

**OCALA MARION COUNTY ASSOCIATION OF REALTORS®, INC**

**Association Position Description**

**POSITION: VICE PRESIDENT**

TERM: ONE YEAR

Responsibilities:

- Assists the President and President Elect in carrying out the functions of that office and performs specific duties delegated by the President. The Vice President's secondary responsibility is to prepare for the Office of the President Elect 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 Elect in his/her absence.
- Assists the President Elect in his/her duties whenever requested to do so.
- Works closely with the President Elect in the Activities of OMCAR
- 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).
- 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 committee chairperson of the Association 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 election.