

Highland Lakes Association of REALTORS®

CEO Job Description

Chief Executive Officer

Reports to the Board of Directors and President. Implements policies adopted by the Board of Directors and ensures that the Bylaws are monitored for needed change and enforced.

Responsible for:

- Administering Board of Directors/Executive Committee activities and following through on decisions of the Board of Directors and Executive Committee.
- Responsible for the day-to-day operations of the Association.
- Ensuring that all documents of the Association are in compliance with insurance requirements and recommending the necessary policies to the Board of Directors to safeguard the Association.
- Manage all vendors and vendor contracts. With Board of Director's approval negotiate new contracts.
- Responsible for NAR and TR compliance.
 - Monitors Associations annual Strategic Plan and is an advisor to committees on completion of plan.
 - Monitors and signs off on NAR annual Core Standards.
- Overseeing proper administration of HLAOR finances including:
 - Preparing monthly financial statement.

- Managing the Balance Sheet, Income Statement and Budget Analysis with the Finance Committee.
- Maintain working relationship with Association CPA and Auditor.
- Drafting annual budget and budget revisions for the Finance Committee.
- Work with the Finance Committee and present the annual budget to the Board of Directors for approval.
- Adhere to and monitor the annual budget as approved.
- Responsible for Federal Tax and State Sales Tax payments.
- Recruiting, hiring, motivating, and ensuring adequate supervision and review/evaluation of staff including:
 - Ensuring that Association employee handbook is up to date.
 - Maintain a staff environment that meets the needs of the overall business plan of the Association.
 - Work with Director of Operations to maximize staff production.
 - Recommend staff salaries, and monthly stipend amounts.
 - Manage and approve staff payroll.
 - Responsible for all W-2, W-4, W-9, and 1099's.
- Overseeing HLAOR leadership travel to State and National REALTOR® functions as approved by the Association Bylaws.
- Serving as lead staff for the Finance, MLS and Nominating Committee.

To apply, send your cover letter and resume to aejobs@texasrealtors.com.