

ASSOCIATION EXECUTIVE - Full Time

POSITION DESCRIPTION

The PBBOR Executive (AE) is responsible to the Board of Directors (BOD) for the effective conduct of the affairs of the Association (PBBOR). The AE recommends and participates in formulating the PBBOR mission, goals, objectives, and related policies. Within that framework, the AE plans, organizes, coordinates, controls, and directs PBBOR staff, programs, and activities. The AE works closely with the PBBOR President and elected leaders to ensure that the PBBOR's strategic plan and goals are achieved. The AE also serves as staff liaison to all committees and provides liaison between committees and the BOD.

RESPONSIBILITIES

The AE fulfills the following responsibilities in accordance with the PBBOR Charter, Bylaws, Policies and Procedures, budgets, and the guidelines set forth by NAR and TR

1. For the BOARD OF DIRECTORS

- a. Assists, serves, and cooperates with Association President, Officers, and Directors.
- b. Plans and coordinates meetings of the BOD and the elected Officials of the PBBOR, as well as general membership meetings.
- c. Ensures the legal integrity of the PBBOR. Provides security for all files, legal and historical documents, and membership and mailing lists.
- d. Manages and prepares the annual budget and long-range forecasts of needs for approval by the BOD.
- e. Attends all meetings of the BOD, Executive committee, and Board functions. Ensures that the BOD, Executive committee, and Officers are fully informed of PBBOR conditions and of all important factors influencing them.
- f. Formulates and recommends, for the approval of the BOD, basic policies and programs that will further PBBOR objectives.
- g. Confirms that Bylaws, Policies and Procedures, and MLS Rules & Regulations are reviewed for accuracy, compliance, and legality annually with NAR & TR as well as attorneys, where applicable.
- h. Executes all decisions of the BOD except when Directors specifically make other assignments. Carries out other general responsibilities as officers and BOD may specify.
- i. Executes and terminates contracts and commitments as authorized by the BOD or within established policies.
- j. Exercises control of budget and all arrangements to meet financial objectives. Ensures that all funds, physical assets, and other PBBOR property are appropriately safeguarded and administered; operates within the approved budget and authority of the BOD.
- k. Reviews financial documents with Finance Committee and BOD per committee

meeting schedule.

- l. Maintains official minutes of the BOD and other committee meetings.
- m. Ensure the President is the primary representative while maintaining relationships to support this role when the President or designated spokesperson is unavailable.

2. For the PBBOR STAFF

- a. Determines and establishes organizational structure for the PBBOR office and related staffing structure.
- b. 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.
- c. Directs and coordinates all approved staff programs, projects, and major activities.
- d. Plans the general administration of the entire PBBOR operation; though many duties are delegated to other staff members, the AE should be aware of and responsible for the progress of all PBBOR projects.

3. For the MEMBERSHIP

- a. Develops and supervises effective membership development and membership services programs.
- b. Develops education programs to advance the professional, technical, and leadership skills of the membership, operating within the budget and program objectives that the BOD approves.
- c. Conducts research and related projects on subjects deemed of importance to the membership and prepares and publishes the results to the Executive Committee.
- d. Plans, organizes, and directs membership promotion and retention programs, evaluates results, and recommends policies, procedures, and actions to achieve membership goals.
- e. Plans and conducts the annual membership meeting in conjunction with the Executive Committee.
- f. Plans, promotes, and administers all official PBBOR meetings.
- g. Collects dues and terminates delinquent memberships according to PBBOR Policies and Procedures.
- h. Provides the necessary liaison and staff support to committee chairmen to enable committees to properly perform their functions and ensures that committee decisions and recommendations are submitted to the BOD for approval.

4. For COMMUNICATIONS AND PUBLIC RELATIONS

- a. Maintains effective internal and external public relations.
- b. Maintains an active interest in civic organizations and community betterment.

- c. Together with the President, represents the PBBOR in any and all local government matters affecting the real estate industry.
- d. Together with the President, plans, coordinates, and conducts public relations programs to promote the Realtor® brand.
- e. Develops and maintains the website, social media, and outgoing correspondence.
- f. Maintains effective relationships with other organizations, both public and private in accordance with the policies and objectives of the PBBOR.
- g. Monitors and assists elected PBBOR officials.
- h. Promotes interest and active participation in PBBOR activities to membership and to local/chapter groups, and reports PBBOR activities via various communication forums, such as PBBOR website, social media accounts, MLS calendars/events, email, and text.

5. For the NATIONAL AND STATE ASSOCIATIONS

- a. Maintains a strong working relationship with other local and state associations.
- b. Participates in state and national activities and programs, within the limits of the PBBOR's budget.
- c. Acts as a direct liaison with the State associations and the National Association.
- d. Serves on State and National Committees if appointed, providing a benefit to the PBBOR.
- e. Confirms that the Core Standards and the PBBOR Charter are submitted timely in order to keep our Charter active and in good standing.
- f. Attends NAR and TR conferences or assigns a designated staff member to attend, in accordance with the PBBOR travel policy.

6. For OPERATIONS

- a. Determines, establishes, and manages administrative policies and procedures, as well as oversees the maintenance of the building, property, and facilities in conjunction with the approved budget.
- b. Conducts research necessary to the PBBOR and informs the membership, elected officials, and others of the results as appropriate.
- c. Meets regularly with the Executive Committee to review PBBOR operations.
- d. Coordinates strategic planning sessions with BOD every 2 years.
- e. Maintains that all actions remain aligned with the PBBOR Mission Statement, Bylaws, Policies and Procedures, and Strategic Plan.
- f. Participates annually in training programs provided by NAR and TR to enhance skills and knowledge as an Association Executive (AE), including but not limited to, RCE designation.

The salary range is \$100,000 - \$120,000 per year and offers 401K with employer matching. Please submit resumes to Jon Houser at jhouser@texasrealtors.com.