

Duties of Elected Office

President – Job Description

Description: Serves as the Chief Elected Officer for the HAWAII ASSOCIATION OF REALTORS®, is the Chairperson for the Board of Directors and is a member of the Board Leadership Team.

Term: January 1 through December 31

Meetings & Travel:

Attends and presides over the following meetings:

- HAR Board of Directors Meetings as scheduled (A minimum of 5 per year)

Attends the following meetings and/or events:

- HAR Convention and/or Outreach as scheduled
- HAR Annual Leadership Training as scheduled
- NAR REALTOR® Legislative Meetings (May) in Washington DC (minimum of six nights)
 - NAR 360
 - Medium State Leadership Sessions
 - Hawai'i Congressional Reception
 - Hawai'i Congressional Hill Visits
 - Hawai'i Night Out
 - Hawai'i Specific Meetings and Events (Briefing & Caucus)
 - Region 13 Meetings (Briefings and/or Caucus – California, Hawai'i and Guam)
 - NAR Board of Directors Meeting (voting member)
- NAR REALTORS® Conference & Expo (Location TBD) (minimum of six nights)
 - NAR 360
 - Medium State Leadership Sessions

- Hawai'i Specific Meetings and Events (Briefing & Caucus)
- Region 13 Meetings (Briefings and/or Caucus – California, Hawai'i and Guam)
- NAR Board of Directors Meeting (voting member)
- NAR Delegate Body Meeting (if needed)
- CAR Business Meetings (minimum of 2 per year) (four nights)
 - Installation of Officers & Directors (Winter)
 - Convention & Expo (Fall)
 - ❖ Member & Director Forum (both meetings)
 - ❖ NAR Director Forum
 - ❖ Board of Directors Meeting (Friday afternoon/Saturday morning)
 - ❖ Dinner and/or Special Events as Invited
- Additional meetings and/or events as required

Committees:

Serves on the following HAR & NAR Committees

- ALL HAR Committees, Task Forces & PAGS (ex-officio)
- NAR Committees and Task Forces when appointed
- Liaison to Committees as assigned

Other Duties:

Works with the Leadership Team to appoint the HAR Committee/Task Force Chairs, Vice Chairs and Committee Members as well as any Presidential Advisory Groups

Serves as the Official Media Spokesperson for the HAWAII ASSOCIATION OF REALTORS®, in collaboration with relevant HAR staff as determined by CEO.

Attendance at Local Board events when requested and scheduling permits.

Authorized signatory for all corporate documents, contracts and legal documents

Duties of Elected Office

President-elect – Job Description

Description: Serves as the President-elect for the HAWAI'I ASSOCIATION OF REALTORS® and is the Vice Chairperson for the Board of Directors and is a member of the Board Leadership Team.

The President-elect shall be elected as the President upon completion of the term as the President-elect.

Term: January 1 through December 31

Meetings & Travel:

Attends the following meetings:

- HAR Board of Directors Meetings as scheduled (A minimum of 5 per year)

Attends the following meetings and/or events:

- HAR Convention and/or Outreach as scheduled
- HAR Annual Leadership Training as scheduled
- NAR REALTOR® Legislative Meetings (May) in Washington DC (minimum of six nights)
 - NAR 360
 - Medium State Leadership Sessions
 - Hawai'i Congressional Reception
 - Hawai'i Congressional Hill Visits
 - Hawai'i Night Out
 - Hawai'i Specific Meetings and Events (Briefing & Caucus)
 - Region 13 Meetings (Briefings and/or Caucus – California, Hawai'i and Guam)
 - NAR Board of Directors Meeting (voting member)

- NAR REALTORS® Conference & Expo (Location TBD) (minimum of six nights)
 - NAR 360
 - Medium State Leadership Sessions
 - Hawai'i Specific Meetings and Events (Briefing & Caucus)
 - Region 13 Meetings (Briefings and/or Caucus – California, Hawai'i and Guam)
 - NAR Board of Directors Meeting (voting member)
- NAR Leadership Summit (August) (up to four nights)
- CAR Business Meetings (minimum of 1 per year) (four nights)
 - Convention & Expo (Fall)
 - ❖ Member & Director Forum (at meetings)
 - ❖ NAR Director Forum
 - ❖ Board of Directors Meeting (Friday afternoon/Saturday morning)
 - ❖ Dinner and/or Special Events as Invited
- Additional meetings and/or events as required

Committees:

Serves on the following HAR & NAR Committees

- NAR Committees and Task Forces when appointed
- HAR Board Development Committee
- Liaison to Committees as assigned
- Other Committees, Task Forces & PAGS as assigned

Other Duties:

Works with the Board Leadership Team to appoint the HAR Committee/Task Force Chairs, Vice Chairs and Committee Members as well as any Presidential Advisory Groups

Serves as the Official Media Spokesperson for the HAWAII ASSOCIATION OF REALTORS® in the absence of the President, in collaboration with relevant HAR staff as determined by CEO.

Attendance at Local Board events when requested and scheduling permits.

Approved (2/13/2020)

Authorized signatory for all corporate documents, contracts
and legal documents

Duties of Elected Office

First Vice President – Job Description

Description: Serves as the First Vice President for the HAWAII ASSOCIATION OF REALTORS® and is a member of the Board of Directors and is a member of the Board Leadership team.

The First Vice President shall be elected as the President-elect of the Association upon the completion of the term as First Vice President.

Term: January 1 through December 31

Meetings & Travel:

Attends the following meetings:

- HAR Board of Directors Meetings as scheduled (A minimum of 5 per year)

Attends the following meetings and/or events (subject to annual Budget):

- HAR Convention and/or Outreach as scheduled
- HAR Annual Leadership Training as scheduled
- NAR REALTOR® Legislative Meetings (May) in Washington DC (minimum of six nights)
 - NAR 360
 - Medium State Leadership Sessions
 - Hawai'i Congressional Reception
 - Hawai'i Congressional Hill Visits
 - Hawai'i Night Out
 - Hawai'i Specific Meetings and Events (Briefing & Caucus)
 - Region 13 Meetings (Briefings and/or Caucus – California, Hawai'i and Guam)

- NAR Board of Directors Meeting (voting member)
- NAR REALTORS® Conference & Expo (Location TBD) (minimum of six nights)
 - NAR 360
 - Medium State Leadership Sessions
 - Hawai'i Specific Meetings and Events (Briefing & Caucus)
 - Region 13 Meetings (Briefings and/or Caucus – California, Hawai'i and Guam)
 - NAR Board of Directors Meeting (at REALTORS® Conference & Expo)
- Additional meetings and events as required

Committees:

Serves on the following HAR & NAR Committees

- NAR Committees and Task Forces when appointed
- Liaison to Committees as assigned
- Other Committees, Task Forces & PAGS as assigned

Other Duties:

Attendance at HAR's Leadership Academy (to be taken during their term as First Vice President) if not already a graduate; participation costs funded by HAR

Works with the Board Leadership Team to appoint the HAR Committee/Task Force Chairs, Vice Chairs and Committee Members as well as any Presidential Advisory Groups

Serves as the Official Media Spokesperson for the HAWAI'I ASSOCIATION OF REALTORS® when designated, in collaboration with relevant HAR staff as determined by CEO.

Authorized signatory for all corporate documents, contracts and legal documents

Duties of Elected Office

Secretary – Job Description

Description: Serves as the Secretary for HAWAI'I REALTORS® and is a member of the Board of Directors.

Term: January 1 through December 31 – one-year term

Meetings & Travel: Attends the following meetings:

- HAWAI'I REALTORS® Annual Leadership Training as scheduled
- HAWAI'I REALTORS® Board of Directors Meetings as scheduled (a minimum of 5 meetings per year)
- HAWAI'I REALTORS® Outreach and/or Convention (recommended)
- Additional meetings and/or events as required.

Committees:
committees: Serves on the following HAWAI'I REALTORS®

- Other Committees, Task Forces and/or PAGs as assigned

Other Duties:

- Works closely with the President and the CEO in the planning of the Board of Directors & Annual Meetings.
- Works closely with staff in the creation and timely distribution of agenda for Board meetings and Annual Meetings within the established procedures.
- Works with staff to ensure the accurate recording and distribution of the minutes of the Board of Directors meeting within the established procedures.

- Works with staff in maintaining the full contact list of Board Members including Board Member appointment dates and terms of appointments.
- While some tasks can be delegated to the staff, Secretary may not delegate the responsibility of the preparation and reasonable accuracy of the minutes.
- Works closely with staff to maintain the official records of the organization, the policies of the Board and the policies and procedures of the organization as a whole.
- Assists with the periodic review and modification of the Bylaws.
- Authorized signatory for all corporate documents, contracts and other legal documents.

Duties of Elected Office

Treasurer – Job Description

Description: Serves as the Treasurer for the HAWAI'I ASSOCIATION OF REALTORS® and is a member of the Board of Directors.

The Treasurer is the custodian of the funds and securities, and shall be the disbursing officer of the Association. The Treasurer shall deposit the funds and securities in such depositories and in such manner as the Board of Directors may designate.

Term: January 1 through December 31 –the term of the Treasurer is for a period of two years.

Meetings & Travel:

Attends the following meetings:

- HAR Audit Committee (as scheduled); serves as the Chair of the Audit Committee
- HAR Annual Leadership Training as scheduled
- HAR Board of Directors Meetings as scheduled (A minimum of 5 per year)
- HAR Convention and/or Outreach as scheduled (recommended)
- Additional meetings and/or events as required

Committees: Serves on the following HAR Committees

- HAR Audit Committee
- 401K Administrative Committee

- Other Committees Task Forces and/or PAGs as assigned

Other Duties:
and legal documents

Authorized signatory for all corporate documents, contracts

As Immediate Past Treasurer, may serve as a member of
the Audit Committee