

Job Description for ASSOCIATION EXECUTIVE (AE)

Position Summary: Responsible to the Board of Directors for the effective conduct of normal Association staff business activities. This is a part time position as an independent contractor who reports directly to a three person Executive group of the Board of Directors for direction of activities and Association policy.

Responsibilities:

1. Serves as liaison between NAR, GAR, and the local Association. Reviews minimum services criteria for the local Association with the President so that the Association continues in compliance. Maintains up to date copies of Bylaws, Policies, and Regulations on file.
2. Maintains membership files and national database (NRDS), collects annual dues, and transmits NAR and GAR dues and RPAC contributions to the National Association of REALTORS and the Georgia Association of REALTORS.
3. Distributes membership applications, processes applications, corresponds with new members, collects and transmits dues.
4. Works with the Association's Treasurer regarding financial records. They complete routine in-year tax returns for Federal and State. They will provide CPA with year-end financial information to aid in tax preparation and notifies the Treasurer of expenses requiring payment.
5. Attends monthly Board of Director meetings and any called general membership meetings. Prepares agenda with input by the President and finalizes minutes for these meetings with input from the Secretary. Provides support and coordination for the activities of the Board of Directors and for Association Committees as schedule permits.
6. Serves as staff liaison to all committees. Attends committee meetings when schedule permits.
7. Provides administrative support to the Grievance and Professional Standards Committees in handling ethics complaints and Arbitration requests.
8. Provides administrative support to the Education committee for the Continuing Education classes.
9. Handles information requests in the manner set forth by Association policy.
10. Attends Association Executive Conferences as agreed upon by Executive group with expenses paid by the Association. This person provides a report of the conferences to the Board of Directors. Attends other related meetings, conferences and/or seminars as agreed upon by Executive group. Stays within the annual budgetary limits designated for AE Education.
11. Submits approved press releases on Association activities to the local newspapers.
12. Updates and maintains the Association's webpage.
13. Maintains the Policy & Procedures Manual and Orientation Manual making necessary changes and distributing to Board of Directors members and Committee Chairs.
14. Completes the Core Standards report each year. This includes a yearly compilation from the CPA of our financial picture for GAR and NAR.
15. Handles information requests for Supra Key Lock Boxes. This requires basic knowledge about the Supra Key Lock Boxes product and updating.

Skills and Knowledge:

1. This position serves a group of approximately 100-130 real estate professionals in the Hart, Franklin, and Stephens county areas.
2. This position will primarily work from home or other business locations for meetings and classes. Some travel is required for education purposes and other business needs.
3. This position requires good communication skills and ability to work with minimal supervision on a routine basis.
4. This position requires good PC skills with Word, Excel, E-mail, the internet, and a working knowledge of basic accounting procedures. Requesting QuickBooks training in the future.
5. This position requires good response time for telephone calls, e-mails, and requests. A cell phone is provided and paid for by the Association.