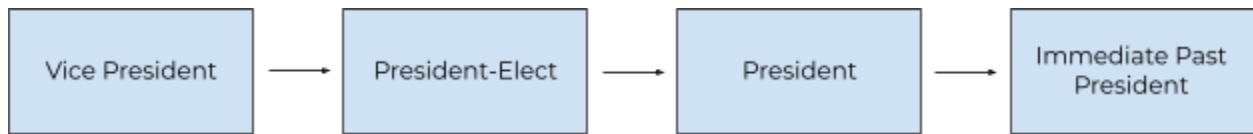


For Individuals Interested in the Vice President Position

****When running for Vice President, you are committing yourself to 4 consecutive years on the Board of Directors***



Vice-President Duties

- o In the absence of the President and the President-Elect, the Vice President shall serve as the Presiding Officer
- o Shall perform the duties as may be delegated by the Board of Directors; the Executive Committee; or the President
- o Shall serve on the following Committee's and others as designated.
 - Personnel Committee (Chairman)
 - Executive Committee
 - Nominating Committee
- o Travel may be required of the Vice-President as outlined in the Travel Policies and Budget as approved by the Board of Directors.
- o Understand and be familiar with and abide by the Bylaws of the Board
- o Responsible to assure compliance of the Bylaws and Policies through annual review
- o Be prepared and informed about the issues on the Agenda prior to the Meetings
- o Participate and contribute to meeting content in the best interest of the Board and its members
- o Volunteer and accept assignment within time completions are mandated
- o Attends and support all Board events and meetings
- o Serves as an active ambassador for the Association
- o Holds each other accountable to comply with the Job Descriptions
- o Promote the REALTOR® organization and the NAR Code of Ethics as well as all aspects of the industry including the promotion of private property rights
- o Participate in the creation, maintaining/evaluating and developing of the strategic plan for budgeting purposes
- o Monitor the financial health of the Board; review the annual tax returns; assure that an annual audit or review is maintained.
- o Actively support the vision and mission of the Board

***During your time as Vice President, you will be learning about how things operate within the Board and will NOT be actively participating in committee work. VP's are allowed to attend committee meetings and make suggestions but ultimately the VP should not be involved in doing the work.**

President-Elect Duties

- o In the absence of the President, the President-Elect shall serve as the Presiding Officer
- o Shall succeed to the Presidential position.
- o Shall serve on the following KBR Committees, or as designated.
 - Executive Committee (Chairman)
 - Finance Committee
 - Nominating Committee
- o Shall work closely with the current President, to select a Vice-Chair for all standing KBR Committees to ensure a smooth transition.
- o Shall serve as an ex-officio member on all KBR Standing Committees excluding the Grievance Committee and the Professional Standards and Arbitration Committee
- o Travel may be required of the President-Elect as outlined in the Travel Policies and Budget as approved annually by the Board of Directors.
- o Understand and be familiar with and abide by the Bylaws of the Board
- o Responsible to assure compliance of the Bylaws and Policies through annual review
- o Be prepared and informed about the issues on the Agenda prior to the Meetings
- o Participate and contribute to meeting content in the best interest of the Board and its members
- o Attend and support all Board events and meetings
- o Serves as an active ambassador for the Association
- o Holds each other accountable to comply with the Job Descriptions
- o Promote the REALTOR® organization and the NAR Code of Ethics as well as all aspects of the industry including the promotion of private property rights
- o Participate in the creation, maintaining/evaluating and developing of the strategic plan for budgeting purposes
- o Monitor the financial health of the Board; review the annual tax returns; assure that an annual audit or review is maintained.
- o Actively support the vision and mission of the Board
- o Volunteer and accept assignment within time completions are mandated

***During your time as President-Elect, you will be learning about how things operate within the Board and will NOT be actively participating in committee work. The President-Elect is allowed to attend committee meetings and make suggestions but ultimately the President-Elect should not be involved in doing the work.**

President Duties

- o Shall preside over all meetings/functions of the Board of Directors, Executive Committee and the General Membership unless he/she is disqualified or removes himself/herself.
- o Shall be the spokesperson for the Board and its affairs
- o Shall appoint the chairman of each standing committee of the Board with the approval of the Board of Directors.
- o Shall serve on the following KBR Committees, or as designated.
 - o Executive Committee (Chairman)
 - o Finance Committee
 - o Nominating Committee
- o Shall be a signator, with the Executive Officer on any official contract, or instruments, which the Board of Directors has authorized to be executed.
- o Shall serve as an ex-officio member on all KBR Standing Committees/Task Force Committees with the exception of the Grievance Committee and the Professional Standards and Arbitration Committee.
- o Shall work in partnership with the President Elect to ensure a smooth transition.
- o Travel may be required of the President as outlined in the Travel Policies and Budget as approved annually by the Board of Directors.
- o Understand and be familiar with and abide by the Bylaws of the Board
- o Responsible to assure compliance of the Bylaws and Policies through annual review
- o Be prepared and informed about the issues on the Agenda prior to the Meetings
- o Participate and contribute to meeting content in the best interest of the Board and its members
- o Volunteer and accept assignment within time completions are mandated
- o Attend and support all Board events and meetings
- o Serves as an active ambassador for the Association
- o Holds each other accountable to comply with the Job Descriptions
- o Promote the REALTOR® organization and the NAR Code of Ethics as well as all aspects of the industry including the promotion of private property rights
- o Participate in the creation, maintaining/evaluating and developing of the strategic plan for budgeting purposes
- o Monitor the financial health of the Board; review the annual tax returns; assure that an annual audit or review is maintained.
- o Actively support the vision and mission of the Board
- o Monthly presidential messages for publication

***During your time as President, you need to understand that you are responsible for helping the Organization stay on track. You are not responsible for doing work within the committee's, but as President you should know what the Committees are doing. The President is allowed to attend committee meetings and make suggestions but ultimately the President should not be involved in doing the work.**

Immediate Past President Duties

- o Shall serve as a voting member of the Board of Directors
- o Shall serve as a member on the following committee or others as designated
 - KBR Nominating Committee (Chairman)
 - KBR Executive Committee
 - Member Services Committee (Chairman)
- o Understand and be familiar with and abide by the Bylaws of the Board
- o Responsible to assure compliance of the Bylaws and Policies through annual review
- o Be prepared and informed about the issues on the Agenda prior to the Meetings
- o Participate and contribute to meeting content in the best interest of the Board and its members
- o Actively participate in the Board's annual evaluation and strategic planning efforts
- o Volunteer and accept assignment within time completions are mandated
- o Attend and support all Board events and meetings
- o Serves as an active ambassador for the Association
- o Holds each other accountable to comply with the Job Descriptions
- o Promote the REALTOR® organization and the NAR Code of Ethics as well as all aspects of the industry including the promotion of private property rights
- o Responsible for creating, maintaining and developing the strategic direction of the organization
- o Monitor the financial health of the Board; review the annual tax returns; assure that an annual audit or review is maintained.
- o Actively support the vision and mission of the Board

***The Immediate Past President is allowed to attend committee meetings and make suggestions but ultimately the Immediate Past President should not be involved in doing the work.**

For Individuals Interested in the Secretary Position

Secretary Duties

- o Shall be the record keeper of all Board of Directors and General Membership proceedings and records (Minutes, Bylaws, etc.) He/She shall deliver a copy of the Minutes to the Executive Officer in a timely manner.
- o Shall make the Minutes and records available to members upon written request to the Board of Directors.
- o Shall sign all certified documents as directed by the Board of Directors
- o In the absence of the President; Vice-President and President-Elect, the Secretary shall serve as the presiding officer.
- o Shall perform such other duties as may be delegated by the Board of Directors; Executive Committee; or the President.
- o Understand and be familiar with and abide by the Bylaws of the Board
- o Responsible to assure compliance of the Bylaws and Policies through annual review
- o Be prepared and informed about the issues on the Agenda prior to the Meetings
- o Participate and contribute to meeting content in the best interest of the Board and its members
- o Volunteer and accept assignment within time completions are mandated
- o Attend and support all Board events and meetings
- o Serves as an active ambassador for the Association
- o Holds each other accountable to comply with the Job Descriptions
- o Promote the REALTOR® organization and the NAR Code of Ethics as well as all aspects of the industry including the promotion of private property rights
- o Participate in the creation, maintaining/evaluating and developing of the strategic plan for budgeting purposes
- o Monitor the financial health of the Board; review the annual tax returns; assure that an annual audit or review is maintained.
- o Actively support the vision and mission of the Board

For Individuals Interested in the Treasurer-Elect Position

****When running for Treasurer-Elect, you are committing yourself to 2 consecutive years on the Board of Directors***



Treasurer Elect Duties

- o In the event the Treasurer is unable to fulfill his/her position, the Treasurer-elect shall perform the duties.
- o The Treasurer-elect shall assist the Finance Committee, Treasurer, President and Association Executive in the preparation of the Annual Budget.
- o Understand and be familiar with and abide by the Bylaws of the Board
- o Responsible to assure compliance of the Bylaws and Policies through annual review
- o Be prepared and informed about the issues on the Agenda prior to the Meetings
- o Participate and contribute to meeting content in the best interest of the Board and its members
- o Volunteer and accept assignment within time completions are mandated
- o Attend and support all Board events and meetings
- o Serves as an active ambassador for the Association
- o Holds each other accountable to comply with the Job Descriptions
- o Promote the REALTOR® organization and the NAR Code of Ethics as well as all aspects of the industry including the promotion of private property rights
- o Participate in the creation, maintaining/evaluating and developing of the strategic plan for budgeting purposes
- o Monitor the financial health of the Board; review the annual tax returns; assure that an annual audit or review is maintained.
- o Actively support the vision and mission of the Board

Treasurer

- o The Treasurer is the custodian of all funds and securities and shall be the disbursing officer of the Kauai Board of REALTORS®.
- o The Treasurer is responsible for reporting and reviewing the monthly statements showing the income and expense of the Board's activities.
- o The Treasurer shall provide a verbal financial report to the Board of Directors; Executive Committee; General Membership; and the President.
- o Shall work with the Association Executive to ensure that proper accounting procedures are used by the Board ensuring complete control of income and expenses are maintained at all times.
- o In cooperation with the Association Executive, the Committee Chairmen and the Finance Committee, the Treasurer shall prepare an annual budget, in compliance with the Annual Strategic Plan for submission and approval, by the Board of Directors no later than September.
- o The Treasurer and the Finance Committee are responsible for investing the Board's reserve funds to insure maximum protection and yield.
- o The Treasurer shall serve on the Finance Committee and other committee's as designated.
- o Understand and be familiar with and abide by the Bylaws of the Board
- o Responsible to assure compliance of the Bylaws and Policies through annual review
- o Be prepared and informed about the issues on the Agenda prior to the Meetings
- o Participate and contribute to meeting content in the best interest of the Board
- o Volunteer and accept assignment within time completions are mandated
- o Attend and support all Board events and meetings
- o Serves as an active ambassador for the Association
- o Holds each other accountable to comply with the Job Descriptions
- o Promote the REALTOR® organization and the NAR Code of Ethics as well as all aspects of the industry including the promotion of private property rights
- o Participate in the creation, maintaining/evaluating and developing of the strategic plan for budgeting purposes
- o Monitor the financial health of the Board; review the annual tax returns; assure that an annual audit or review is maintained.
- o Actively support the vision and mission of the Board

For Individuals Interested in the Director Position

****When running for Director, you are committing yourself to 3 consecutive years on the Board of Directors***

Directors – There shall be three (3) Directors that sit on the Board of Directors. Each Director shall serve staggered terms. In the event a Director resigns or is unable to complete their term, the President shall appoint a Director until the next elections or a special election is held.

- o Shall serve as a voting member of the Board of Directors
- o Shall perform such other duties as may be delegated by the Board of Directors; the Executive Committee or the President.
- o Understand and be familiar with and abide by the Bylaws of the Board
- o Responsible to assure compliance of the Bylaws and Policies through annual review
- o Be prepared and informed about the issues on the Agenda prior to the Meetings
- o Participate and contribute to meeting content in the best interest of the Board and its members
- o Volunteer and accept assignment within time completions are mandated
- o Attend and support all Board events and meetings
- o Serves as an active ambassador for the Association
- o Holds each other accountable to comply with the Job Descriptions
- o Promote the REALTOR® organization and the NAR Code of Ethics as well as all aspects of the industry including the promotion of private property rights
- o Participate in the creation, maintaining/evaluating and developing of the strategic plan for budgeting purposes
- o Monitor the financial health of the Board; review the annual tax returns; assure that an annual audit or review is maintained.
- o Actively support the vision and mission of the Board
- o Shall serve on a Committee and/or Task Force of the Board, or as designated by the President.