

ACAR Simplified Leadership Position Descriptions

President

Term: One year as president (following one-year as president-elect) and one year as past president.

Description: Attend and preside over regular and special meetings and other organizational activities, official spokesperson for the Association, appoint chairs, ex-officio member of all committees, serve on the Executive Committee, serve as State Director, and serve on the IMLS Board of Directors.

Time Considerations: Attend Board of Director meetings (monthly), Executive Committee meeting (monthly), Committee Chair /Vice Chair meetings (quarterly), State Director meetings (bi-annual 1-2 day meetings), and National Association of REALTORS® (Three 2-3 day meetings). Also attend any special events, committee meetings, functions or any other Association business as necessary. Travel in the performance of duties may be eligible for reimbursement.

President – Elect

Term: One year as president-elect, one year as president, and one year as past president

Description: Perform the duties of President in the absence of the President, appoint vice-chairs, and review the upcoming year goals and activities, serve on the executive committee.

Time Considerations: Attend Board of Director meetings (monthly), Executive Committee meeting (monthly), Committee Chair /Vice Chair meetings (quarterly), State Director meetings (bi-annual 1-2 day meetings), and National Association of REALTORS® (Three 2-3 day meetings) meetings. Also attend any special events, committee meetings, functions or any other Association business as necessary. Travel in the performance of duties may be eligible for reimbursement.

Vice President

Term: One-Year

Description: Serve as liaison between committees and the ACAR Board of Directors.

Time Considerations: Attend Board of Director meetings (monthly), Executive Committee meeting (monthly), Committee Chair /Vice Chair meetings (quarterly), State Director meetings (bi-annual 1-2 day meetings), Also attend any special events, committee meetings, functions or any other Association business as necessary.

ACAR Board of Directors

Term: Three-Years

Description: Conduct Association business, establish and approve an annual budget and guide the organization in accordance with the Strategic Plan and annual budget

Time Considerations: Attend 12 ACAR Board of Director meetings Attend Board of Director meetings (monthly), Also attend any special events, committee meetings, functions or any other Association business as necessary.

State Directors

Term: Three-Years (Due to special circumstances, we will be seeking 3 Directors for 3-year terms; 2 Directors for 2-year terms and 2 Directors for 1-year terms.)

Description:

Time Considerations: Attend IAR State Director meetings (bi-annual 1-2 day meetings), and attend local State Director meetings as scheduled. Also attend any special events, committee meetings, functions or any other Association business as necessary. Travel in the performance of duties may be eligible for reimbursement.

NAR Director

Term: Three-Years

Time Considerations: Attend NAR meeting as necessary. Also attend any special events, committee meetings, functions or any other Association business as necessary. Travel in the performance of duties may be eligible for reimbursement.