
RESPONSIBILITY AND DUTIES OF THE PRESIDENT-ELECT

Responsibility

Serve as the replacement for the President if he or she is unable to fulfill any of his or her assigned duties. The President-Elect should maintain a visible position and attend as many association functions as possible.

Duties

The President-Elect shall:

1. Represent the Board before other organizations when invited and with the approval of the President or the Board of Directors.
2. Be the TREPAC Chairperson and attend TAR TREPAC Orientation.
3. Maintain close contact with committee chairs and assists them and the President in setting goals for each committee, offering suggestions and assisting in attaining such goals.
4. Maintain close working relationship with the Association Executive and the Association office staff.
5. Signs checks, as required, for good and services to the Association.
6. Assist in carrying out the policies and programs at TBBOR as approved by the Board of Directors.
7. Attend as many committee meetings and association functions as possible.
8. Be available to attend NAR, TAR conferences and other such meetings as requested and approved by the Board of Directors.
9. Serve on the TBBOR Executive Committee.
10. The President and President-Elect shall review all committee year-end reports prior to submission to the Board of Directors at the December board meeting. *(2013 revised)*

Qualifications

1. Must be a Primary REALTOR® member in good standing.
2. Must have served a minimum of one (1) year on the Board of Directors.
3. Must attend Spokesperson Training at TAR.
4. Strongly encouraged to be a contributor to TREPAC.

Term

The President-Elect is elected for a term of one (1) year and succeeds to the office of President.



RESPONSIBILITY AND DUTIES OF SECRETARY

Responsibility

The Secretary of the Association is sometimes called on to sign certain legal documents and to write and/or approve minutes of Board meetings. The secretary should maintain a visible position and attend as many association functions as possible.

Duties

The Secretary shall:

1. Record minutes of Board of Directors meetings, Broker's meetings, Executive Committee meetings, and Board Luncheons. (Minutes are to be turned in to the Board Office within one week of meeting.)
2. Serve on the TBBOR Executive Committee.
3. Maintain close working relationship with the Association Executive and the Association office staff.
4. Signs checks, as required, for goods and services to the Association.
5. Assist in carrying out the policies and programs at TBBOR as approved by the Board of Directors.

Qualifications

1. Must be a Primary REALTOR® member in good standing.
2. Must have served a minimum of one (1) year on the Board of Directors.
3. Strongly encouraged to be a contributor to TREPAC.

Term

The Secretary is elected for a term of one (1) year.



RESPONSIBILITY AND DUTIES OF THE TREASURER

Responsibility

The Treasurer presents the Association's financial statements to the Board of Directors. The Treasurer must become familiar with the statement format and content, and should help prepare the Association's annual budget. The Treasurer is chairperson of the association's Budget Committee, which reviews the budget and financial conditions. *(Removed 2013, added back 2016)*

The Treasurer should maintain a visible position and attend as many association functions as possible. *(Revised 2013)*

Duties

The Treasurer shall:

1. Submit Board financial statements to the Executive Committee and Board of Directors at regular meetings of these groups.
2. Serve on the TBBOR Executive Committee.
3. Maintains close working relationship with the Association Executive and the Association's office staff.
4. Signs checks, as required, for goods and services to the Association.
5. Assist in carrying out the policies and programs at TBBOR as approved by the Board of Directors.

Qualification

1. Must be a Primary REALTOR® member in good standing.
2. Strongly encouraged to be a contributor to TREPAC.

Term

The Treasurer is elected for a term of one (1) year.



RESPONSIBILITY AND DUTIES OF DIRECTORS AND AFFILIATE ADVISORS

Responsibility

Participate as a member of the governing body of the Association.

Duties

The Director or Advisor shall:

1. Attend every Board of Directors and assigned Committee, Sub-committee or Work group meeting in accordance with the Bylaws of the Association.
2. Keep the members informed of the activities of the Association.
3. Present to the Board of Directors any programs, suggestions, or concerns of the members.
4. Make every attempt to attend all major functions of the Association.
5. Assist in carrying out the policies and programs at TBBOR as approved by the Board of Directors.

Qualifications

1. Directors must be a REALTOR® member in good standing.
2. Advisors must be an Affiliate member in good standing.
3. Strongly encouraged to be a contributor to TREPAC.

Term

Directors are elected for terms of three (3) years.

Advisors are elected for terms of two (2) years.

