

EXECUTIVE OFFICER JOB DESCRIPTION FOR THE NORTHWEST IOWA REGIONAL BOARD OF REALTORS®

Serves as Executive Officer, recommends and participates in the formulation of new policies and makes decisions within existing policies as they have been approved by the Board of Directors. Plan, organizes, directs, and coordinates the staff, programs, and activities of the Board to assure that objectives are obtained, plans fulfilled and member needs are met. Maintains effective internal and external relationships. Through management and leadership, achieves economical, productive performance, forward-looking programming, and constructive growth of the Board.

DUTIES, RESPONSIBILITIES, AND AUTHORITY

Within the limits of the constitution, by-laws, and policies, the Executive Officer is responsible for and has commensurate authority to accomplish the duties set forth below:

1. Sees that the Board of Directors is kept fully informed on the conditions and operations of the Board and on all-important factors influencing them.
2. Plans, formulates, and recommends for the approval of the Board of Directors, basic policies and programs which will further the objective of the Board.
3. Executes all decisions of the Board of Directors, except when other assignment is specifically made by the Board.
4. Responsible for day to day administration, policies, procedures, and programs to implement the general policies established by the Board of Directors
5. Establishes a sound organizational structure for the Board Office.
6. Directs and coordinates all approved programs, projects, and major activities of the staff and directors.
7. Recruit, hire, indoctrinate, train, and motivate Board staff personnel. Responsible for all promotions and terminations.
8. Obtains maximum utilization of staff by clearly defining their duties, establishing performance standards, conducting performance reviews, and maintaining competitive salary structure.
9. Makes certain that committees are functioning properly. Sees that committee decisions and recommendations are submitted to the Board of Directors.
10. Executes such contracts and commitments as may be authorized by the Board of Directors.
11. Promotes interest and active participation in the Board's activities on the part of the membership and reports activities of the Board and the State and National Association through the communication media.
12. Maintains effective relationships with other organizations, both public and private and sees that the position of the Board and its members is enhanced in accordance with the policies and objectives of the organization.
13. In cooperation with the finance committee develops, recommends, and upon approval, operates within an annual budget. Ensures that all funds, physical

assets, and other property of the board are appropriately safeguarded and administered. Ensures all monthly association expenses are paid in a timely manner. Executes by-law provisions with respect to an annual CPA review of accounts and bookkeeping procedures.

14. Serves as executive editor for all communications to the general membership, which includes general mailings, news releases, etc.
15. Coordinates education programs to advance the professional/technical/managerial skills of the membership, operating within budget and program objectives approved by the Board of Directors.
16. Collects dues and terminates delinquent members.
17. Performs a corporate secretarial function for the Board, maintaining official minutes of the Board of Directors and other official meetings of the organization, provides security for all files, legal and historic documents, membership and mailing lists.
18. Responsible for planning, promotion, and administration of all official meetings as directed by the Board.
19. Assists Broker Owners in questions about forms, listings, and other items of concern.
20. Responsible for sold data, bank reconciliations, monthly reports, and any other applications deemed necessary by the Board of Directors of the Northwest Iowa Regional Board of REALTORS and MLS.
21. Assists grievance and professional standards chairpersons through proper filing of forms and necessary and appropriate correspondence. Should be thoroughly knowledgeable in the professional standards training manual.
22. Administers the receipt and input of information for all Board and MLS publications, both written and computer, is familiar with the MLS computer programs and functions.
23. Audit all new MLS listings on a daily basis.
24. Stay current on any education requirements mandated by the National Association of REALTORS and/or the Iowa Association of REALTORS.

RELATIONSHIPS

- A. Responsible to the Board of Directors for the administration of the office.
- B. Executive Officer is a member of the Board of Directors of the Northwest Iowa Regional Board of REALTORS and MLS ex-officio, **without the right to vote**.
- C. Serves as staff liaison or appoints staff liaison to all committees and provides liaison between the committees and the Board of Directors
- D. Visit member offices when feasible and maintains personal contacts with membership to the greatest degree possible.
- E. Attends national and state conventions, conferences, and meetings for up-to-date information on matters concerning real estate and methods of Board administration, i.e. bylaws, professional standards, governmental regulations, and other pertinent matters.
- F. Establishes such relationships as the Board of Directors may specify or deemed advisable in the best interest of the Board, but in conformity with established policy.