

PRESIDENT – ELECT (Amended 07/22)

7.2 President-Elect Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following Year.

7.2.1 President-Elect Duties & Responsibilities

The President-Elect shall perform the duties of the President in the event of his/her absence or disability and shall have such other powers and duties as prescribed by the Board of Directors. Additional duties and responsibilities of the President-Elect include:

- Serves as a member of the Executive Committee
- The President-Elect shall succeed to the office of President if the office of President becomes vacant between elections. The President-Elect shall fill the vacancy and complete the unexpired term. The President-Elect who fills a vacancy in the office of the President shall automatically become President for a full term after completion of the unexpired term
- Has signing authority on all GFAR financial business and investment accounts
- Receives copies of all correspondence that the President receives, as well as any pertinent committee reports
- Active member of Budget & Finance committee
- Appoints all vice/co-chairpersons for existing committees
- Will lead weekly membership meetings in the month assigned
- Serves as an officer of the Great Falls REALTORS Flag Project
- Serves as an officer of the Robert E Manning Foundation

7.2.2 President-Elect General Working Knowledge

The President-Elect must be knowledgeable and conversant in all areas of association operations including:

- Core Standards of the NAR
- All Governing Documents of the GFAR
- Parliamentary procedures – Robert’s Rules of order (latest edition)

7.2.3 President-Elect Time Considerations

Attendance Mandatory:

- GFAR Board of Directors meeting
- GFAR Strategic planning sessions
- Local Board Installation
- Budget & Finance Committee
- Membership Meetings
- MAR State Business Meeting
- NAR Annual Convention
- NAR Leadership Training – Chicago
- State of Montana Legislative session involvement
- Telephone and written correspondence
- Planning, program coordination, and preparation

7.2.4 President-Elect Experience & Qualifications

Required:

- To be a member in good standing with the GFAR
- To have served as either a State Director or on the Local Board of Directors

7.2.5 Additional Desirable Experience:

- To have served on a GFAR committee for a minimum of one year and chaired a GFAR task force
- To have served on the Budget & Finance for a minimum of one (1) year
- To have previously attended MAR State Business Meetings
- To have served as Vice President
- To have served on a board of directors outside of GFAR

VICE PRESIDENT (09/12, Amended 09/17, 07/22)

7.3 Vice President Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following year.

7.3.1 Vice President Duties & Responsibilities (amended 09/17)

The Vice President is responsible for performing such duties and responsibilities as assigned by the President and/or Board of Directors. Duties and responsibilities of the Vice President include:

- Serves as a member of the Executive Committee
- Representing the President and the Association at the Local Board Level
- Serves as Induction Officer
- Serves on the Budget & Finance Committee
- Actively participates and provides input in association programs in order to be able to assume the Presidency should the need arise
- Will lead weekly membership meetings in the month assigned
- Serves as an officer of the Great Falls REALTORS Flag Project
- Serves as an officer of the Robert E Manning Foundation

7.3.2 Vice President General Working Knowledge

The Vice President must be knowledgeable and conversant in all areas of association operations including:

- Core Standards of the NAR
- All Governing Documents of the GFAR
- Parliamentary Procedure – Robert’s Rules of Order (latest edition)

7.3.3 Vice President Time Considerations

Attendance Mandatory:

- GFAR Board of Directors Meetings
- GFAR Strategic Planning Sessions
- Membership Meetings
- Local Board Installation

7.3.4 Attendance Recommended:

- MAR State Business Meetings
- NAR Annual Convention
- State of Montana Legislative Session Involvement
- Telephone and written correspondence
- Planning, program coordination, and preparation

7.3.5 Vice President Experience & Qualifications

Required:

- To be a member in good standing of the GFAR
- To have served either as a Board member or committee chair

7.3.6 Additional Desirable Experience:

- To have previously attended MAR State Business Meetings
- To have served on a board of directors outside of GFAR

TREASURER (Amended 7/22)

7.4 Treasurer Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of National Convention the following year.

7.4.1 Treasurer Duties & Responsibilities

- Serves as a member of the Executive Committee
- Chairman of Budget & Finance Committee (for a term of two (2) years)
- Has signing authority on all GFAR financial business and investment accounts
- Work with members of Finance Committee to develop annual budget and present proposed budget to Board of Directors for approval
- Present annual budget to General Membership at next Membership meeting following approval of budget
- Ensure financial records are accurate
- To review annual financial records per Finance Policy, Section 15
- Review bills prior to payment (President or Treasurer)
- Present financial report at all meetings
- Ensure audit is conducted per Finance Policy, Section 15, or if directed by Board of Directors
- Will lead weekly membership meetings in the month assigned
- Serves as an officer of the Great Falls REALTORS Flag Project
- Serves as an officer of the Robert E Manning Foundation

7.4.2 Treasurer General Working Knowledge

The Treasurer must have a general knowledge of the operation of all areas of the GFAR including:

- Core Standards of the NAR
- Finance Policy
- All Governing Documents
- Parliamentary Procedures – Robert’s Rule of Order (latest edition)
- General Bookkeeping/Accounting Skills

7.4.3 Treasurer Time Considerations

Attendance Mandatory:

- GFAR Board of Directors Meetings
- Executive Committee Meetings
- Membership Meetings
- GFAR Strategic Planning Session
- Budget Committee Meetings
- Local Board Installation

7.4.4 Treasurer Experience & Qualifications

Required:

- To be actively involved in the Real Estate Business and a member of GFAR
- To have previously served a minimum of one (1) year on the Budget & Finance Committee

7.4.5 Additional Desirable Experience:

- To have served on a GFAR committee or Task Force
- To have previously attended MAR State business Meeting

LOCAL DIRECTOR (08/11, Amended 7/22)

7.7 Local Director Term

The elective year of the Great Falls Association of REALTORS® shall be from the day after the last day of the National Convention through the last day of the National Convention the following Year. Staggering 3-year terms

7.7.1 Local Director Duties & Responsibilities

A Local Director brings to the membership experience and knowledge of the organization. Provides advice based on his/her experience.

- Will serve on the awards task force
- Will serve on task forces as appointed by the President
- Will lead weekly membership meetings in the month assigned

7.7.2 Local Director General Working Knowledge

- To be familiar with all Governing Documents
- Parliamentary Procedure – Robert’s Rules of Order (latest edition)

7.7.3 Local Director Time Consideration

- Attendance Mandatory:
- GFAR Board of Directors meetings
- GFAR Strategic planning sessions
- Local Board Installation
- Membership Meetings
- Planning, program coordination, and preparation

7.7.4 Local Director Experience & Qualifications

Required:

- To be a member in good standing of GFAR for at least 2 years

7.7.5 Additional Desirable Experience:

- To have attended MAR State Business Meetings (at least 1)
- To have served on a variety of Committees/Task Forces
- To be familiar with current By Laws & Policies
- To be knowledgeable with Robert’s Rules of Order