



POSITION DESCRIPTION: PRESIDENT-ELECT

Primary Function: Assist the President in carrying out the functions of that office and perform specific duties delegated by the President. Assume the responsibilities of the President in his/her absence.

Position Duties and Responsibilities:

Assist in the performance of the Presidents duties, whenever requested to do so.

Attend all meetings of SVAR membership and the Board of Directors, Attend all CVRMLS Board of Director and Committee meetings, Attend all mid year and annual meetings of NAR and VAR and represent the Association as an SVAR Delegate.

Develop and plan the SVAR membership meeting schedule and programs for the coming year.

Revise the SVAR membership strategic plan and select committee chairmen for the coming year.

Acquire a thorough understanding of the Robert's Rules of Order and the Articles of Incorporation, Bylaws, Rules & Regulations and Policies of the Southside Virginia Association of Realtors®.

Represent the Association with other associations or organizations as requested by the President.

Assume the duties of the President in his/her absence.

Carry out other duties and activities as directed by the President.