

EXECUTIVE OFFICER

The Executive Officer is the chief paid officer of the Clarksville Association of REALTORS®; and as such, is responsible to the Board of Directors for the effective conduct of the affairs of the Association. The Executive Officer recommends and participates in formulation of Association mission, goals, objectives, and related policies. Within that framework, Executive Officer plans, organizes, coordinates, and serves as a liaison to all committees and provides liaison between committees and the Board of Directors.

This description of responsibilities is to serve solely as a guide in determining the duties of the Executive Officer and in no way should be construed or perceived as a legal or binding contract of employment.

Specific Responsibilities: Within the limits of the Charter and Bylaws of the Association and policies established by the Board of Directors, the Association Officer, with appropriate delegations:

1. Establishes administrative policies and procedures for headquarters' functions.
2. Establishes the organization structure for the Association office and the related staffing structure.
3. Recruit, hire, train, and recommend promotion and/or termination of staff to the Board of Directors and administer an effective personnel program, which includes position descriptions, performance standards, performance appraisals, and a compensation system.
4. Develops and supervises an effective program of membership development and member services within the limits and facilities of the staff.
5. Develops and maintains a communications program which is responsive to the needs of the membership.
6. Conducts research necessary to the Association and informs the membership, elected officers, and others as appropriate.
7. Maintains effective internal and external public relations.
8. Serves as spokesperson for the Association in conjunction with the chief elected officer.
9. Assists in the preparation of an annual budget and long-range forecasts of needs in conjunction with the Finance Committee.
10. Plans and coordinates meetings of the Board of Directors and the elected officers of the Association, as well as general membership meetings.
11. Monitors and assists committees of the Association and the elected officers.
12. Assists, serves, and cooperates with the Association President, officers, and directors.
13. Maintains a strong working relationship with other local associations and the state association.
14. Maintains an active interest in civic organizations and community betterment.
15. Participates in activities and programs offered by the state and national associations, within the limits of the Association's budget.

16. Adheres to the travel policies adopted by the Association.
17. Becomes a member of the National Association of REALTORS® but waives the requirement for payment of dues and the right to use the Realtor® title.
18. Works closely with the Association's legal counsel on all legal issues.
19. Attends all of the Board of Directors' and general membership meetings.
20. Serves as a member of the Board of Directors, without the right to vote.
21. Executes such contracts and commitments as may be authorized by the Board of Directors or established policies.
22. Completes general survey forms requested by National Association of REALTORS® or Tennessee REALTORS®, if appropriate.
23. Receives monies and makes deposits, approves and presents bills for payment to the authorized officers of the association.
24. Prepares monthly financial reports in a manner and time frame as requested by the Treasurer for presentation by the Treasurer at the Board of Director's meetings.
25. Serve as registered agent and Secretary of the Clarksville Association of REALTORS®.
26. Delivers appropriate information to accountant for yearly corporate tax returns and audits.
27. Maintains all records of the Association
28. Prepares the agendas for the Directors' and membership meetings in cooperation with the President.
29. Handles all Grievance complaints, Arbitration, and Ethics Hearings according to the guidelines of the National Association of REALTORS® Code of Ethics and Arbitration Manual.
30. Approves and signs all commitments for all Association ticketed functions; prepares budget, with assistance of Committee Chair, for any ticketed function to be approved by the Board of Directors and ensures that the committee operates within the budget and guidelines approved by the Board of Directors.
31. Sees that Bylaws and policy changes are sent to the National Association of REALTORS® for approval and approved on an appropriate basis.
32. Handles President's correspondence in reference to Association matters, if requested to do so.
33. Works with President and/or President-Elect to plan and develop interesting and informative programs for Association general membership meetings.
34. Reviews applications for affiliate members and makes recommendations to the Board of Directors.
35. To review and make recommendations to the Directors on major expenditures, the Executive Officer may purchase a replacement for existing inventory up to \$500.00 when it is worn out or broken.
36. To maintain the safety and security of the Association Credit/Debit card and ensure that it is only used for Association Business purposes.