



**REALTOR® ASSOCIATION**  
of Sarasota and Manatee  
*Reach Further.™*

### **Director's Job Description**

**Purpose:** To be a member of the governing body of the Association. The Board of Directors holds the authority to make policy, set direction, select the chief executive officer, and commit the organization financially and programmatically. The Board serves as a link in the Association's chain of accountability to the members.

#### **Duties, Responsibilities and Authorities of the Board and Board Members:**

- Oversee and direct the affairs of the Association.
- Approve the vision, mission, strategic plan and operating budget.
- Determine, monitor, and strengthen programs and services.
- Approve policies governing the effective implementation of programs and services.
- Review and evaluate the work of committees and other volunteer groups.
- Take position on issues of public policy affecting the industry.
- Select the chief staff executive.
- Provide appropriate financial oversight and ensures adequate resources.
- Support and participate in Association programs and activities.
- May serve as a Florida REALTORS® Director, committee, task force, work group as chair, vice-chair, or member.
- Observes fiduciary duties to the organization, including duties of care, loyalty, and obedience.

**Reports To:** President

**Qualifications:** A director shall have been a REALTOR® member of the association for at least two years immediately prior to election and shall have served on a committee of the association in the last five years.