



The following information is provided as the “**Job Description**” and the “**Qualifications**” needed for each of the possible open positions on the Board of Directors for the Greater Idaho Falls Association of REALTORS®.

The following information comes out of the Associations Policy and Procedures Manual:

Board of Directors

The Board of Directors consists of the President, President-Elect, Immediate Past-President, Secretary / Treasurer, Secretary / Treasurer-Elect, Local Directors, State Directors and the CEO.

PRESIDENT

Basic Functions

- Serves as the chief elected officer, representing the entire membership and the best interests of the organization.
- Exercises personal leadership in the motivation of other officers, Board of Director members, committee members, staff and membership.
- Influences the establishment of goals and objectives for the organization during term of office.
- Acts as spokesperson and inspirational leader and takes an important part in monitoring and evaluating the organization’s performance and effectiveness.
- Works in partnership with the CEO as necessary.
- Is an ex-officio member of all Standing Committees and a voting member of the IDAHO REALTORS® Board of Directors.

Duties, Responsibilities and Authority

Within the limits of the constitution, Bylaws and policies, the President is responsible and has commensurate authority to accomplish the duties set forth below:

- Presides over and attends all meetings of the Board of Directors and Executive Committee. Coordinates agenda material with the CEO.
- Sees that the Board of Directors, Executive Committee and officers are kept fully informed on the conditions and operations of the Association (the CEO may play a major part in fulfilling this responsibility).
- Works with the CEO in seeing that the basic policies and programs that will further the goals and objectives of the Association are planned, formulated and presented to the Board of Directors.

- Appoints chairpersons of Association committees and task forces (often with the approval of the Board of Directors), outlines the purpose and duties of these committees and monitors the progress.
- Sees that the organizational structure and policies of the Association are reviewed annually with the CEO.
- Supports and defends policies and programs adopted by the Board of Directors and the Executive committee.
- Promotes interest and active participation in the Association on the part of the membership and reports activities of the Board of Directors to members by means of letters, publications or speeches.
- Presents a report at the Annual Planning Meeting.
- Acts as the spokesperson for the Association to the press, the public, legislative bodies and related organizations.
- In cooperation with those Committee Chairpersons who monitor financial responsibility helps develop, recommend, and upon approval of the Board of Directors, operate within an annual budget.
- Shall be the goal to travel to specific meetings as budgeted: (See the list of meetings under “Travel Expense Reimbursement” listed later.)

Relationship

- Responsible to the Board of Directors and through the appropriate body, to the membership for seeing that the programs and policies of the Association reflect the needs and the aspirations of the membership.
- The President consults and advises with the CEO on all matters pertaining to Association policies, programs and finances.

General Working Knowledge

- The Bylaws and operating Policies of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS®.
- Parliamentary Procedure – Robert’s Rules of Order.

Public Relations

The President is the spokesperson for the Association and therefore, is the most assessable to the media. This applies to print, television and radio and any internet press outlets.

Because of this recognition, the media affords the office of the President his / her views, opinions and announcements on real estate related matters are most likely to make news. Accordingly, the Public Relations / Media / Legal / Legislative Committee of the Association will try to have him / her quoted.

Experience and Qualifications

Experience Required for Office of President of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

- To be actively involved in the real estate business and be a REALTOR® member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission for at least two years.
- To have served as the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® President-Elect

Additional Desirable Experience

- To have attended IDAHO REALTORS®'s Leadership Academy or the NATIONAL ASSOCIATION OF REALTORS® Leadership Summit training.
- To have previously attended IDAHO REALTORS® / the NATIONAL ASSOCIATION OF REALTORS® meetings.

PRESIDENT-ELECT

In the absence of unforeseen events, the President-Elect shall succeed to the Presidency.

Representative of the President

On many occasions, the President-Elect will be called on by the President to represent the Association at important meetings, luncheons and dinners and business sessions where representation from the Association is deemed appropriate.

Duties and Responsibilities

- It is the duty of the President-Elect to perform the duties of the President in the event of his / her absence or disability and shall perform such other duties as may be enjoined upon him / her by the Board of Directors.
- The President Elect shall make plans for the following year including Committee Chair appointments at the general direction of the Association prior to December 1st.
- The President-Elect shall work closely with the President and the CEO on policy and budget issues.
- Shall be the goal to travel to specific meetings as budgeted: (See the list of meetings under "Travel Expense Reimbursement" listed later.)

Team Effort

The office of the President-Elect provides an excellent opportunity to train for the presidency, the office to which he / she will automatically succeed in the following year. As a member of the Executive Committee, he / she is involved at all levels of the decision-making process which provides excellent training for the following year.

Reports to the Directors

The President-Elect may be asked, from time to time, to give reports from the Executive Committee to the Board of Directors.

Experience and Qualifications

Experience Required for Office of President-Elect of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

- To be actively involved in the real estate business and be a REALTOR® member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission for at least two years.
- To have served on the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Board of Directors for at least two full years prior to the year taking office.

Additional Desirable Experience:

- To be enrolled in or have attended IDAHO REALTORS®'s Leadership Academy or the NATIONAL ASSOCIATION OF REALTORS® Leadership Summit training.
- To have previously attended IDAHO REALTORS® / the NATIONAL ASSOCIATION OF REALTORS® meetings.

PAST PRESIDENT

The Immediate Past President shall serve on the Executive Committee in an advisory capacity and as a voting member. The Past President provides continuity and historical information to the Board of Directors, when needed.

SECRETARY / TREASURER

Duties, Responsibilities and Authority

- Automatically a member of the Budget / Finance Committee and works with the committee during the year as deemed necessary and as directed by the President or Executive Committee.

- Is considered the first signatory on all checks drafted against the Association and the President or President-Elect will be asked to sign along with the CEO for the required two signatures on all checks.
- Is required to review and approve all new membership applicants.
- Will prepare and present the Proposed budget for the next year at the December Planning Meeting.

SECRETARY / TREASURER-ELECT

It is the duty of the Secretary / Treasurer-Elect to perform the duties of the Secretary / Treasurer in the event of his / her absence or disability and shall perform such other duties as may be enjoined upon him / her by the Board of Directors. In the absence of unforeseen events, he / she shall succeed to the Secretary / Treasurer.

Team Effort

The office of the Secretary / Treasurer-Elect provides an excellent opportunity to train for the Secretary / Treasurer, the office to which he / she will automatically succeed in the following year.

LOCAL DIRECTORS

Directors will meet attendance requirements as set forth previously, will act as liaison to a committee for the year as assigned by the President or the Executive Committee and will report to the Board of Directors on behalf of that committee. Directors will also be required to represent the membership and stay informed as set forth previously in this Policy manual.

Experience and Qualifications

Experience Required for Office of President-Elect of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

- To be a member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission.
- To be actively involved in the real estate business as a REALTOR® member for a minimum of two years.
- In the event a member has transferred from another Association and has been actively involved in the real estate business and a member in good standing at the previous Association for a minimum of two years, the member is also eligible to serve, provided that REALTOR® membership has been continuous, or that any break in membership is for one year or less.

STATE DIRECTORS

Member Associations shall be entitled to one State Director and one additional director for every 400 members. The director count for the following year is based on membership as of July 31st annually. State Directors will be elected for a three-year term to represent the membership of the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® as a voting member at the Board of Directors meeting of the IDAHO REALTORS® held during the year (approximately 3 or 4 times). Any expense incurred in carrying out these duties will be the responsibility of the IDAHO REALTORS® and the elected State Directors, not the GREATER IDAHO FALLS ASSOCIATION OF REALTORS®.

Duties, Responsibilities and Authority

- Keep informed of matters affecting real estate in the community, state and nation and contributes responsibly to the Association on such matters.
- Make sure the aims and objectives of the State Association are accepted and carried out at the local level.
- Bring programs and issues from the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® to the attention of the state association, as required.
- The IDAHO REALTORS® Board of Directors will meet two times per year, once in Boise in the spring, and once in the fall in conjunction with the Idaho State Convention. State Directors are to attend every regularly scheduled meeting, for the entire meeting. According to the IDAHO REALTORS® Bylaws, two consecutive unexcused absences will be considered a resignation.
- The IDAHO REALTORS® Board of Directors has the ability to call special meetings if necessary and may vote on critical issues via electronic means if necessary.
- The IDAHO REALTORS® Board of Directors continues to be the primary authority for the IDAHO REALTORS®. In order for the Board of Directors to effectively carry out this fundamental role, its focus and responsibility must be that of approval of policy rather than a management body. The Board of Directors governs through five essential duties:
 - Approval of End Policies (business planning, strategic planning, etc.)
 - Approval of Public Policies (legislative and regulatory issues)
 - Allocation of IDAHO REALTORS® Resources (overall budget and goal approval)
 - Governance (approval of all policy changes)

- Electing the First Vice President
- The focus of the IDAHO REALTORS® Board of Directors is on the needs of the general membership and not on the internal processes and committee / staff work. The Board of Directors must hold itself, and others, accountable for accomplishing the end results it has approved.
- All members of the IDAHO REALTORS® Board of Directors should:
 - Know the issues of importance to their constituency and bring matters of concern to the attention of the IDAHO REALTORS®.
 - Know the issues of importance to the IDAHO REALTORS®. Report matters of concern and actions back to our Association constituency on a regular basis.
 - Understand how the State Association works -- read and know the Constitution, Bylaws, Statement of Policy, Code of Ethics, publications, etc.
- The IDAHO REALTORS® is a private non-profit corporation and like any corporation has directors. All corporation directors owe a legal fiduciary duty (amongst other duties like confidentiality, etc.) to the corporation, irrespective of how they are selected. The corporation Bylaws proscribe how directors will be selected; in the IDAHO REALTORS®'s case, the local Associations of REALTORS® are charged with selecting members to serve as state association directors. The fact that a local Association selects the state's directors does not supersede the fiduciary duty legally imposed on those directors. If an individual director were to act in a biased or preferential way to the detriment of the state Association, they could be exposed to legal liability.

Time Considerations

State Directors are to attend every regularly scheduled meeting, for the entire meeting. According to the IDAHO REALTORS® Bylaws, two consecutive unexcused absences will be considered a resignation. In that instance, the local Association will be notified that their State Director has missed two consecutive meetings, and the local Association will be asked to name a replacement State Director. Attendance will be verified through the director's signature on the sign in sheets provided at each Board of Directors meeting.

Experience and Qualifications

Experience Required for State Director for the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® at the time of taking office:

- To be actively involved in the real estate business and be a REALTOR® member, and in good standing, with the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® and IDAHO REALTORS® as well as with the Idaho Real Estate Commission for at least two years.
- To have served on the GREATER IDAHO FALLS ASSOCIATION OF REALTORS® Board of Directors for a minimum of two years.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Past President, President-Elect, Secretary / Treasurer and the CEO. Per the Bylaws, the CEO is an ex-officio member without a vote. The Executive Committee performs the annual review of the Association Executive, and any other duties as deemed necessary by the President. A quorum of the Executive Committee constitutes of not less than three (3) members.