

DUTIES FOR THE OFFICE OF PRESIDENT

FUNCTION

Chairperson of the Board, presiding officer at Board of Directors, Executive Committee and Senior Management Team meetings. Shall report to the Executive Committee, Board of Directors and Senior Management Team on administrative and policy matters.

DUTIES & RESPONSIBILITIES

- A. Provides the necessary leadership in enacting the best possible administration through the Committees, Officers, Directors and Chief Executive Officer.
- B. Devotes time and energy in the areas of planning and development.
- C. Carries out duties as prescribed in the Bylaws and reports to Executive Committee, Board of Directors and Senior Management Team.
- D. Works cooperatively with the Chief Executive Officer and the Strategic Planning Committee in formulating goals and in structuring the means of attaining these goals.
- E. Works cooperatively with President-Elect to appoint Committee Chairs and Vice Chairs.
- F. Serves as an ex-officio member on all committees without the right to vote.
- G. Presides at all meetings of the Kansas Association of REALTORS® including the Board of Directors, Executive Committee and Senior Management Team.
- H. Keeps the membership and the Board of Directors informed on the conditions and operations of the Kansas Association of REALTORS® and the real estate industry by use of the *Kansas REALTOR® News* magazine and other available media. The President will work cooperatively with the other Officers in assuring an article for each issue of the *Kansas REALTOR® News* magazine is provided.
- I. Serves as a Director of the NATIONAL ASSOCIATION OF REALTORS® during term of office and represents the Kansas Association of REALTORS® by attendance at all NAR meetings and functions including the four-state regional meetings.
- J. Submits a summary of the meetings attended at all NAR meetings.
- K. Facilitates and maintains open and timely communication with each Member Board President and Officers.
- L. Shall endeavor to attend Member Board meetings and functions when requested on behalf of the Kansas Association of REALTORS®.
- M. Works cooperatively with the Zone Vice Presidents, Chief Executive Officer and other Officers in scheduling, planning and attending requested Leadership Caravan meetings in the zones.

DUTIES FOR THE OFFICE OF PRESIDENT-ELECT

FUNCTION

Shall assume the responsibilities of the President in his/her absence or as requested. Shall assist the President in carrying out the functions of that office and perform specific duties delegated by the President. Shall report to the President and the Executive Committee.

DUTIES AND RESPONSIBILITIES

- A. Serves as Chairperson of the Convention Task Force and the Budget and Finance Committee.
- B. Counsels, guides and keeps active all committees and reports such activities to the Executive Committee in cooperation with the committee chair and staff liaison.
- C. Prior to the Annual Convention, the President-Elect shall submit members names to serve as committee chairs and vice chairs to the Board of Directors for approval.
- D. Prior to the Annual Convention, the President-Elect shall submit members names to serve as committee members to the Executive Committee for approval.
- E. Works with the First Vice President to appoint chairs, vice chairs and committee members to all committees for the succeeding year and submits those names to the Chief Executive Officer by July 30th.
- F. Serves as a member of the Board of Directors.
- G. Will be expected to attend the Executive Committee, Board of Directors and Senior Management Team meetings.
- H. Represents the Kansas Association of REALTORS® by attendance at all NAR meetings and functions.
- I. Shall endeavor to attend Member Board meetings and functions when requested on behalf of the Kansas Association of REALTORS®.
- J. Serves as a member of the Strategic Planning Committee.
- K. Submits a summary of the meetings attended at all NAR meetings.
- L. Submits a summary of the meetings attended at all KAR meetings.
- M. Attends Leadership Caravan when requested.

QUALIFICATIONS FOR PRESIDENT-ELECT

- A. Must have served as an officer or member of the Board of Directors of his/her local board.
- B. Must have served on at least one Kansas Association of REALTORS® Committee.
- C. Must have served as a director of KAR.
- D. Endorsement from local board.

DUTIES FOR THE OFFICE OF FIRST VICE PRESIDENT/TREASURER

FUNCTION

Primary function will be to serve as vice chair of the Budget and Finance Committee, liaison to the Kansas Association of REALTORS® committees and serve on the Executive Committee. Shall have all of the duties and responsibilities of the Treasurer. Shall report to the President, Executive Committee, Board of Directors and Senior Management Team.

DUTIES AND RESPONSIBILITIES

- A. Serves as Vice Chair of the Budget and Finance Committee. Assists the committee in the preparation of the annual budget in cooperation with the Chief Executive Officer. Serves as the Treasurer of the RPAC Trustees.
- B. Accountable for the monthly financial statements. Reports the Association's financial picture to the Executive Committee and Board of Directors.
- C. Receives and reviews on a monthly basis all disbursement of funds of the Association.
- D. Shall monitor the investment of Association's reserve funds to insure maximum protection and adherence to policy.
- E. Accountable for the preparation of the annual audit and reports to the Executive Committee and Board of Directors.
- F. Communicates with all officers including the Chief Executive Officer regarding the financial matters of the Association.
- G. Will be expected to attend the meetings of KAR Executive Committee, Board of Directors and Senior Management Team.
- H. Represents the Kansas Association of REALTORS® by attendance at all NAR meetings and functions.
- I. Shall endeavor to attend Member Board meetings and functions when requested on behalf of the Kansas Association of REALTORS®.
- J. Attends Leadership Caravan when requested.
- K. Submits a summary of the meetings attended at all NAR and KAR meetings.

QUALIFICATIONS FOR FIRST VICE PRESIDENT/TREASURER

- A. Must have served as an officer or member of the Board of Directors of his/her local board.
- B. Endorsement of local board.

***DUTIES FOR THE OFFICE OF
IMMEDIATE PAST PRESIDENT***

FUNCTION

A member of the Executive Committee and Board of Directors. Counsels on matters of administration and policy with full voting rights. Reports to the President, Executive Committee, Board of Directors and Senior Management Team.

DUTIES AND RESPONSIBILITIES

- A. Serves as a member of the Budget and Finance Committee to lend continuity to the committee.
- B. Chairperson of the Past President's group and responsible for organizing annual past president's dinner held during the annual convention.
- C. Serves as chair of any task force or special committee at the request of the President.
- D. Serves as a member of the Board of Directors.
- E. Submits a summary of the meetings attended at all NAR and KAR meetings.

DUTIES FOR THE OFFICE OF ZONE VICE PRESIDENT

FUNCTION

Each Zone Vice President shall serve as a member of the Executive Committee from their respective zone and shall attend all scheduled meetings of the Executive Committee. Shall be responsible to the Board of Directors and to the President. Shall report to the Executive Committee and President.

DUTIES AND RESPONSIBILITIES

- A. Shall work directly with the local board presidents in their zone on matters affecting the local boards and the Association. Shall file a written report on such activities with the Executive Committee at each scheduled meeting and shall attach a copy of said report with the request for expense reimbursement.
- B. Shall assist the REALTORS® Political Action Committee on various programs and shall assist the RPAC Trustees in soliciting RPAC funds. Shall contact the local board presidents and RPAC Chairs on a regular basis to offer assistance for fundraising programs.
- C. Shall serve as an ex-officio liaison member without the right to vote on standing committees as requested by the President.
- D. Shall receive notification of all activities, communications or visits made to local boards in their respective zones by KAR officers and staff or NAR officers and staff. When proper notification is received, the zone vice president is expected to be in attendance at such visits or activities.
- E. Shall work directly with the local board presidents in their zone, the KAR President and the KAR Chief Executive Officer in requesting Leadership Caravan meeting in their respective zone.

ZONE VICE PRESIDENT COMMITMENTS

1. KAR BOARD OF DIRECTORS

KAR office sends a list of local boards that do not have names in nomination of members to serve on the KAR Board of Directors. List to be sent the 10th of August. Zone Vice President to follow up with local boards to have such nominations in KAR office by September 1st.

2. LOCAL BOARD OFFICERS AND CHAIRS

Zone Vice Presidents to contact all local boards by October 15th for all succeeding year local board officers and key chairs. Local boards to have names to KAR office by November 1st.

3. MEMBERSHIP DUES COLLECTION

KAR office to send names of REALTOR® members in local boards that have not paid dues for licensees that are affiliated with them. Zone Vice Presidents to advise local board leadership on actions they should take to collect dues either by phone or in person.

4. REPORTING

Zone Vice Presidents shall be provided reporting forms for use in reporting on any visits and activities at each Executive Committee meeting.