

GRANBURY ASSOCIATION OF REALTORS®

POSITION TITLE: Association Executive

REPORTS TO: Board of Directors / Executive Committee

POSITION SUMMARY

The Association Executive (AE) serves as the administrative officer of the Granbury Association of REALTORS®, providing leadership, strategic direction, and day-to-day management. The AE is responsible for executing Board-approved policies, managing staff and operations, and ensuring compliance with GAR bylaws, policies & procedures, NAR Core Standards, and legal and fiscal obligations. The AE is the primary liaison between the Board of Directors, members, state and national REALTOR® associations, and external stakeholders.

Key Responsibilities

Strategic Leadership & Association Management:

- Provides strategic guidance and insight to the Association's committees, Executive Committee, and Board of Directors.
- Directs and coordinates all Association activities, overseeing the implementation of approved recommendations and strategic plan goals.
- Leads and manages all staff, including hiring, supervision, and termination.
- Maintains thorough knowledge of current industry trends, policies from the National Association of REALTORS® (NAR), Texas REALTORS®, and other related agencies (e.g., NTREIS, TREC).
- Facilitates and guides strategic relationships for the Association.

Financial Oversight & Administration:

- Responsible for the preparation, implementation, and administration of the Association's annual budget.
- Prepares and presents all monthly financial statements for the Board/Association.
- Collaborates with the certified public accountant for annual financial reviews/compilations and timely tax filings (IRS, State Department of Revenue).
- Ensures payroll and sales taxes are reported and paid monthly via EFTPS.

- Manages all incoming monies, including receiving, posting, tracking, and invoicing (annual dues, quarterly MLS/SUPRA fees).
- Follows up on all outstanding dues, fees, and sponsorships with members.
- Proficiently uses QuickBooks and applies bookkeeping experience to manage the Association's financial records accurately and efficiently.

Governance, Compliance & Operations:

- Ensures the Association operates within established policies and procedures, Bylaws, and Articles of Incorporation.
- Acts as note-taker for meetings of the GAR Board of Directors, Executive Committee, and GAR Committee Meetings.
- Maintains and distributes revisions to the Bylaws and Policies & Procedures.
- Oversees the creation and implementation of all Association programs, luncheons, banquets and events.
- Supervises the implementation of the Association's communications, eblasts and marketing plans.
- Ensures fulfillment and compliance with all contractual obligations with service providers and third-party administrators.
- Assures adequate commercial insurance, E&O, and general liability coverage for Association assets, officers, and staff.
- Maintains compliance with NAR policies for blanket Errors & Omissions/Directors & Officers Liability Policy coverage.
- Ensures compliance with the annual submission of NAR Core Standards documentation.

Member & Public Relations:

- Coordinates and facilitates all New Member Orientations.
- Assists GAR Officers and members with coordination of travel and registration for NAR and/or TR meetings and conferences.
- Represents the Association as a speaker before groups, community, and governmental bodies, presenting industry topics and policies.

- Provides written/statistical material for Association or public dissemination as approved by the Executive Committee.

Qualifications

Candidates for this position should possess:

- Bachelor's degree preferred; conducive to business management and administration, or commensurate experience and education in the association management or nonprofit field considered.
- High moral character, utmost integrity, and trustworthiness.
- Proficiency and working knowledge of computerized applications, hardware, and peripherals.
- Proficiency in Microsoft Office and Google Suite required.
- Proficiency in QuickBooks with demonstrated bookkeeping experience is a plus.
- Familiarity with human resources and labor laws.
- Excellent oral and written communication skills.
- Ability to work well under pressure, coupled with strong organizational and time management skills to handle multiple tasks and deadlines.
- Ability to travel and attend conferences and meetings as requested/required.

To be considered for the position, candidates must submit their resumes to:

jhouser@texasrealtors.com