

SAN PATRICIO COUNTY ASSOCIATION OF REALTORS  
101 CEDAR DR-SUITE 101, PORTLAND, TX. 78374

Association Executive

The Association Executive is responsible for the administration of the association office and for proper interpretation of and fulfillment of all functions, responsibilities and authority as outlined in this position description.

The Association Executive is a member of the Board of Directors and Executive Committee ex-officio, without a vote.

The Association Executive serves as staff liaison to all committees and provides liaison between committees and the Board of Directors.

Member Board Association Executives are members of the National Association of REALTORS and Texas Association of REALTORS without payment of dues and without right to use the term REALTOR.

The Association Executive applies policies of the State Association and National Association to the Board while participating in formulation of Association Policy to govern its operations. The AE is responsible for planning, organizing, directing and coordinating board staff and assisting in programs and activities of the Association to insure that objectives are attained, plans fulfilled and requirements of REALTORS are met.

The Association Executive is responsible for and has authority to accomplish the duties set forth below:

1. Assist, serve and cooperate with Board Officers and Directors. Relieve Officers and Directors of as many minor details as possible. Research and be knowledgeable of matters before the Association Meetings in order to assist and advise them.
2. Assist and service all Association Committees. Bring all matters of concern of the committees to the chairman's attention. Assist preparing for and attend meetings.
3. Maintains a strong working relationship with other local associations and the state and national associations and participates in activities and programs offered by state and national associations, within the limits of the association's budget.
4. Maintain accurate records.
  - a. Up-to-date membership rolls.
  - b. Records of dues and fees.
  - c. Complete records of Minutes of Director's and Committee meetings.
  - d. Complete records of Financial Reports and Budget.
5. Oversee the staff. Organize work responsibilities. Maintain job descriptions and personnel policies and practices.

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Administer duties and responsibilities.

6. Respond to correspondence and maintain reliable, working filing system.  
Answer all correspondence as soon as possible or refer the correspondence to the proper committee or officer.
7. Familiarize thoroughly with Constitution and Bylaws of the N.A.R., Texas Realtors., and local Association. Know the Code of Ethics and Multiple Listing Service Rules and Regulations. The Association Executive should be the best informed on the requirements of the Constitution and Bylaws. The AE should call these provisions to attention of the officers when necessary and be alert to suggest necessary amendments, in order that the constitution be kept up-to-date.
8. Strictly adhere to Policy of the National Association of REALTORS.
9. Keep informed of legal issues of precedents having direct effect on the San Patricio County Association of REALTORS and its members.
10. Fully cooperate with the Budget Committee and the treasurer to develop, recommend and, upon approval, operate within an annual budget.  
Insure approval of all bills prior to payment; insures the proper co-signing of all checks. Responsible for overseeing the preparation of deposits and QuickBooks posting. Organize paperwork and documents in preparation for the annual income tax preparation. Prepares the payroll weekly.
11. Provide new member orientation.
12. Keep members informed through publications, email, Facebook, etc. The Association Executive should lose no opportunity to bring before the members information they ought to have, whether relating specifically to the affairs of the association, or the public projects or improvements in which its members are interested.  
Responsible for the association website.
13. The Association Executive will administer the San Pat Navica MLS system.  
The AE should have knowledge of all aspects of the MLS including MLS tools such as: lockboxes, keypads and tokens.
14. The AE is responsible for the general appearance of the association office.
15. Carry out other general responsibilities as may be delegated by the Officers and Board of Directors.
16. Take an active interest in community betterment.

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Be prepared for and attend all Board Meetings and attend REALTOR luncheons and various other Board functions and programs. Attend conventions, seminars and regional meetings. Make all travel arrangements and reservations for Board Officers attending.

Legal responsibility to know the proper procedures for processing a complaint or dispute involving violations of the code of ethics.

Provide assistance and information to the Officers, Directors, Committee Chairman, General Membership, Media Services, the Public, the staff in Member Offices, the Association staff, reading numerous papers, manuals, magazines, directives and publications from N.A.R., Texas Realtors, the TREC, both legal and educational, in order to provide current and factual information to all the above.

Above all; strive to protect the REALTOR image of professionalism and ethical conduct, maintain complete loyalty to the Association and its membership and aggressively pursue its objectives. Utilize every opportunity to improve public understanding of the principles of voluntary associations. Maintain high standards of personal conduct.

- Express Employment Professionals recognizes six paid holidays.
  - New Year's Day (closed 12/31 –not paid)
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving (closed Wednesday & Friday-not paid)
  - Christmas Day (closed 12/24 –not paid)
  
- Pay is set at a rate by the Directors of the Board and pay is weekly.
- Office hours are currently Monday-Friday from 9-4 p.m. with a 1 hour lunch. The average hours per week is 25-30 hours per week. *\*\*Note: Subject to change based on the needs of the Association.*
- Absences: Board President must be notified if the office will not or cannot be open for any reason. Also, if there is an approved day off, the AE must place a note on the door, email members and post on Facebook.
- Office will be smoke free.
- AE must not have an active real estate license.

To apply, please send your resume to [office@sanpatriciorealtors.com](mailto:office@sanpatriciorealtors.com).