

Gainesville Multiple Listing, Inc.

Job Descriptions for the Board of Directors

PRESIDENT

The president shall be the chief elected officer of the service and shall preside at its meetings and those of the board of directors, and shall perform all the duties of the president subject to declared policies and, as required, subject to confirmation of the board of directors.

Responsibilities:

1. Presides at all meetings of the MLS Board of Directors and membership meetings called by the Board;
2. Serves as an officer and member of the GACAR Board of Directors ("BOD");
3. Consults with the Association's CEO concerning the preparation of BOD meeting agenda;
4. Keeps the Board of Directors and any MLS Committees informed on the conditions and operations of the Service;
5. The President shall be an Ex-Officio member of all the Services' committees;
6. Meets with each committee before the beginning of the year to outline the purpose and duties of the committees and subsequently monitors their progress;
7. Recommends, with approval of the BOD, the formulation of policies and programs that will further the goals and objectives of the MLS;
8. Monitors MLS' expenses, in consultation with the Treasurer and CEO, to assure operation within the annual budget;
9. Promotes active participation in the MLS on the part of the membership;
10. Closely involve the President-elect in the activities of the MLS so that the President-elect can share the responsibilities of monitoring various committees, as well as receive guidance to assist in preparation for the assumption of the Office of President in the succeeding year;
11. Attends general membership meetings, broker-roundtables, MLS sponsored events/programs; and
12. Attends both Florida REALTORS® meetings (in January and August);
13. Attends the CMLS Annual Conference.

Qualifications:

1. MLS Participant in good standing;
2. Member of NAR in good standing for at least five (5) years;
3. Served at least two years on the MLS BOD (or formerly the MLS Executive Committee); and
4. Served on or chaired at least two committees.

PRESIDENT-ELECT

Assists the President in carrying out the functions of that office and performs specific duties delegated by the President. The President-Elect's secondary responsibility is to prepare for the Office of the President by participating in as many training opportunities as possible.

Responsibilities:

1. Serves as an officer and member of the Gainesville Multiple Listing ("MLS") Board of Directors ("BOD");
2. Assumes the duties of the President in his/her absence;
3. Assists the President in his/her duties whenever requested to do so;
4. Works closely with the President in the activities of MLS by accepting guidance to prepare for the Office of the President in the succeeding year;
5. Serves as liaison between all committee chairpersons and the GACAR BOD in the absence of the President;
6. Attends general membership meetings, broker-roundtables, and MLS sponsored events/programs;
7. Attends all meetings of the Florida Association of REALTORS® (two per year, in January and August); and
8. Attends the CMLS Annual Conference;

Qualifications:

1. MLS Participant in good standing for at least four (4) years;
2. Served at least two years on the MLS BOD (or formerly the MLS Executive Committee) or held a similar position in another MLS; and
3. Served on or chaired at least two committees.

VICE-PRESIDENT

Assists the President and President-Elect in carrying out the functions of those offices and performs specific duties delegated by the President and President-Elect. The Vice-President's secondary responsibility is to prepare for the position of President-Elect and their future Presidency by participating in as many training opportunities as possible.

Responsibilities:

1. Serves as an officer and member of the MLS BOD;
2. Assumes the duties of the President-Elect in his/her absence;
3. Assists the President and President-Elect in his/her duties whenever requested to do so;
4. In consultation with current committee vice-chairpersons, the President-Elect and CEO, develops, in mid-year, a list of suitably qualified members to serve as committee vice-chairpersons for the subsequent year who will assume chairmanship during their Presidency;
5. Represents MLS before other association or organizations as requested by the President;
6. Attends general membership meetings, broker-roundtables, MLS sponsored events/programs;

Qualifications:

1. MLS Participant in good standing for at least three (3) years;
2. Served at least two years on the MLS BOD (or formerly the MLS Executive Committee);
3. Served on or chaired at least two committees.

SECRETARY/TREASURER

Ensures and maintains the fiscal integrity of MLS and ensures that all BOD and committee records are accurately maintained.

Responsibilities:

1. Serves as an officer and member of the MLS BOD in the capacity of Secretary and Treasurer;
2. Serves as Chairperson of the MLS Finance Committee;
3. Ensures that MLS maintains accurate financial records;
4. Reviews MLS's expenditures and financial status on a regular basis to ensure fiscal integrity;
5. Ensures the MLS's financial accounts are submitted to auditors for annual review/audit;
6. Works with the CEO in preparing a preliminary budget for the subsequent year;
7. Maintains and updates MLS Bylaws, Rules & Regulations and Policy Manual;
8. Ensures that copies of the minutes of each meeting are provided to all members of the BOD as appropriate;
9. Performs other duties as assigned by the President;
10. Attends general membership meetings, broker-roundtables, and MLS sponsored events/programs.

Qualifications:

1. MLS Participant in good standing for at least two (2) years;
2. Served on the MLS BOD at least one year (or formerly the MLS Executive Committee) prior to becoming Secretary/Treasurer;
3. Served on Finance Committee the previous year or have accounting experience;
4. Served on at least two committees or chaired one committee;

DIRECTOR

Responsible to the membership for conducting the affairs of the MLS.

Responsibilities:

1. Serves as a member of the MLS BOD;
2. Performs such other duties or tasks as may be assigned by the President;
3. Attends general membership meetings, broker-roundtables, or MLS sponsored events/programs;

Qualifications:

1. MLS Participant in good standing for at least two (2) years prior to election as Director;
2. Served on at least two committees or chaired one committee.