

**KANSAS ASSOCIATION OF REALTORS®
VICE PRESIDENT OF ADMINISTRATIVE SERVICES
POSITION DESCRIPTION**

I. POSITION:

- A. Assist the Chief Executive Officer in managing the administrative responsibilities for the Kansas Association of REALTORS®
- B. Serve as meeting planner for the Association's meetings and conferences.
- C. Work with the CEO to oversee the implementation of the annual strategic plan, goals and objectives and coordinate special projects as necessary.
- D. Serve as key resource to KAR on NAR programs, products and resources that are available to further the goals and objectives of KAR.

II. RESPONSIBILITIES:

1. ASSOCIATION EVENTS - ANNUAL CONFERENCE:

- a. Plan, organize and coordinate the annual conference trade show. Provide budget development, financial reporting, meeting promotion and general management.
- b. Maintain close liaison with conference facility and organize all meeting logistics, set-ups, meal functions, etc.
- c. Solicit and coordinate exhibitors, maintain exhibitor agreements, work with exhibitor set up, etc.
- d. Prepare all printed and promotional materials for the conference including promotional flyers, website content, email newsletter content, promotional materials for local boards, onsite conference program, onsite handouts and any other required materials.
- e. Work with the Finance Coordinator to establish guidelines and procedures for managing the conference registration desk. Coordinate registration materials, giveaways, displays, etc.
- f. Work with the education department to: solicit and contract outside speakers and instructors; coordinate the continuing education events during the annual conference; coordinate submission of classes for CE credit; the submission of instructors for approval; the submission of rosters to KREC following the conference; etc.
- g. Create and/or order all necessary signs and banners for all events and insure all sponsors and special guests are recognized.

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- h. Work with incoming leadership to plan and organize the Inaugural Banquet. Invite special guests, maintain Rsvp lists, prepare seating arrangements, create power point presentation; prepare timing schedule and script; arrange plaques and gifts according to script.

2. ASSOCIATION EVENTS – CAPITOL CONFERENCE:

- a. Plan, organize and coordinate the Capitol Conference; provide budget development, financial reporting, meeting promotion and general management.
- b. Maintain close liaison with conference facility and organize all meeting logistics, set-ups, meal functions, etc.
- c. Prepare all printed and promotional materials for the conference including promotional flyers, website content, email newsletter content, promotional materials for local boards, onsite conference program, onsite handouts and any other required materials.
- d. Create and/or order all necessary signs and banners for all events and insure all sponsors and special guests are recognized.
- e. Work with the VP of Governmental Affairs in the planning and organization of the Legislative Luncheon and Legislative Reception.

3. ASSOCIATION EVENTS and MEETINGS:

- a. Work with the CEO to develop and coordinate the annual association leadership training; secure the venue, determine the agenda; confirm speakers and presenter; prepare materials; promote to local associations.
- b. Work with the CEO to develop, plan and coordinate the annual AE Day; secure the venue, determine the agenda; confirm speakers and presenter; prepare materials; promote to local associations.
- c. Attend the two NAR annual meetings and work with NAR Directors, CEO and KAR Leadership to plan and coordinate travel to NATIONAL ASSOCIATION OF REALTORS® meetings and miscellaneous events as required.
- d. Work with the CEO to develop, plan and coordinate Region 9 meetings and events when required and the NAR Regional Vice President is from Kansas.
- e. Work with the CEO and the NAR RVP (when from Kansas) on preparing the Region 9 Caucus agenda and the Region 9 Kansas Report. Work with other Region 9 states to coordinate the assembly of state reports for distribution during the Region 9 Caucus meeting.

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- f. Prepare and submit the KAR REALTOR® of the Year Recipient to the NATIONAL ASSOCIATION OF REALTORS® as required prior to the deadline.
- g. Set out meeting information and table tents for the NAR Board of Directors members from Kansas during the NAR meetings.
- h. Work with the CEO to plan, coordinate and promote the Kansas Night Out function during National Meetings.
- i. Work with the CEO and KAR President to plan, organize and coordinate the annual Senior Management Team (SMT) summer retreat.
- j. Work with the CEO to plan, organize and coordinate the strategic planning events, meetings, speakers, facilitators, facilities and projects.

4. ADMINISTRATIVE AND GOVERNANCE:

- a. Work with the CEO to coordinate the orientation and training for new Association employees.
- b. Research special assignments/projects for the Chief Executive Officer as requested.
- c. Serve as staff liaison to the Executive Committee. Work with the CEO in preparing meeting agendas and materials; attend meetings; prepare minutes; provide updates on committee actions, etc. Prepare monthly "Talking Points" which should include one major issue and several smaller issues to be communicated to local boards during the month. Email industry updates as necessary. Prepare the Zone VP Report Form topics prior to each Committee meeting. Prepare Caucus Talking Points for use by Zone Vice Presidents during KAR meetings.
- d. Work with the CEO to develop, update and assemble the Executive Committee manual on an annual basis in the fall of each calendar year.
- e. Serve as staff liaison to the KAR Board of Directors. Work with the CEO in preparing meeting agendas and materials; attend meetings; prepare minutes; update and maintain zone signs; send meeting notices; track alternates; etc.
- f. Work with the CEO to coordinate Member Councils affiliated with KAR and Member Councils affiliated with local associations. Track and maintain the annual renewal process.
- g. Serve as staff liaison to the Association Executives Committee. Work with the CEO in preparing meeting agendas and materials; attend meetings; prepare minutes; follow up on committee assignments; etc.

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- h. Work with the CEO and incoming leadership to coordinate the annual appointment of volunteers to serve on committees, task forces, forums and focus groups. Compile volunteer request forms and information for the KAR President-Elect and First Vice President. Send request letters to volunteers. Create volunteer groups and update rosters in the RAMCO membership system. Update the roster of KAR Directors on an annual basis. Submit committee members to the Executive Committee for approval. Submit chair/vice-chair recommendations to the Board of Directors for approval. Send confirmation emails to committee members to verify they will accept their appointment.
- i. Research, identify and be familiar with NAR programs, products, resources and grants that can be utilized in order to help KAR meet goals and objectives. Work with local associations to help them identify and utilize NAR resources.

III. QUALIFICATIONS:

It is recommended the person for this position should:

- A. Be proficient and possess knowledge of computerized database management, word processing and other software applications.
- B. Be proficient and possess a working knowledge of meeting planning, site selection and negotiation, logistics and meeting formats, space contracts, trade show agreements, budgeting and financing association meetings, meeting promotion, areas of liability, etc.
- C. Possess organizational and time management skills necessary to handle multiple tasks and deadlines.
- D. Be able to work well under pressure.
- E. Be able to travel when necessary.