

Job Description

Association Executive

Aug 2021

Supervision/Direction	
<p>Reports to: Board of Directors and Executive Committee</p> <p>Staff: Supervise and direct all activities/responsibilities of the Staff. Encourage growth in each position by guiding Staff to bring and implement ideas for the good of the members. Create incentives for maintaining a positive office attitude. Perform annual performance reviews for staff.</p>	
<p>Building:</p>	Maintain the upkeep of the physical building. Create ambience in the building to encourage learning, networking, camaraderie, and a healthy office environment.
<p>Board/Officers/Members:</p>	Assure the objectives and directives of the Board of Directors, Officers, Committees, and Members are met. Keep the President apprised of all incidents that need to come before the Executive Officers and the Board members. Ensure that all duties delegated to the President are fulfilled.
Financial	
	Maintain accurate financial records, including accounts payable, accounts receivable and all six bank accounts. Coordinate with Secretary/Treasurer and Budget/Finance Committee all income/expenses in relation to budget. Meet monthly with outside CPA to review financial records. Submit semi-monthly payroll to payroll service. Complete an annual Financial Review with CPA. Create annual budget with Executive Committee.
Education/Events	
	Conduct monthly introduction to Agent Orientation meetings informing new members about the Association opportunities. Oversee, create and market flyers/videos for promotion of upcoming Association and TREPAC events.
Public Awareness	
	Maintain awareness of public, governmental, legal affairs affecting the Association and assure the Officers and/or Directors and/or Membership are properly informed concerning those issues. Attend State and National meetings when authorized and deliver appropriate information to Membership. Identify any additional service opportunities for Members within the community to spread the REALTOR® name. Meet with local leaders/local CEOs/local media. Attend local Chamber meetings and public affairs when possible.

Committees	
<ul style="list-style-type: none"> • Board of Directors • Executive • Budget and Finance • Governmental Affairs • Community Services • ByLaws • Nominating • Installation • Membership/Affiliate • TREPAC • Education • Strategic Planning • Global/Inclusion • MLS/Technology <i>(MLS Committee handled by MLS Coordinator)</i> • Leadership Retreat 	<p>Prepare Agendas/Minutes for BOD, Executive, B&F, CSC, ByLaws, Nominating, Installation, Membership/Affiliate</p> <p>Work in conjunction with GA Chair in arranging Political Candidate interviews, visits, and annual Legislative Lunch.</p> <p>Work in conjunction with TREPAC Committee in creating events to raise contributions for TREPAC annual goal.</p> <p>Work in conjunction with Installation Committee in arranging “Celebration” with installation and annual awards.</p> <p>Work with Executive Committee in implementing directives of the BOD and procedures as established by the ByLaws.</p> <p>Work in conjunction with Membership/Affiliate Committee in welcoming new Members. Arrange Annual Business Meeting for President to update Association. Provide incentives and opportunities to keep Affiliate Members engaged and active, and to create interesting Association functions and events.</p> <p>Work with Education Coordinator in arranging classes/courses for certifications, legal, contracts, general education.</p> <p>Invite guest speakers/arrange monthly Networking Breakfasts – speakers to include local/state/national political figures, local attorneys, local service organizations, local business owners.</p> <p>Arrange set-up/follow-through of annual Leadership Retreat with President, with speakers, agenda, training for BOD.</p>
Communication	
	<p>Generate monthly informational newsletter to provide Association updates.</p> <p>Generate monthly radio show/podcast to reach out to community on value of REALTOR services.</p> <p>Visit Broker offices monthly for relationship building.</p> <p>Hold regular Broker calls/annual luncheon with TREC Chair/CEO.</p> <p>Stay in contact with TAR liaison, and NAR liaison, when needed.</p> <p>Serve in leadership and committees at TAR and NAR.</p>
Attitude	
	<p>Interact in a professional manner with the public, governmental units, other Boards, NAR, TAR, related-trade organizations, and firms that interact with the Association and its members.</p> <p>Develop and maintain a positive working relationship with Members, treating all with the same degree of courtesy, professionalism, and fairness.</p> <p>Accept, adapt, and encourage change when in the betterment of the Association and the members.</p>

General	
	Update annual NAR Core Standards Compliance, Strategic Plan, Financial Integrity, Social Media, TREPAC, ByLaws, Policies & Procedures, Employee Handbook and other governing docs. Maintain all operating agreements with vendors. Be the “Face” and the “Voice” for the Association.

To apply, please submit your cover letter and resume to AEJobs@TexasRealtors.com.