

## **Arlington Board of REALTORS®**

### **PRESIDENT/CHIEF EXECUTIVE OFFICER**

1. Serves as chief executive officer, responsible to the Board of Directors for the effective conduct of the affairs of the Board.
2. Recommends and participates in formulating Board mission, goals, objectives, and related policies.
3. Employs and may terminate the employment of members of the staff and fix their compensation within the approved budget.
4. Works closely with the Chairman and Board of Directors to ensure that the Board's goals are achieved.
5. Defines the duties of staff, supervise performance, compensation, and titles, and delegate those responsibilities of management as shall be in the best interest of the Board.
6. Shall serve without vote as an ex-officio member of the Executive Committee and Board of Directors.
7. The CEO shall not knowingly take a position contrary to a position of the Board of Directors.
8. Ensures that the Board of Directors is fully informed of association conditions and of all-important factors influencing them.
9. Executes contracts and commitments as authorized by the Board of Directors or within established policy.
10. Plans, promotes and administers all official association meetings.
11. Is responsible for facility operation and maintenance

Salary Range:    \$100,000 to \$110,000

Benefits:            Full benefits, including medical, dental, vision, 401k, long-term disability, and life insurance

To apply, please send cover letter, resume and salary requirements to [aejobs@texasrealtors.com](mailto:aejobs@texasrealtors.com).