

GREATER METRO WEST ASSOCIATION OF REALTORS® , Inc.
ASSOCIATION EXECUTIVE JOB DESCRIPTION

POSITION DESCRIPTION

Title is Association Executive (AE)

The association executive officer serves as chief executive officer, responsible to the Board of Directors for the effective conduct of the affairs of the association. The AE recommends and participates in formulating the association mission, goals, objectives and related policies. Within that framework, the AE plans, organizes, coordinates, controls, and directs association staff, programs and activities. The AE works closely with the association president and elected leaders to ensure that the association's goals are achieved. The AE also serves as staff liaison to all committees and provides liaison between committees and the Board of Directors.

RESPONSIBILITIES

The AE performs the following with appropriated delegations and within the limits of the association charter and bylaws, and policies established by the Board of Directors.

- ❖ Establishes administrative policies and procedures for headquarters functions
- ❖ Establishes the organizational structure for the association office and related staffing structure
- ❖ Recruits, hires, trains, promotes, and terminates staff and administers an effective personnel program that includes position descriptions, performance standards, performance appraisals, and a compensation system
- ❖ Develops and supervises effective membership development and membership service programs within the limits and facilities of the staff
- ❖ Develops and maintains publications that are responsive to member needs
- ❖ Develops and conducts an education program in cooperation with the membership to advance the professional, technical, and managerial skills of the membership
- ❖ Conducts research necessary to the association and informs the membership, elected officials, and others of the results as appropriate
- ❖ Maintains effective internal and external public relations
- ❖ Serves as spokesperson for the association in conjunction with the chief elected officer.
- ❖ Manages the association finances, including the preparation of an annual budget and long-range forecasts of needs
- ❖ Ensures the legal integrity of the association
- ❖ Plans and coordinates meetings of the board of directors and the elected officials of the association, as well as general membership meetings
- ❖ Monitors and assists elected officials and association committees
- ❖ Assists, serves and cooperates with association president, officers, and directors
- ❖ Maintains an active interest in civic organizations and community betterment
- ❖ Maintains a strong working relationship with other local and state associations
- ❖ Participates in state and national activities and programs, within the limits of the association's budget
- ❖ Becomes a member of the National Association of REALTORS®; requirements for payment of dues and the right to use the REALTOR® title are normally waived.

**Definitive Job Description for Weatherford/Parker Association
of REALTORS® Association Executive**

In addition to those duties/responsibilities as defined by the National Association of REALTORS®, the following also apply:

- ❖ Maintains high ethical and legal standards of the Association

- ❖ Manages the finances of the association as determined by the Budget Committee
 1. promptly collects, records and deposits all monies received
 2. promptly pays all bills of the association
 3. verifies/invoices/collects annual REALTOR® dues
 4. verifies/invoices/collects quarterly MLS fees
 5. performs all bookkeeping activities as outlined by CPA
- ❖ Maintains open line of communication with all members
 1. monthly newsletter
 2. faxes
 3. email
- ❖ Serves as Ex Officio member of the North Texas Real Estate Information System (NTREIS) and on the AE Council for NTREIS. Attends meetings as scheduled
- ❖ Plans/conducts New Member Orientation with assistance from the Education Committee
- ❖ Maintains the Governing Documents for the association as directed by the National Association of REALTORS®

Association Executives Relationship:

With the President

- ❖ The Association Executive is responsible to the President and the Board of Directors for the administration of the headquarters office and fulfillment of all his/her functions, responsibilities, authority and relationships

With the Board of Directors

- ❖ The Association Executive is and Ex Officio member of the Board of Directors, without the right to vote

With Committees

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

With Membership

- ❖ The Association Executive visits member's offices when feasible and maintains personal contacts with membership to the greatest degree possible

With Outside Organizations

- ❖ The Association Executive maintains such relationships with other associations, industry, government, public service organizations and vendors as are desirable or necessary in the best interests of the association and in conformity with the over-all objectives and policy of the organization.

With State and National Associations

- ❖ The Association Executive attends State and National Conventions, Conferences and meetings for up-to-date information on matters concerning real estate and methods of real estate association administration, legal issues, bylaws changes, ethics, professional standards, government regulations and other pertinent matters

Greater Metro West Association of Realtors

AE Preferred Qualifications

1. Good working knowledge of budgets and financial documentation – must be proficient in Quickbooks or similar accounting software. Must be experienced in managing and reporting budgets.
2. Must have knowledge of Governmental Affairs and understand how GA influences community politics and benefits property owners rights.
3. Extensive real estate knowledge or real estate background.
4. Be dedicated to the ideas and goals of the Association, understanding of NAR core standards, and dedicated to exceeding those standards.
5. Be capable of working under pressure and meeting deadlines.
6. Be of strong moral character with excellent management, leadership and motivational skills; should also be able to foster a positive work environment.
7. Be a good communicator to both members and staff.
8. Bachelor's degree in Business or Management preferred.
9. Applicant should have proficient technology and computer skills as well as a basic understanding of internet display, traffic & marketing. Should also have strong social media skills and a basic understanding of social media monitoring to ensure the association is being reflected in a positive light. Should also oversee regular social media updates to members on upcoming events and activities.
10. This position requires travel several times each year. Examples include AE meetings, TR meetings and conferences, and NAR meetings and conferences. Travel is not extensive but is required.