

OCALA MARION COUNTY ASSOCIATION OF REALTORS®, INC

Association Position Description

POSITION: SECRETARY/TREASURER

TERM: ONE YEAR

Responsibilities:

- Attends all meeting of the OMCAR Board of Directors
- Serves as an officer and member of OMCAR and Board of Directors.
- Attends all Budget and Finance meetings. Serves as chair of the Budget and Finance, committee member of the Audit and Investment Management committees.
- Presents recommended budget to Board of Directors for approval.
- Provide reports (prepared by Accountant) every month to the board of directors in the same form as adopted budget, showing budgeted amounts, actual monthly expenditures and yearly totals for each item of income and expense.
- To attend Florida Realtors® three (3) regular meetings during the year (2 State and 1 District) and attend GARD in Tallahassee.
- Participate in new member orientation per the program agenda.
- Accept the responsibility of check signing authority (as needed).

Qualifications:

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