

# The Ohio Association of REALTORS<sup>®</sup>

## District Vice President Job Description

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### Code of Regulations Provision Article VI, Sections 6.2 and 6.5

- *Section 6.2 -- . . . The Board of Directors at the annual convention shall elect one Vice President where a vacancy is to be filled, for each District. Each such Vice President shall serve for a term of two years, or until a successor is elected and qualified. Vice Presidents in the even numbered Districts shall be elected to office in the even numbered years, and from odd numbered Districts in odd numbered years. The term of office shall commence January 1 following the election of each Vice President.*
  - *Section 6.5 -- Each Vice President shall be assigned to the District in which he holds primary Board membership and it shall be his duty to visit the Member Boards in his District as often as may be necessary. He shall assist in the organization of new Boards and perform such other duties as may be assigned to him by the President or Board of Directors. He shall attend all state meetings of the Corporation, its Executive Committee and Board of Directors unless excused by the President or the Executive Vice President.*
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### Qualifications

- Has served as an officer, Director or Director of his/her Local Board of REALTORS<sup>®</sup>.
  - Has served as an OAR Director for at least two years (not necessarily in succession) or one year as a Director and one year as an Alternate Director.
  - Has served as an active OAR committee member of at least one committee within the last three years.
  - Has been licensed by the state and a member of the Ohio Association of REALTORS<sup>®</sup> for a minimum of five years.
  - Has attended at least two OAR Conventions within the last three years.
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### Duties - General

- Serves as a member of the OAR Executive Committee attending all regular and special meetings.
- Acts as liaison between the Local Boards and OAR to provide state support of local programs as needed or requested.
- Upon request, accompanies the State President, President-elect or Treasurer when they visit a Board. At such visits the District Vice President should assure that proper protocol, in conjunction with the Officer's appearance, is followed.
- Meets with Officers and other interested members of each Board in the District between Winter and Spring Conferences and reports the results of such meetings to the Association within 10 days of such visits. Problems or misunderstandings revealed at such meetings should be communicated immediately to the Chief Executive Officer who will follow through to correct the problem or misunderstanding.
- Offers services as a speaker at Local Board Functions.
- Serves as a member of OAR's Nominating Committee during the second year of their term of office as District Vice President.
- Other duties as assigned by the President or President-elect

### Duties - Specific

#### October 2012

- Attends the OAR Leadership Conference preparing for the following year's programs.

#### November 2012

- Attends the NAR Convention making notes on NAR Committees and other activities which affect Ohio. Any information of importance should be transmitted to the State President.

#### December 2012

- Attends the first Executive Committee meeting held in Columbus.

#### January 2013

- Attends the OAR Winter Conference, attends committee/forum meetings as assigned, and reports any recommendations to the Executive Committee upon request of the President.
- Assures that each Board in their District has at least one Director at the Board of Directors meeting.

### February 2013

- Completes personal visits to at least 25 percent of the Boards in their District by February 28. A report should be filed with OAR no later than March 10.
- Promote the OAR Legislative Conference to Local Boards in their District with the goal of achieving at least 75 percent of the Boards in attendance at the Conference.

### March 2013

- Complete visitations with at least 50 percent of the Boards in their District, filing a written report at the end of March.
- Continue to promote the Ohio Legislative Conference.
- Contact Local Boards within their District who have not yet reached 'paid-in-full' status with respect to membership dues.
- Designate a representative from within their District to serve on the REALTOR® of the Year Selection Committee.

### April 2013

- Attends the OAR Spring Conference, attends committee/forum meetings as assigned, and reports any recommendations to the Executive Committee upon request of the President. (typically held in April or May)
- Complete visitations to boards within their District filing an updated, written report with the OAR office two weeks prior to the OAR Spring Conference.
- If serving as a NAR Director or NAR committee member, attend the NAR Midyear Meetings.
- Make follow-up calls, including personal visitations if necessary, to Local Boards within their District who face denial of Director voting privileges and possible charter revocation for nonpayment of dues.
- Assures that each Board in their District has at least one Director at the Board of Directors meeting.

### June 2013

- Begin to promote the OAR Convention by coordinating Local Board publicity about the Convention, assuring that each Board at least includes promotion about the Convention in its periodical publications.

### July 2013

- Send copies of Convention publicity from Local Boards to OAR office by July 30.
- By July 10, provide a list of potential Committee leaders to the OAR President-elect.

### August 2013

- Promote the OAR Convention and assure that every Local Board President knows about and will participate in the Convention and meetings.

### September 2013

- Upon request, attend a District Vice President evaluation session with Association officers to discuss the results of their year-to-date in office.
- Attends the OAR Convention, attends committee/forum meetings as assigned, and reports any recommendations to the Executive Committee upon request of the President.
- Assures that each Board in their District has at least one Director at the Board of Directors meeting.
- Encourage those Boards within their District to consider utilizing the OAR dues billing service.
- District Vice Presidents from Districts 2, 4, 6, and 8 begin a one-year term of office as Nominating Committee members commencing January 1, 2014.
- Districts 1, 3, 5, 7 and 9 will conduct District Caucuses to elect representatives to the OAR Nominating Committee for one-year term commencing January 1, 2014.

# The Ohio Association of REALTORS

## Treasurer Job Description

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### Code of Regulations Provision Article VI, Section 6.2

*“The Board of Directors at the annual Convention shall elect a Treasurer whose one-year term shall commence on the first day of January following such election. The Treasurer shall automatically succeed to the office of President-elect at the conclusion of his term as Treasurer, or at such earlier time should a vacancy in the office of President-elect arise due to the death, resignation or inability of the President-elect to complete his term. In such event the Treasurer shall complete the unexpired term of President-elect and then automatically succeed to the office of President for a full one-year term. If the vacancy in the office of President-elect is due to the succession of the President-elect to President before the completion of his term as President-elect, then the Treasurer shall serve the remainder of the President-elect’s term and then serve one full term as President-elect before becoming President.”*

The Treasurer of the Ohio Association of REALTORS<sup>®</sup>, Inc. is the chief elected financial officer of the Association and as such is, in concert with the Executive Vice President and Staff Accountant, responsible for the proper acceptance and recording of receipts and verification and payment of expenditures being required to submit regular, accurate reports which reveal the financial condition of the Association to the Officers, Executive Committee, Directors and membership.

The Treasurer, an elected official, serves in an unpaid capacity. Budgetary allowance is made for the Treasurer and his/her spouse for expenses in conjunction with carrying out his/her duties. These include attending meetings within the State of Ohio and the three business meetings of the National Association of REALTORS<sup>®</sup>.

The Treasurer is automatically a member of the OAR Executive Committee, Finance Committee and Board of Directors. Terms on the Executive Committee and Board of Directors begin January 1 following the election and end on December 31. The term on the Finance Committee begins on November 1 the same year as the election and concludes on October 31 of the next year.

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### Qualifications

- Has served as Local Board President or as an officer of the National Association of REALTORS<sup>®</sup> or any of its institutes.
  - Has served as an OAR Director or Alternate Director for at least two years (not necessarily in succession)
  - Has served as an active member of at least one OAR committee within the past three years.
  - Has been licensed by the State of Ohio and a member of OAR at least eight years.
  - Has attended at least two OAR State Conventions in the past three years.
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### Duties

1. It is the responsibility of the Treasurer to assure that an annual audit is accomplished by an independent firm of certified public accountants and that financial statements are presented under a ‘clean’ opinion from those certified public accountants.
  2. While the immediate Past Treasurer is responsible for chairing the Finance Committee, the Treasurer is required to be involved in the budgetary process. The Treasurer automatically becomes Chairman of the Finance Committee the following year.
  3. The Treasurer, through the Chief Executive Officer, is responsible for assuring that the Association’s excess funds are invested in state instruments providing the best yield possible, consistent with the OAR policies.
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## Nominating, Election & Campaign Policy #85 -- CAMPAIGN POLICY

The Nominating Committee will not accept endorsements from Local Board leadership for candidates running for the District Vice President and Treasurer positions before December 1 of the year preceding the year in which the candidate is running for office.

1. Local Boards are provided with this Campaign Policy (#2-85) and the election procedures policy (#3-86) at the time endorsements for the office of Treasurer and District Vice Presidents are requested.
2. Upon request, declared candidates will be provided one set of OAR Director mailing data and a printout of those Directors at no charge. Additional data will be available upon request at cost. This information can either be mailed or emailed depending on the request of the candidate. Data will consist of member name and preferred mailing address; email addresses will not be provided.
3. Endorsements for candidates are public information and will be disclosed to any OAR Board or REALTOR<sup>®</sup> member upon request.
4. In the interest of absolute neutrality and avoidance of misunderstanding, OAR staff shall not be permitted to display campaign materials of support for any REALTOR<sup>®</sup> candidate for Association elective office, either on their person or at any staff work station, including meeting registration desks and meeting rooms. Further, it shall be the policy of the Association that such campaign materials are to be passed to members on a personal basis, or be placed on a separate table provided near registration for all handout materials intended to be disseminated to participants in Association meetings.
5. Campaigning is allowed during any of the administrative meetings and Convention, however, no campaigning is allowed during any committee meeting or business meeting of the Association. No campaign literature may be placed in any meeting rooms prior to commencement of a committee or business meeting, and no campaign literature may be distributed to members at the doors to such meeting rooms. No campaign apparel (i.e. t-shirts, hats, etc.) can be worn at committee or business meetings. The general sessions at the Convention shall not be construed to be business meetings, but committee and Directors meetings shall be considered business meetings.
6. -During the Member & Director Forum conducted at the Spring Conference, candidates for the positions of Treasurer and District Vice President shall be given a reasonable opportunity to individually address the attendees for the purpose of presenting their qualifications for office. Candidates shall also be allowed to distribute campaign literature at such forum, however, no audio visual presentations may be made.

*(Created: 1985; Revised: 1987, 1992, 1995, 1999, 2011)*

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## Nominating, Election & Campaign Policy #86A -- ELECTION PROCEDURES POLICY

Conduct of elections in contested office races shall be governed by rules which specify time limits of candidate support speeches at Directors Meetings and appropriate times and places for dissemination of campaign materials during Association's Tri-Annual Meetings.

In contested elections during Directors meetings, each candidate is allowed no more than five (5) minutes to address the Directors with a maximum of two speakers, one of whom may be the candidate. Discretion on how the five (5) minutes will be spent rests with the candidate.

The total number of ballots cast for each candidate will be made available to any member upon request.

Ballots will be destroyed three days after the election is held unless a candidate in such election has submitted a written request for a recount.

*(Created: 1986; Revised: 1995)*

## Nominating, Election & Campaign Policy #94 -- **NOMINATION PROCEDURES**

In the event the Nominating Committee has determined that more than one candidate meets the required criteria to be nominated for the OAR Treasurer position, the committee may nominate only one candidate for the position, irrespective of the number of qualified candidates who are seeking the nomination. In all other cases, the committee shall be required to nominate two candidates for the positions as outlined below:

- District Vice President, except in cases where only one candidate comes forward from a particular District. District Vice Presidents shall not be eligible to seek more than two consecutive two-year terms.
- NAR Regional Vice President, except in cases where only one candidate comes forward.
- NAR Director positions, except for the positions to be filled automatically by the OAR Treasurer.
- Conduct voting on vacant District Vice President positions at Board of Directors meetings by the Directors of the affected Districts.
- Conduct voting on vacant Nominating Committee District Representative positions at the District Caucuses by the affected Districts only.
- Once the qualifications of all candidates seeking nomination by the Nomination Committee for a position within OAR or NAR have been verified, the Nominating Committee has the authority to waive the interview process and present the slate of candidates to the Board of Directors.
- Publish candidates for NAR Regional Vice President and NAR Director positions at the OAR Annual Convention and publish the slate of candidates for OAR Treasurer and District Vice President positions at the OAR Winter Conference.

*(Created: 1994; Revised: 1996, 1998, 1999, 2005)*

## Nominating, Election & Campaign #86B -- **STATE OFFICER MINIMUM QUALIFICATIONS**

Effective immediately on adoption of this policy by the Directors, candidates for the Association offices of President-elect, Treasurer and District Vice President shall be required to meet certain minimum qualifications of experience and demonstrated leadership at State Association, Local Board and professional levels. Said qualifications will govern selection of persons to be considered by recommendations to the Nominating Committee or any member nominated by petition for OAR elective office.

Qualifications for President-elect and Treasurer are generally common qualifications because of automatic succession of Treasurer to President-elect. The following are qualifications for the three offices:

### **President-elect & Treasurer**

1. Has served a full term as President of his/her Local Board of REALTORS<sup>®</sup> or as an officer of the National Association of REALTORS<sup>®</sup> or any of its institutes.
2. Has served as a Director or Alternate Director to the Ohio Association of REALTORS<sup>®</sup> for at least two years (not necessarily in succession.)
3. Has served as an active committee member of at least one committee within the Ohio Association of REALTORS<sup>®</sup> structure within the last three years.
4. Has been licensed by the State and a member of the REALTOR<sup>®</sup> Association in Ohio for a minimum of 8 years.
5. Has attended at least two State Conventions of the Ohio Association of REALTORS<sup>®</sup> within the last three years.
6. The President-elect must have served as Treasurer of the Ohio Association of REALTORS<sup>®</sup>.

### **District Vice President**

1. Has served as an officer, Director or Director of his/her Local Board of REALTORS<sup>®</sup>.
2. Has served as a Director to the Ohio Association of REALTORS<sup>®</sup> for at least two years (not necessarily in succession) or one year as a Director and one year as an Alternate Director.
3. Has served as an active committee member of at least one committee within the Ohio Association of REALTORS<sup>®</sup> structure within the last three years.
4. Has been licensed by the state and a member of the REALTOR<sup>®</sup> Association in Ohio for a minimum of five years.
5. Has attended at least two State Conventions of the Ohio Association of REALTORS<sup>®</sup> within the last three years.

*(Created: 1985; Revised: 1986, 1987, 1989)*