

OCALA MARION COUNTY ASSOCIATION OF REALTORS®, INC

Association Position Description

POSITION: PRESIDENT ELECT

TERM: ONE YEAR

Responsibilities:

- Assists the President in carrying out the functions of that office and performs specific duties delegated by the President. The President-Elect's secondary responsibility is to prepare for the Office of the President by participating in as many training opportunities as possible.
- Serves as an officer and member of OMCAR and Board of Directors.
- Assumes the duties of the President in his/her absence.
- Assists the President in his/her duties whenever requested to do so.
- Works closely with the President in the Activities of OMCAR and appoint committee vice chairpersons by the end of November.
- To attend Florida Realtors® three (3) regular meetings during the year (2 State and 1 District) and attend GARD in Tallahassee. To attend National Association of Realtors® two (2) regular meetings in May (Washington D.C.) and November (T.B.D.). To attend CEO Symposium for State and National Associations with A.E.
- Participate in new member orientation per the program agenda.
- Accept the responsibility of check signing authority (as needed).
- Represents OMCAR before other associations or organizations as requested by the President.

Qualifications:

1. A REALTOR® member of the Association for at least two (2) years immediately prior to becoming President Elect.
2. A director or officer of the Association.
3. In attendance at a majority of regular and special membership meetings for at least two (2) years immediately prior to becoming President Elect.