

# **Gunnison-Crested Butte Association of REALTORS Association Executive Officer**

## **Position Description**

The Association Executive Officer (AE) is responsible to the Board of Directors for the effective conduct of the affairs of the Board. The AE recommends and participates in formulating the association mission, goals, objectives, and related policies. Within that framework, the AE plans, organizes, coordinates, controls, and directs association staff, programs, and activities. The AE works closely with the association president and elected leaders to ensure that the association's goals are achieved.

## **Responsibilities**

Within the limits of the Association bylaws and policies established by the Board of Directors, the AE is responsible for and has the authority to accomplish the following duties.

Ensure that the Board of Directors, executive committee, and officers are fully informed of association conditions and of all important factors influencing them.

- Attend all meetings of the Board of Directors and executive committee.
- Executes all decisions of the Board of Directors except when directors specifically make other assignments.
- Establish a sound organizational structure for the headquarters office.
- Plans the general administration of the entire association operation.
- Execute contracts and commitments as authorized by the Board of Directors or within established policies.
- Promote interest and participation in association activities to membership, and report association activities through the association communications media.
- Maintain a relationship with the board attorney, forward Board of Directors minutes to the attorney, and consult with him/her as issues arise.
- Maintain effective relationships with other organizations, both public and private, and ensure that association and membership positions are enhanced in accordance with the policies and objectives of the organization.
- Ensure that all funds, physical assets, and other association property are appropriately safeguarded and administered; operates within the approved budgets.
- Collect dues and terminate delinquent memberships with proper documentation.
- Serve as editor of the official publication.
- Conduct research and related projects on subjects deemed of importance to the membership and prepares and publishes the results.
- Develop education programs to advance the professional, technical, and managerial skills of the membership, operating within the budget and program objectives that the Board of Directors approves.
- Maintain required Professional Standards Certification. Handle complaints, problems, conflicts and differences between members, staff and the public. Responsible for forwarding documentation involving members and the public to CAR for due process.
- Manage the Multiple Listing Service to meet member needs.

- Attend and participate in as many local, state and national Realtor and Association meetings and conventions as possible.
- Assist in planning and holding the Annual Membership Meeting and the annual Installation Banquet.
- Manage the association finances.
- Provide security for legal and historical documents, and membership and mailing lists.
- Assist in planning and promoting all official association meetings.
- Plan the general administration of the entire association operation; the AE should be aware of the progress of all association projects
- Plan and execute communications to membership, including newsletters, general mailings, news releases, and so forth.
- Act as a direct liaison with the state associations and the National Association in matters that staff can handle.
- Act as a direct liaison with MLS provider, IDX vendors, RPR, Supra, etc
- Carry out other general responsibilities as officers and Board of Directors may specify, is an ex-officio nonvoting member of the executive committee or the Board of Directors, or both.

### **Specific Job Duties**

- Bills and collects dues of memberships.
- Maintains official minutes of the Board of Directors and other official association meetings.
- Monitor MLS for violations of the MLS Rules and Regulations Basic bookkeeping: accounts payable, accounts receivable, payroll, taxes
- Schedule and administer education classes
- Schedule New Member Orientation Maintain Quickbooks
- Maintain NRDS database
- Generate Monthly Member Newsletter
- Adhere to the Calendar of Events; create this annually for the upcoming year
- Adhere to the GCAR budget; assist in creating this annually for the upcoming year
- Maintain constant contact with Members on upcoming events via email, letters, and phone calls
- Work with all Directors to schedule events and/or meetings Assist in planning the annual Installation Banquet
- Ability to travel 3 – 4 times per year
- Work directly with members
- New member intake and orientation