

## **JOB DESCRIPTIONS**

### **PRESIDENT**

The President is the chief presiding officer of the Association. The President is responsible for the general direction of the Association and is expected to preside at all meetings. The President is authorized to appoint all committees, subject to approval by the Board of Directors, and is designated as ex-officio member of all committees.

The President is the major spokesperson for the Association, and therefore must keep informed on Association projects.

The President is expected to attend State meetings and National meetings when possible. The President is also expected to attend and be visible at the Association events.

### **PRESIDENT-ELECT**

The President-Elect, in the absence of the President, or at any time when requested to do so by the President, shall discharge the duties of the President. The President-Elect shall succeed to the office of President.

### **TREASURER**

The Treasurer presents the Association's financial statements to the Board of Directors. The Treasurer should become familiar with the statement format and content and should help prepare the Association's annual budget. The Treasurer is chairman of the Association's Budget and Finance Committee, which reviews the budget and financial conditions.

All checks drawn upon an account of the Northeast Atlanta Metro Association of REALTORS® shall have two authorized signatures if the amount exceeds \$500.00, which may be any one of the following elected officers: President, President-Elect, Treasurer, plus the Executive Vice President.

### **LOCAL DIRECTORS**

The Board of Directors controls the business conduct of the Board, and are expected to represent the entire membership. Attendance at Association functions is very important to allow a steady flow of communication with membership. Attendance requirements for attendance at Board of Directors meetings is defined in the Bylaws of the Northeast Atlanta Metro Association of REALTORS®.

### **G.A.R. DIRECTORS**

The G.A.R. Directors are responsible for seeing to it that the best interest of the Northeast Atlanta Metro Association of REALTORS® is properly presented and protected in the State Association. G.A.R. Directors are expected to be in regular attendance at the Quarterly meetings of the Georgia Association of REALTORS® and the State Convention, to represent our interest.