



**COASTAL MENDOCINO ASSOCIATION OF REALTORS®**

## **ASSOCIATION EXECUTIVE POSITION DESCRIPTION**

### **OVERVIEW OF DUTIES AND RESPONSIBILITIES**

The position of Association Executive (AE) is as essential to the effective operation of the Coastal Mendocino Association of REALTORS® (CMAR) as are the teamwork and volunteer leadership that comprise the Board of Directors. The AE provides the endless planning, coordination, and guidance necessary for the successful implementation of Association programs on a continuing basis.

The AE is responsible for effectively managing the Association's business and must ensure that all activities are conducted in accordance with the Association's governing documents and those of the California Association of REALTORS® (C.A.R.) and the National Association of REALTORS® (NAR).

The AE is employed by the Board, and shall perform administrative and other duties, as determined by the Board, essential for the day-to-day operations of the Association and as outlined in the official job description.

The AE shall have no conflict of interest with any person engaged in the Real Estate profession and may not maintain an active Real Estate license.

### **DEFINITIONS**

AE - Association Executive

Association - Coastal Mendocino Association of REALTORS®

Board - Board of Directors of the Association

C.A.R. - California Association of REALTORS®

CRMLS – California Regional Multiple Listing Service

Executive Committee – the following Officers of the Association: President, President-Elect, Past-President, Treasurer and Secretary (nonvoting)

MLS – Multiple Listing Service

NAR – National Association of REALTORS®

### **ABBREVIATED JOB DESCRIPTION**

The AE is responsible to the Board for the effective conduct of the administrative affairs of the Association; participates in the formulation of Association mission, goals, objectives and related policies. Within that framework, the AE plans, organizes, coordinates, and directs the activities of the Association and serves as staff liaison to all committees and provides liaison between committees and the Board. The Association is member-focused, and the AE should know the basic activities of its REALTOR® members and where to find information important to members' daily business.

### **SPECIFIC RESPONSIBILITIES**

Within the limits of the charter and bylaws of the Association and policies established by the Board, the AE shall have the following responsibilities:

#### **Leadership**

1. Assists, serves, and cooperates with the Association President, Officers, and Directors.
2. Serves as a nonvoting member of the Board and all standing committees of the organization.

3. Attends all meetings of the Board. Assists in the preparation of Board agendas and follows through on implementation of decisions and policies.
4. Ensures that the Board is fully informed of the condition and operation of the Association and of all important factors influencing it.
5. Ensures that the Board receives all recommendations or mandates from NAR and C.A.R. so that the Association stays fully compliant with NAR and C.A.R.
6. Works in conjunction with the Association's goals to provide leadership, technology, and support for Association members.
7. Assists the Program and Education Committee Chairperson to create education programs to advance the professional/technical/managerial skills of the Association members.
8. Plans, formulates, and recommends for approval of the Board, basic administrative policies and programs that will further the Associations objectives.
9. Monitors and assists all standing committees to ensure that they are operating within their assigned responsibilities. Ensures that committee decisions and recommendations are submitted to the Board for review and approval.
10. Maintains effective relationships with C.A.R., NAR, CRMLS, related trade organizations and other organizations, both public and private, and sees that the position of the Association and its members is enhanced in accordance with the policies and objectives of the Association.
11. Works with CRMLS staff and committees to assure compliance with contracts, policies, MLS rules and regulations. Attends all MLS committee meetings. Acts as liaison between membership and the MLS committee to bring forward all MLS issues for review by the committee.
12. Cooperates with the Program and Education Committee Chairperson on the date, location, raffle prizes, speaker(s), etc. for the General Meeting.
13. Is responsible for the planning, promotion, and administration of all official meetings of the Association including General Meetings, broker meetings, Board meetings, and the Annual Installation of Officers.
14. Attends C.A.R. and NAR meetings, annual AE conferences and seminars, and participates in activities and programs offered by C.A.R., NAR, and CRMLS as appropriate and within the Association budget as directed by the Board.
15. Serves on C.A.R., NAR and CRMLS committees as appointed.
16. Carries out such other general responsibilities as may be delegated by the Board.

### **General Administration/Management**

1. Establishes administrative policies and written procedures for effective, efficient, routine and day-to-day office functions, including a calendar of events, due dates, etc., as directed by the Board of Directors.
2. Becomes familiar with the Association Policies and By-Laws, MLS Rules and Regulations, NAR Code of Ethics, Professional Standards Administration, Parliamentary Procedures and NAR Core Standards.
3. Ensures that the Association is operated in accordance with the published policies, By-Laws, MLS Rules and Regulations, and local, state, and federal regulations.
4. Maintains a good working knowledge of the MLS system and provides basic support to members.
5. Maintains a good working knowledge of the Internet, [www.car.org](http://www.car.org), [www.realtor.org](http://www.realtor.org), [www.realtor.com](http://www.realtor.com) and other online computer programs as may apply to the Association.
6. Development and maintenance of an effective Association website as directed by the Board.
7. Manages the Association list serves.
8. Directs and coordinates all approved programs, projects and major activities of the Association.
9. Provides NAR/C.A.R., city and county officials, and affiliate members with sold data and median sales price.
10. Assists in the development of an effective program of membership development and membership services, including new member orientation.
11. Assists to raise funds for the Association scholarship program and distribute scholarships to chosen recipients.
12. Arranges REALTOR® orientation and MLS training for new members.
13. Orders and handles sales of retail items.
14. Administers the Supra lockbox program, orders and exchanges lockboxes.
15. Develops and distributes information, at least monthly, via email updates which are responsive to the needs of the membership.
16. Conducts necessary research and informs the Board, Executive Committee, Association membership and others as needed.
17. Serves as liaison to CRMLS. Also serves as liaison for FlexMLS interface, and other MLS related vendors.

18. Orders all necessary office supplies and arranges for maintenance of office equipment.
19. Ensures that all Association property is appropriately safeguarded.
20. Ensures that proper files and membership records are maintained and secured.
21. Performs a secretarial function for the Association providing security for all files, legal and historical documents, financials, membership and mailing lists.
22. Respects the confidentiality of the information relating to the business and operations of the Association and shall at no time divulge information considered confidential to any other member of CMAR.
23. Processes new CMAR and MLS memberships.
24. Maintains a neat and tidy office.
25. Distributes any information received or relating to potential customers/clients to all office designated brokers fairly and equally and at the same time.
26. Monitors legislative and regulatory developments affecting the real estate industry at the local, state and national levels.

### **Communication**

1. Ensures that the policies, programs, and activities of the Association are properly communicated to the members through emails, mailings, newsletters, websites, social media, meetings and events.
2. Works with the President to promote the Association.
3. May serve as spokesperson for the Association in conjunction with the President and Board as directed by the Board.

### **Professional Standards and Ethics**

1. Is certified as Professional Standards Administrator providing clerical, administrative, and procedural support to the Grievance and Professional Standards committees in handling ethics complaints and arbitration requests. Attends recertification when needed to maintain position.
2. Administers the Professional Standards and Grievance process to ensure that complaints are handled in a timely and professional manner in accordance with the Associations By-Laws and procedures.
3. Maintains an overall knowledge of the Code of Ethics and Arbitration procedures.

### **Financial**

1. Assists in the financial management of the Association under the direction of the Board and in conjunction with the Treasurer, Bookkeeper, and CPA, including assisting in the preparation of monthly reports, the annual budget, financial reviews, and long-range forecasts.
2. Assists the Bookkeeper in maintaining a computerized system of office bookkeeping, inventory, billing and check writing within the budget constraints of the Association.
3. Works with the Strategic Planning and Finance (Budget) Committee and the Board in the preparation of the annual budget and to provide for the overall financial viability of the Association.
4. Ensures that dues and fees are collected, and that services are terminated for non-payment in accordance with the Associations By-Laws, MLS Rules and Regulations and published policies and procedures.
5. Assists the Bookkeeper and ensures that all transactions are handled in a timely manner, including accounts receivable, accounts payable, deposits, and reconciliation of bank statements and preparation of financial reports.
6. Ensures that all funds, physical assets and other property of the Association are appropriately safeguarded and administered.
7. Assists the Bookkeeper and CPA to ensure proper and timely preparation of financial reports and tax filings.

### **Legal**

1. Executes contracts and commitments as authorized by the Board or within established policies. The AE cannot sign contracts or other documents for the Association unless authorized by the Board.
2. Acts as liaison between the Board and the Association's attorney.
3. Ensures that the Association is operated with integrity in accordance with all laws and regulations.

**Relationships – The AE should establish positive working relationships of mutual respect with the following:**

1. The leadership and staff of CMAR, C.A.R., and NAR.
2. The leadership and staff of allied groups and organizations.
3. CMAR REALTOR® members, Business Affiliates, Clerical Users, and brokerage staff.
4. Committees of the Association.
5. CRMLS and MLS vendor (FlexMLS).
6. Vendors who provide products and services of benefit to the Association or its members.
7. AEs and leadership of other Associations
8. Any others deemed advisable by the Board.

**Additional Qualifications for the Association Executive Position – The Person Selected for this position should:**

1. Be dedicated to the ideals and goals of the REALTOR® Associations.
2. Be of strong moral character, possessing excellent leadership and motivational skills.
3. Be capable of working under pressure.
4. Be able to work within time constraints and meet deadlines.
5. Be capable of communicating to the membership the decisions of the Board.
6. Be able to communicate and work with the elected and volunteer leadership of the Association.
7. Be proficient in written communications.
8. Be proficient in accounting, with knowledge of QuickBooks and/or other accounting software.
9. Have the ability to reconcile bank statements and to interpret and understand financial statements.
10. Be able to assist the Bookkeeper in preparation of payroll, quarterly payroll returns, withholding for Social Security, worker's compensation, unemployment, etc.
11. Be able to assist the Bookkeeper and make timely deposits of membership dues, MLS fees, lockbox fees, and other receivables.
12. Be able to assist the Bookkeeper to prepare monthly financial statements including balance sheet, profit and loss statement, budget comparison statement and other reports for the Board of Director's meetings and MLS committee meetings.
13. Have the ability and willingness to learn, implement and use new software programs and to maintain computer hardware and other equipment. Have knowledge of Word, Outlook, Access, Adobe, QuickBooks, and Excel.
14. Be able to oversee the maintenance of databases: MLS, NAR Database (M1) membership records, lock box records, Outlook, list serves, etc.
15. Be able to coordinate and organize membership meetings, events, educational classes and other programs.
16. Be available for overnight travel within California three to five times per year for C.A.R. Business Meetings and trainings.
17. Possess and maintain a current, valid Driver's License and reliable transportation.
18. Having real estate industry experience a plus; RCE or CAE a plus.

**Compensation and Benefits:**

1. Salary Range \$22.00 to \$26.00 per hour
2. Contact employee (non-exempt)
3. Medical/Retirement \$700 monthly benefit
4. Paid sick, vacation, and holiday pay.

**How to apply:**

Interested candidates should submit a cover letter and resume, and no more than three professional references to [cmar@mcn.org](mailto:cmar@mcn.org). Please indicate "Association Executive Application" in the subject line. Applications can also be mailed to 32670 Highway 20, Unit 6, Fort Bragg, CA 95437. Applications will be reviewed on a rolling basis until the position is filled. Background check required.

CMAR is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage individuals from all backgrounds to apply.