



## **VICE PRESIDENT'S JOB DESCRIPTION**

**Purpose:** Assume the responsibilities of the President, and President-Elect in their 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 by providing continuity to established programs and formulating future programs. Prepare to serve as President-Elect the following year.

### **Responsibilities:**

- Assume the duties of President, and President-Elect in their absence.
- Serve as a member of the Board of Directors, Executive Committee, Finance Committee, and the Strategic Planning Committee.
- 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.
- 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 this Association for at least two years immediately prior to assuming office and have served as a Director for one of the past five years prior to assuming office, and as a committee/task force chair at least one year in the last five years, and served as a committee/task force chair at least one year.