson of the Budget and Finance Committee.
3. Responsible for maintaining the Association's reserve fund to insure maximum protection and maximum yield for the coming year subject to Board of Directors approval.
4. Responsible for the Annual Budget and submitting a proposed budget for the coming year at the Board of Directors Meeting in November in cooperation with the Chief Executive Officer.
5. Make a periodic review of the budget.
6. Work closely with the Chief Executive Officer, President and accounting firm.
7. Provide each Committee Chair with an explanation of their budget and proper procedure for requesting funds and purchase order process.
8. Encouraged to contribute to REALTOR® Action Fund
9. Agree to the policy of confidentiality.
10. Attend all Board events, which are, but not limited to:
 - Awards/Installation Event
 - Annual Membership Meeting
 - GAOR Fund Raising Events
 - CanTree Activities
 - Professional Standards Training
 - Owner/Broker/Manager Meeting.

Eligibility:

1. Shall hold an active California Real Estate License and have been actively engaged in the real estate profession for two consecutive years.
2. Must have served on the Board of Directors for at least one (1) full year.
3. Must have been a Committee Chairperson for at least one (1) full year.
4. Must have served on the Budget and Finance Committee.

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IMMEDIATE PAST PRESIDENT

The Immediate Past President's role shall be that of special consultant to the President.

Note: The Immediate Past President is not an elected role; rather, the President automatically assumes the role of Immediate Past President during the first year after his or her term as President.

1. Serve as a member of the Board of Directors for one (1) year.
2. Chair the Nominating Committee.
3. Chair the Local Government Legislative Relations Committee. In the event there is no Past President available or willing to fill the position, the President shall appoint the Chairman pending approval by the BOD.
4. Chair the Chief Executive Officer Review Committee.
5. Encouraged to contribute to REALTOR® Action Fund.
6. Agree to the policy of confidentiality.
7. Attend all Association events, which are, but not limited to:
 - Awards/Installation Event
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DIRECTOR

The Board of Directors is the governing and policy-making body of the Association. It authorizes the programs, approves the budget, controls its property, receives and acts on committee and staff recommendations, and directs the general operations of the Association.

1. Maintain close contact with the Membership and leaders of the community.
2. Maintain the financial well-being of the Board.
3. Enlist members in committee activities.
4. Delegate authority and responsibility to the President and Chief Executive Officer.
5. Responsible for all activities and any proposed project that involves other than routine expenditures.
6. Approve all committee activities.
7. Attend all Board of Directors meetings or special meetings called by the President. The Board of Directors shall designate a regular time and place of meetings.
8. Be prompt and allow enough time for the entire meeting.
9. Keep informed and abreast of all activities. Ask questions on issues where more information is needed to make a decision and observe Robert's Rules of Order.
10. May be asked by the President to serve as a chair for one or more committees.
11. Perform other duties assigned by the President.
12. Notify the Chief Executive Officer if you are unable to attend any meeting
13. Encouraged to contribute to REALTOR® Action Fund.
14. Agree to the policy of confidentiality.
15. Attend all Board events, which are, but not limited to:
 - GAOR Fund Raising Events
 - Professional Standards Training
 - CanTree Activities
 - Awards/Installation Event
 - Annual Membership Meeting
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16. Two (2) unexcused absences from regular meetings of the Board of Directors during the calendar year shall be construed as a resignation. An excused absence is an absence approved by the Board of Directors and does not count as an absence. Any Director arriving at the meeting more than 15 minutes after the meeting convenes will be considered an Unexcused Absence. Each member must stay until the end of the meeting, or it will be counted as an unexcused absence. (Amended July 2017)
17. Future vacancies to be filled as a result of this policy (16 above) shall be filled in the following manner: The current President will recommend three (3) individuals as nominees to fill the vacancy to the Board Of Directors, each nominee must be previously

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approved by the Executive Committee. Each nominee must meet the qualifications as set forth in the Policy and Procedure Manual and one nominee shall be approved by a vote of the Board Of Directors to fill the balance of the term of the vacancy.

Eligibility:

1. Any member who holds an active California Real Estate License and has been actively engaged in the real estate profession for two (2) consecutive years, and
2. Must have served one (1) year on a GAOR committee in the past five (5) years.