

**BLOOMINGTON BOARD OF REALTORS®**  
**JOB DESCRIPTION**

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**POSITION TITLE:** Association Executive Vice President

**POSITION DESCRIPTION:** The association executive serves as the Executive Vice President (EVP), responsible to the board of directors for the effective conduct of the affairs of the association and its subsidiary corporation. The EVP recommends and participates in formulating the association mission, goals, objectives, and related policies. Within that framework, the EVP plans, organizes, coordinates the association programs and activities, and supervises and directs association and subsidiary staff. The EVP works closely with the association president and elected leaders to ensure that the association's goals are achieved. The EVP also serves as staff liaison to all committees and is the liaison between committees and the board of directors. The EVP has fiduciary responsibilities to the association, to membership, and all related entities. EVP may engage in local community organizations and be a point person for association advocacy initiatives or governmental affairs.

**LEADERSHIP RESPONSIBILITIES:**

- Serves as an ex-officio nonvoting member of the board of directors and all standing committees of the association.
- Attends all meetings of the board of directors. Prepares agendas and meeting minutes and follows through on implementation of decisions and policies.
- Ensures that the board of directors is fully informed of the condition and operation of the association and of all-important factors influencing them.
- Executes all decisions of the board of directors except otherwise assigned.
- Ensures that the board of directors receives all recommendations or mandates from the National Association of Realtors® (NAR) so that the association stays fully compliant with the State and National Realtor® Associations.
- Works with the association's strategic goals to provide leadership, education, technology, and support for the members.
- Plans, formulates, and recommends for approval of the board of directors' basic policies and programs that will further the association's objectives.
- Oversees the activities of all standing committees to ensure that they are operating within their assigned responsibilities and ensures that committee decisions and recommendations are submitted to the board of directors for review and approval.
- Maintains effective relationships with the Indiana Association of REALTORS® (IAR), NAR, related trade associations and other organizations, both public and private, and sees that the position of the association and its members is enhanced in accordance with the policies and objectives of the association.
- Serves on IAR and NAR committees if appointed.
- Supervises the operation of the Bloomington Multiple Listing Service, Inc. (BMLS), a subsidiary corporation of the Association, in accordance with the Bylaws and policies as outlined by the MLS Board of Directors.
- Works with the BMLS to assure compliance of the rules and regulations. Attends all board of director meetings, prepares the meeting agendas and records the minutes. Works as the liaison between the membership, participants, and subscribers and the corporations to forward all issues for review.
- Plans educational programs to advance the professional, technical and managerial skills of the membership, within budgetary and program objectives.
- Works as the liaison between the vendor and the development of the public website. Maintains the public website and verifies the accuracy of the content.
- Is responsible for the planning, promotion and administration of all official meetings of the association.

- Carries out such other general responsibilities as may be delegated by the board of directors.
- Attends meetings and conventions as appropriate and within the budget of the association.
- Recruits, hires, trains, promotes and terminates staff and administers an effective personnel program that includes position descriptions, performance standards, performance appraisals, and a compensation system.

### **GENERAL ADMINISTRATION/MANAGEMENT**

- Ensures that the association is operated in accordance with published policies including the Bylaws, Rules and Regulations, and Qualifications to Advertise.
- Plans and executes the general administration of the entire operation; delegates as appropriate, and oversees delegated responsibilities.
- Plans and executes all membership meetings, in accordance with guidance from the board of directors.
- Directs and coordinates all approved programs, projects and major activities of the association.
- Ensures that proper files and membership records are maintained and secured.
- Performs a managerial function for the association, maintaining official minutes, ensuring personnel compliance, providing security for all files, legal and historical documents, financials, membership and mailing lists.
- Supervises the duties of all staff.

### **COMMUNICATION**

- Ensures that the policies, programs and activities of the Association are properly communicated to the members through all appropriate means.
- Works with the local media to promote the association.
- Communicates with community organizations and governmental entities.

### **PROFESSIONAL STANDARDS AND ETHICS**

- Works closely with the IAR Professional Standards Administrator to ensure complaints are handled in accordance with the NAR/IAR requirements.

### **FINANCIAL**

- Works with the board of directors of both corporations to provide overall financial viability of the association.
- Ensures that dues and fees are collected, and that services are terminated for non-payment in accordance with the association's Bylaws, Rules and Regulations, and published policies and procedures.
- Ensures that all transactions are handled in a timely manner, including Accounts Receivables, Accounts Payables, deposits, reconciliation of bank statements, and preparation of financial reports for all three corporations.
- Works with the board of directors of both corporations in preparing annual budgets.
- Coordinates the for-profit corporation's Annual Meeting of the Participants.
- Ensures that all funds, physical assets and other property of the association are appropriately safeguarded and administered.
- Works with the Organization's CPA to assure proper and timely preparation of financial reports, tax filings, and financial review.

## LEGAL

- Executes contracts and commitments as authorized by the board of directors or within established policies.
- Acts as a liaison between the board of directors and the association's attorney.
- Ensures that the Association is operated in accordance with all laws and regulations.

## RELATIONSHIPS

- The EVP should establish positive working relationships of mutual respect with the following:
  - Members of the Board
  - Leadership of the Local, State, and National Associations
  - Committees of the Local Association
  - Vendors who provide products and services of benefit to the association or its members
  - Association executives of other associations
  - Personnel at IAR and NAR
  - Leadership and staff of allied groups and organizations
  - Government officials from service area
  - Chambers of commerce/economic development professionals from service area
  - Others deemed advisable by the board of directors
- Maintains an active interest in civic organizations and community betterment

Salary range: \$65,000 - \$75,000 based upon experience

*Approved by the BBOR Directors on June 11, 2020*