**Chief Executive Officer**

The Chief Executive Officer (CEO) oversees the day-to-day operation of the administrative offices of the Northwest Arkansas Board of REALTORS®, providing service to the membership. The CEO reports to the Board of Directors on all activities done on behalf of NABOR in the job duties and responsibilities listed below.

Job Duties and Responsibilities:

1. Establish administrative policies and procedures for day-to-day operations, fiscal and risk management, and member services.
2. Define the organizational structure, staff, and allocation of work for the internal operations of NABOR.
3. Perform human resource management activities for all staff members (e.g., hiring, evaluation, training, discipline, etc.)
4. Allocate office staff to support various committees.
5. Work with the Secretary-Treasurer and Finance Committee approved by the Board of Directors to prepare an annual operating budget.
6. Manage the finances of NABOR in conjunction with the Secretary-Treasurer and the Board of Directors.
	1. Accounts Payable & Receivable
	2. Annual audit and tax return preparation
	3. Oversee collection and disbursement of fees and membership dues for the National Association of REALTORS® (NAR), the Arkansas REALTORS® Association (ARA) and the Northwest Arkansas Board of REALTORS® (NABOR).
7. Plan and coordinate meetings of the Board of Directors, and all other meetings of NABOR.
8. Direct all public relations programs designed to promote REALTORS® to the public (e.g., Special Olympics, REALTOR® of the Year, press releases, Awards, etc.)
9. Attend all meetings of the Board of Directors and general membership meetings of NABOR.
10. Review the bylaws to ensure compliance with NAR guidelines, recommending changes to the Board of Directors as needed.
	1. Ensure timely communication of required changes to the Board of Directors, and general membership.
	2. Ensure bylaws are certified to NAR annually.
11. At the direction of the Board of Directors and according to the Travel / Expense Reimbursement Policy, travel on NABOR business, representing NABOR in a professional manner.
12. Be a signatory on the bank signature card for all accounts.
13. Develop and implement a secure backup strategy for computerized records, ensuring that corporate records are kept in a secure location.
14. Core Standard Compliance
15. Maintain Professional Standards Administrator Certification and administer Professional Standards program
16. Strategic Plan
17. Manage facility and infrastructure for 10,000 square foot facility
	1. Oversee management of event center
18. Additional responsibilities may be assigned by the Board of Directors as needed.