



501 NE Hood Avenue, Suite 210, Gresham, OR 97030-7325

JOB DESCRIPTION: PRESIDENT-ELECT

Position Description

Assumes the responsibilities of the President in his or her absence. Assists the President in carrying out the functions of that office and performs specific duties delegated by the President.

Responsibilities

1. Assumes the duties of the President in his or her absence.
2. Serves as a member of the Board of Directors and the Executive Committee.
3. Performs duties assigned by the President, which may include serving as Chairman of one or more of the Association committees.
4. Assists the President in the performance of his or her duties, whenever requested to do so.
5. Attends the Annual Meeting and special meetings as directed by the President.
6. Attends the Fall NAR Conference (location varies each year) with reimbursement of expenses from RMLS.
7. Serves as President of the EMAR Foundation Board of Directors (meets once or twice per year).
8. Is automatically a State Director.

9. Represents the Association with other associations or organizations as requested by the President.
10. Is 1 of 4 possible signatories on Association checks as needed.
11. Works in partnership with the Executive Officer as accountability oversight to all Committee, Task Force, and MMDC Chairpersons. Reports ongoing activities at monthly Board meetings as needed.
12. Performs all duties in a manner consistent with the strategic plan.