

Midwestern Ohio Associations of Realtors

Executive Officer Job Description

Position Description: The EO is responsible to the Board of Directors for the effective administration of the Midwestern Ohio Association of Realtors and to the effective conduct of the affairs. The EO recommends and participates in formulating the associations mission, goals, objectives, and related policies. The EO plans, organizes, coordinates the associations programs and activities, and supervises and directs association staff. The EO works closely with the president and elected leaders to ensure the goals of the association are achieved. The EO serves as a liaison between committees and the board of directors. The EO has fiduciary responsibilities to the association, membership, and all related entities.

Leadership Responsibilities:

- Serves as an ex-officio nonvoting member of the board of directors and all standing committees of the association.
- Attends all meetings of the board of directors. Prepares agendas and meeting minutes and follows through on implementation of decisions and policies.
- Ensures that the board of directors is fully informed of the condition and operation of the associations and of all important factors influencing them.
- Executes all decisions of the board of directors except otherwise assigned.
- Ensures that the board of directors receives all recommendations or mandates from the National Association of Realtors® (NAR) so that the associations stays fully compliant with the State and National Realtors® associations.
- Works with the associations goals to provide leadership, education, technology, and support for the members.
- Plans, formulates, and recommends for approval of the board of directors basic policies and programs that will further the association's objectives.
- Oversees the activities of all standing committee decisions and recommendations are submitted to the board of directors for review and approval.
- Maintains effective relationships with the Ohio Associations of Realtors, NAR, related trade associations and any other organizations, both public and private, and sees that the positions of the association and its members are enhanced in accordance with the policies, bylaws, and objectives of the association.
- Plans and promotes location community involvement, outreach, and engagement for MOAR and its members.
- Serves on OAR and NAR committees if appointed, when such service is of benefit to the association.
- Plans educational programs to advance the professional, technical and managerial skills of the membership, within budgetary and programs objectives.
- Works in conjunction with website vendor to maintain the public website and verifies the accuracy of the content.
- Is responsible for the planning, promotion and administration of all official meetings of the association.
- Carries out such other general responsibilities as may be delegated by the board of directors.

- Attends meetings and conventions as appropriate within the budget of the association.
- Recruits, hires, trains, terminates staff and administers effective personnel programs that includes position descriptions, performance standards, performs performance appraisals and compensation system.

General Administration/Management

- Ensures that the association is operated in accordance with published policies including the bylaws, rules, and regulations, and qualification to advertise.
- Plans and executes the general administration of the entire operation; delegates as appropriated, and oversees delegated responsibilities
- Plan and executes all membership meetings, in accordance with guidance from the board of directors.
- Directs and coordinates all approved programs, projects and major activities of the association.
- Ensures that the proper files and membership records are maintained and secured.
- Performs a managerial function for the association, maintaining official minutes, ensuring personnel compliance, providing security for all files, legal and historical documents, financials, membership and mailing lists.
- Supervises the duties of the publications director, executive assistant, MLS coordinator, bookkeeper and acts as manager for all staff.

Communication

- Ensures that the policies, programs, and activities of the association are properly communicated to the members through mailings, social media, email, newsletters, online communications, meetings and events.
- Works with the local media to promote the association.

Professional Standards and Ethics

- Works closely with MOAR official ombudsman in accordance with mandated Grievance and Professional Standards.
- Administers and implements all required actions regarding NAR Core Standards.

Financial

- Works with the board of directors to provide overall financial viability of the association.
- Ensures that dues and fees are collected, and that services are terminated for non-payment in accordance with the bylaws, rules, and regulations.
- Ensures that all transactions are handled in timely manner, including accounts receivables, accounts payables, deposits, reconciliation of bank statements, and preparation of financial reports.
- Works with Executive Board to prepare annual budgets for board approval.
- Insures that all funds, physical assets and other property of the association are appropriately safeguarded and administered.
- Works with the association's CPA to assure proper and timely preparation of financial reports and tax filings.

Legal

- Executes contracts and commitments as authorized by the board of directors or within established policies.
- Acts as a liaison between the board of directors and the association's attorney.
- Ensures that the association is operated in accordance with all the laws and regulations.

Relationships

- The EO should establish positive working relationships of mutual respect with the following:
 - Leadership of the local, state, and national associations
 - Committees of the local association
 - Members of the Board
 - Vendors who provide products and services of benefit to the association and its members
 - Association Executives of other associations
 - Personnel at OAR and NAR
 - Leadership and staff of allied groups and organizations
 - Others deemed advisable by the board of directors
- Maintains an active interest in civic organizations and community betterment.

Requirements:

- Bachelor Degree and or minimum of 5 year experience in a management field.
- Helpful, but not required – Knowledge of real estate issues and trends
- Positions requires travel several times throughout the year.
- Knowledge of Quick Books software is preferred, but not required.