



## **PRESIDENT-ELECT'S JOB DESCRIPTION**

**Purpose:** Prepare to serve as President the following year. Assume the responsibilities of the President in his or her absence. Assist the President in carrying out the functions of that office and perform specific duties delegated by the President. Support the President in fulfilling the goals and objectives of the Association.

### **Responsibilities:**

- Assume the duties of President in his or her absence.
- Serve as a member of the Board of Directors, Executive Committee, Finance Committee, Nominating Committee, CEO Evaluation Committee and Chair of the Strategic Planning Committee.
- Conduct the Committee Leadership meetings to support committee chairs and vice chairs and contribute to their effectiveness as leaders.
- Perform duties assigned by the President, which may include serving as Chair of a special committee or task force.
- Assist the President in the performance of his or her duties, whenever requested to do so.
- Plan the Executive Committee agenda with the President and the CEO.
- Represent the Association with other associations or organizations as requested by the President.
- Serve as a Florida REALTORS® Director and attend State and National Association of REALTORS® meetings as assigned.
- Attend Association meetings and functions as a representative of the Board of Directors.

**Reports To:** President

**Qualifications:** Must have been a primary REALTOR® member of the REALTOR® Association of Sarasota and Manatee at least three years immediately prior to assuming office and have served as a Director or Officer of the Association the year prior to assuming office and have served as a committee or task force chair.