COASTAL CAROLINAS ASSOCIATION OF REALTORS®

POSITION DESCRIPTION

TITLE: Vice President of Government Affairs

Related Committees: Legislative, Candidate Screening & RPAC

REPORTS TO: CEO

MANAGEMENT TEAM MISSION STATEMENT:

We are committed to excellence in delivering and communicating service and value to our members.

PERSONAL MISSION STATEMENT: (include yours)

Job Description:

The VP of Government Affairs serves as professional staff for all Association activities in the public policy and political arena. Advocate and assure effective representation of Association's positions at the local/regional levels of government. Maintain effective lines of communication with government and public officials. Protect the interests of the association members, real estate industry and community in legislative matters locally and in collaboration with SCR and NAR. Establish the REALTORS® as the voice for residential and commercial real estate in Horry and Georgetown Counties.

Specific Goals:

Strive for proactive Realtor® involvement with city/county government in Horry and Georgetown Counties through staff and member driven grassroots efforts. Develop strategic alliances with key groups when necessary to achieve our goals. Preserve and support private property rights for Coastal Realtors® and residents. Utilize the REALTOR® Party Programs as a primary tool in the success of all initiatives.

KEY RESULT AREAS

Legislative Advocacy (40%)
RPAC Fundraising (20%)
Candidate Screening (10%)
REALTOR® Party Programs (30%)

POSITION RESPONSIBILITIES:

Duties include, but are not limited to, the following:

A. Daily/Weekly Tasks/Responsibilities:

- Monitor agendas of Horry and Georgetown city and county governing bodies.
- Attend meetings of Horry & Georgetown county, City of Georgetown, Conway, Myrtle Beach, North Myrtle Beach, Surfside, Garden City Beach, other municipalities and community organizations when issues affecting REALTORS® may be addressed. Coordinate members' attendance at meetings, as needed.
- Attend specialty meetings in Horry & Georgetown Counties.
- Utilize the REALTOR® Party programs to enhance our community involvement and leverage for relationships with local government staff and elected officials.
- Weekly update and planning meetings with CEO.

B. Monthly/Biweekly Tasks/Responsibilities

- Staff liaison to committees, including Legislative, RPAC, Candidate Screening
 and any legislative task forces/ad hoc groups appointed as necessary by the
 President or Legislative Chair. Prepare and maintain committee records,
 correspondence and minutes; assist with organization, goals, objectives,
 programming, implementation and evaluation of committee activities; coordinate
 committee meetings and functions; assist with preparation of meeting agenda;
 maintain files for historical data and continuity.
- Write articles on governmental affairs issues and coordinate with Communications Director to disseminate to all media outlets.
- Attend Planning and Zoning, I&R, Public Safety and Administration as necessary to monitor and provide input regarding issues impacting the real estate industry.
- Keep members informed on legislative issues of importance to their business and community, monthly reports to the Government Affairs Committee and membership
- Develop issue summaries and policy position recommendation based on legal, political, economic and regulatory research. Provide Legislative Report during monthly O&D meetings.

C. Quarterly/Annual Tasks/Responsibilities

- Review and update goals as needed.
- Attends GAD Institute, SCR and NAR meetings (as required), especially legislative committee meetings
- Organize and implement and annual fundraising campaign for the REALTORS® Political Action Committee (RPAC). Track all RPAC contributions. Work closely with Finance department to ensure proper tracking and reporting to SCR.
- Develop and monitor departmental budget; implement legislative and political activities for the Association in accordance with the Association's Strategic Plan, Public Policy Guide and approved budget.

D. Program Tasks/Responsibilities

Program tasks are not related to a specific daily, weekly, monthly, or yearly time frame. These tasks are ongoing and overlap according to the program schedule. It is possible to be involved in any aspect of all tasks according to program needs.

- Track legislation, ordinances and regulations important to the real estate community on the local, state and national levels, coordinate with leadership and staff at SCR and NAR on legislative issues, help develop policy positions for adoption by the Legislative Committee and Officers & Directors.
- Coordinate CCAR alliances with other trade associations, interest groups and community and corporate entities on issues of common concern.
- Establish Regional grassroots network of members to promote issues; strengthen Legislative presence.
- Coordinate efforts of CCAR Candidate Screening committee, including researching candidates requesting funding from local RPAC, working with committee to create candidate questionnaire and/or interview process for candidates requesting funding.
- Coordinate all grant opportunities with staff to best utilize NAR REALTOR® Party resources.
- Attend legislative functions on behalf of CCAR; include Legislative/RPAC Committee chair and vice chair as needed.
- Represent CCAR at all events supporting local, state and nation officials; include Legislative Chair and Vice Chair when appropriate.
- Coordinate with Communications Department & IT a public and member Governmental Affairs web page on www.CCARSC.org to provide access to updated information. Develop and disseminate political communications to the membership, public and media.
- Monitor and report vacancies in government and provide recommendations regarding appointments.
- Track elected and appointed REALTOR® public officials and encourage and assist qualified REALTORS® to hold elected and appointed positions in government.
- Attend all CCAR Events and assist when needed as a CCAR team member.
- Performs any other duties as may be assigned by the CEO.

BACKGROUND REQUIREMENTS/OTHER CHARACTERISTICS OF POSITION

- 1. Good written and verbal communication skills,
- 2. Experience in and knowledge of legislative process on municipal, state and federal levels.
- 3. Positive attitude, ability to interact well with members, legislators, staff, ability to well represent the Association and real estate industry,
- 4. Management abilities helpful, need to coordinate member activities, work well with fellow staff members, etc.
- 5. Must be self-directed, able to identify projects, develop strategies to conduct projects, and see projects to completion.
- 6. Position may require attendance at evening/weekend meetings, and occasional travel to relevant training sessions and/or association events.

EDUCATION AND EXPERIENCE

Graduate from a four-year accredited higher learning institution with a degree in political science, communication, business or related field with a minimum of three years local, county, state or federal public policy and government affairs experience. Experience in agenda setting, policy statements, political fundraising and collaborative cooperatives are essential. Knowledge and understanding of all REALTOR® Party Programs a plus.

STARTING SALARY

Starting salary is negotiable depending on qualifications and experience. Excellent benefits package.

EOE/M-F/ADA

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