

Bryan-College Station Regional Association of REALTORS® Association Executive Job Description

Position Description

The Association Executive (AE) is responsible to the Bryan-College Station Regional Association of REALTORS®' Board of Directors (Board of Directors) for the effective administration of the Bryan-College Station Regional Association of REALTORS® (Association or BCSRAR) and the Bryan-College Station Regional Multiple Listing Service (MLS) (which is operated as a separate corporation with the Association being the only shareholder). The AE recommends and participates in formulating the Association's goals, objectives, and related policies as established by the Board of Directors and works at the discretion and pleasure of the Board of Directors.

Specific Responsibilities

Board Leadership:

- Serves as a nonvoting member of the Board of Directors and provides administrative support to Association Committees.
- Attends all meetings of the Board of Directors. Helps to prepare agendas and follows through with the implementation of decisions and policies.
- Ensures that the Board of Directors is fully informed of the conditions and operations of the Association and important factors influencing them.
- Ensures that the Board of Directors receives all recommendations or mandates from the National Association of REALTORS® (NAR) so that the Association stays fully compliant with the State and National REALTOR® Associations.
- Works with the Association's goals to provide leadership, education, technology and support to all Association members.
- Oversees the activities of all standing BCSRAR Committees to ensure that they are operating within their assigned responsibilities. Ensures that Committee decisions and recommendations are submitted to the Board of Directors for review and approval.
- Maintains effective relationships with the Texas REALTORS®, National Association of REALTORS® and other Associations both public and private and sees that the Association members' objectives are enhanced.
- Serves on State and National Association REALTOR® committees if appointed, when such service benefits the Association.
- Supervises the operation of the MLS which is operated as a separate corporation with the Association being the only shareholder in accordance with the Association's Bylaws.
- Works with the Bryan-College Station Regional Multiple Listing Service's Board of Directors to assure compliance of the MLS Bylaws and MLS Rules & Regulations.
- Is responsible for the planning, promotion and administration of all official meetings of the Association.
- Carries out all other general responsibilities as may be delegated by the Board of Directors.
- Attends local, State and National REALTOR® meetings, conventions and annual Association Executive conferences as appropriate and within the budget of the Association.
- Is knowledgeable and involved in all levels of the political processes that impact the Association whether on the local, state or national level.
- Updates governing documents and the Policies and Procedures Manual for the Board of Directors' approval on a routine basis to match the Association's mission and goals.
- Directs the Professional Standards and Grievance process to ensure that complaints are processed in accordance with the Association's Bylaws and procedures.

General Administration/Management

- Hires and fires all other Association and MLS staff members and conducts annual written reviews of such staff following all current employment guidelines. Recommends promotions and salaries based on job performance and current competitive wage levels.
- Ensures that the Association is operated in accordance with its published policies, Bylaws, MLS Bylaws and MLS Rules and Regulations.
- Oversees the general administration of the entire operation of the Association.
- Ensures that proper files and membership records are maintained and secured.
- Maintains official minutes of the Association and MLS as provided by the Association Secretary for the Association and the AE for MLS, providing a secure retention of all legal and historical documents, financials, membership and mailing lists.
- Updates all governing documents as required to maintain Error & Omissions Insurance provided by NAR. This currently is a \$1,000,000 policy.

Communication:

- Ensures that the policies, programs and activities of the Association are properly communicated through mailings, faxes, newsletters, online communication, meetings and events.
- Acts as the editor of all publications of the Association.
- Public Relations: Disperses the monthly MarketViewer reports from Texas REALTORS®
- Represents the best interests of the Association to our members, local media, and general public by projecting a professional, positive image of the real estate industry at all times.
- Possesses excellent oral and written presentation skills in order to fulfill public speaking opportunities and to satisfy media requests for real estate industry information.

Governmental Affairs and Texas REALTORS® Political Action Committee

- Actively participates in the BCSRAR Governmental Affairs Com. candidate interviews as well as TREPAC. Is enthusiastically knowledgeable about local/state issues affecting real estate.

Financial: Works with the BCSRAR Budget Committee and the Board of Directors to provide overall financial viability of the Association.

- Prepares preliminary annual budget to present to BCSRAR Budget Committee.
- Ensures that all dues and fees are collected in accordance with the Association's Bylaws.
- Ensures that all transactions are handled in a timely manner including deposits, bank statements reconciliation and preparation of financial reports and annual Federal tax returns.
- Works with the 3rd party CPA firm to provide necessary documentation to process payroll, accounts payable, and expense reimbursements.

Effective Relationships: The AE should also maintain positive working relationships with the Association membership and local community organizations including the following:

- Board of Directors, Membership and Affiliates of the Association.
- Leadership of the Local, State and National REALTOR® Associations.
- Vendors who provide products and services to the Association or its members
- Association Executives of other REALTOR® Associations
- Personnel at the State and National REALTOR® Associations
- Local community organizations

To apply for the BCSRAR Association Executive position, please email your cover letter and resume detailing your experience and qualifications relative to the competencies detailed in this job description to aejobs@texasrealtors.com with the subject line: "Bryan-College Station AE Position".