

## Laredo Association of REALTORS®

### Association Executive Job Description

The Laredo Association of REALTORS® Association Executive (AE) will serve to promote the association's mission,

values, and objectives. They will be committed to the ideals, organization, and goals of the association, demonstrating their dedication to advancing its purpose and serving its members. They will be of strong moral character, guiding all decisions and actions with integrity, honesty, and ethical leadership. The AE will play a pivotal role in the association to shape its future trajectory and foster a culture of excellence, collaboration, and innovation.

**Key Responsibilities:** The AE shall perform the following as set forth by the Board of Directors and within the limits of the association charter and bylaws.

#### Association and Board of Directors:

- Attend all Board of Directors' meetings in an advisory capacity.
- Provide the necessary support to Committee Chairmen and Committees.
- Promote interest and active participation in Board activities on the part of the membership, and report activities via the established communication methods.
- Disseminate all necessary information to be presented at Board of Directors meetings to the Chairman or appropriate party prior to each monthly meeting.
- Be responsible for maintaining minutes of Board meetings and other official meetings of the association and provide security for all files, legal and historical documents, membership, and mailing lists.
- Have knowledge/familiarity with Robert's Rules of Order.
- Ensure the association complies with the policies of the National Association of REALTORS®
- Core Standards. Implement programs and events as directed by the Board of Directors.
- Work with the Education Committee to develop and conduct education programs that effectively promote and advance the professional development of the members.
- Maintain a relationship with the association attorney to ensure the legal integrity of the association.
- Propose and develop specific policies, procedures, and programs for Board approval that further the objectives of the Board.

#### Finance and Budget:

- Work with the Board-appointed finance committee to develop and implement an annual detailed budget. Work with the Board-approved accounting firm and the Secretary/Treasurer to ensure the timely and accurate compilation and distribution of monthly and annual financial reports.
- Coordinate with vendors and suppliers to procure necessary goods and services at competitive prices.
- Assure that all funds, physical assets, and other property of the Board are appropriately safeguarded and administered.
- Ensure the timely collection of all dues, fees, and other assessments, as well as the timely disbursement of funds on authorized accounts payable.
- Basic Bookkeeping knowledge

Staff:

- Coordinate and oversee daily administrative operations, including managing office supplies, equipment, and facilities.
- Develop and maintain an office policy manual and implement efficient office procedures and policies to streamline workflow and enhance productivity.
- Handle correspondence, emails, phone calls, and other communications on behalf of the association.
- Recruit, train, supervise, and evaluate office staff members with the authority to hire and terminate.
- Delegate tasks and responsibilities effectively to ensure smooth operation and optimal use of resources.
- Foster a positive work environment by providing guidance and support and resolving conflicts or issues as they arise.

Facilities:

- Oversee the maintenance of the office building and grounds and coordinate essential services to maintain its functionality.
- Maintain up-to-date office equipment and replace or update as provided by the budget.

Community/Industry Relationships:

- Serve as a representative of the association in conjunction with the Board of Directors'
- leadership, other local associations, all industry trade associations, civic and community
- organizations, and state and local government offices to promote and enhance the association.

- Participate in all local, state, and national meetings and activities, as well as attending the AE
- Institute meetings.
- Maintain effective internal and external public relations.

Qualifications:

- Good working knowledge of budgets and financial documentation.
- Preferred real estate knowledge or real estate background and/or association management.
- Dedicated to the ideas, organization, and goals of the Association.
- Capable of working under pressure.
- Exhibit strong moral character with excellent leadership and motivational skills.
- Excellent communication & public speaking skills.
- College degree or equivalent, 3-year job experience preferred.
- Possess technology and computer skills as well as a basic understanding of Internet display, traffic & marketing.
- Advocacy strengths.

This job description is subject to refinement and alteration to ensure alignment with the evolving needs, priorities, and strategic direction of the association. Salary - \$75,000 - \$90,000 plus benefits - pay will be commensurate with experience.

Please send all cover letters & resumes to Victor Serna at: [executive\\_lar@laredorealtors.org](mailto:executive_lar@laredorealtors.org)