Space Coast Association of REALTORS®, Inc.
2950 Pineda Plaza Way, Palm Shores, FL 32940
Phone: 321-242-2211 Fax: 321-255-7669
www.SpaceCoastMLS.com

Board of Directors Job Description & Responsibilities

Board of Directors

Purpose:

The Board of Directors serves as the governing policy making body of the Space Coast Association of REALTORS®. The election of a Director is based upon his/her outstanding qualifications, unselfish dedication, and willingness to serve the profession. Each Director is charged to serve in the best interest of the entire REALTOR® membership, the REALTOR® organization, and the industry. Individually, each Director is considered to represent the industry and should demonstrate integrity, dedication and loyalty to establish Board policy. The Director is to be informed on current issues, prevailing attitudes and known membership needs. Collectively, the Board of Directors is dedicated to the progress and advancement of the real estate profession.

Board of Directors Responsibilities:

- Directors have the sole authority to appropriate Association funds, but do not unreasonably obligate Space Coast Association of Realtors® beyond its tenure of office.
- Set public policy positions as it pertains to the Real Estate industry.
- Establish governing policies of the Association.
- Approve member programs, products, and services.
- Per the performance expectation policy Directors and Officers must have At Home with Diversity, Bias Override, and Fairhaven training completed by May 1 of their first year of service, or within four months of filling a vacancy.
- A leadership development report is to be filed by any member* who is provided with an approved budget to attend business meetings on behalf of the Association. This report should be filed with the expense reimbursement report within 30 days upon completion of the travel. **with the exception of the President, President-elect, and CEO as they provide their reports to the Board at the Board of Directors meeting*.

Board of Directors Job Description:

- Elected for a 3-year term unless filling a vacancy
- Read and have general knowledge of the Space Coast Association of Realtors, Inc. Bylaws and Space Coast MLS Bylaws and MLS Rules and Regulations. Meetings and decisions made must follow bylaws, rules, and regulations or liability is created for the Association.
- Establish dues and fees
- Establish governing policies
- Approve amendments to the Bylaws (subject to membership approval by vote)
- Attend committee meetings assigned as Director Liaison as an ex-officio nonvoting member
- Report the results of committee meetings represented as Director Liaison to the board and to the members at the Association meeting (if chairperson is unable to do so)
- Act on committee reports and recommendations
- Attend all Space Coast Association of Realtors® Board of Directors meeting each month and special meetings as required (allow 3 hours for regular monthly meetings)

- Approve unusual expenditures of the Association (day to day operations are predetermined in the annual approved budget)
- Direct Investments of Association Funds (recommendations may come from the budget and finance committee)
- Approve the annual budget
- Attend annual installation banquet, strategic planning/leadership retreat, and annual professional standards training.
- Attend and participate in Association functions as much as possible including fundraising events
- Set positive example for Association members
- Promote and attend education opportunities
- Professional attitude
- Promote ethical conduct
- Assist the President to recruit new director candidates
- Be willing to consider serving as an Officer of the Board of Directors
- Be informed – stay current on local, state, and national Realtor® issues and concerns
- Promote the unity of the Board of Directors and the Association Membership. The Board of Directors is always a united front. Remain cautious of expressing your individual opinion as members ten to accept your statements as official Space Coast Association of Realtors® policy. (This includes social media)
- Respect confidentiality at all times. Professional Standards decisions and/or appeals as well as during executive sessions of meetings.
- Display enthusiasm about Realtor® membership, be a good Realtor® role model

Attendance:

The Board of Directors shall designate a regular time and place of meetings. Physical absence from three regular meetings in a calendar year shall be construed as resignation from the Board and the member shall be ineligible to be a Director for at least one (1) year following the year of resignation. Board of Directors meetings are generally held once every six weeks.

Agenda:

To have an item placed on the Directors agenda, contact the Association President of Chief Executive Officer.

Meeting Procedures/Rules of Order:

Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Board. Its Board of Directors, and Committees, in all instances wherein its provisions do not conflict with the Board's Bylaws.