



*Unlock the World of Real Estate*

**Williamson County Association of REALTORS®**

**Chief Executive Officer Job Description**

**Exhibit A of Association Executive Employment Agreement**

**Updated March 8, 2021**

**Responsibilities: Programs/Tasks (performed either directly by AE or designated staff)**

- Ensures the organization is in compliance with National Association of REALTORS® Organizational Alignment Core Standards for; (1) Code of Ethics, (2) Advocacy, (3) Consumer Outreach, (4) Unification Efforts and Support of the REALTOR® Organization, (5) Technology, and (6) Financial Solvency.
- Assist the board of directors, executive committee in formulating & executing Strategic Plan; updating accordingly.
- Ensures that the board of directors, executive committee, and officers are fully informed of Association conditions and of all-important factors influencing them.
- Attends all meetings of the board of directors, executive committee, annual business meeting, installation, bylaws, finance, and CTXMLS board meetings.
- Attends regional meetings, state and national caucus's, installations, association executive round tables, and encourages, organizes, and engages Association leadership to attend and represent Association.
- Plans, formulates, and recommends for the approval of the board of directors' basic policies and programs that will further association objectives.
- Executes all decisions of the board of directors.
- Develops specific administrative policies, procedures, and programs to implement the general policies of the board of directors.
- Maintains a sound organizational structure.
- Plans the general administration of the entire association operation.
- Represents the association in local government matters affecting the real estate industry.
- Directs and coordinates all approved staff programs, projects, and major activities.
- Recruits, hires, trains all association personnel including responsibility for promotions, and terminations.
- Defines staff duties, establishes performance standards, conducts performance reviews, and maintains competitive salary structure.
- Provides the necessary liaison and staff support to committee chairpersons to enable committees to properly perform their functions, ensures that committee decisions and recommendations are submitted to the board of directors for approval.
- Executes contracts and commitments as authorized by the board of directors or within established policies.
- Promotes interest and active participation in association activities to membership and local/chapter groups, and reports association activities through the association communications media.
- Maintains effective relationships with other organizations, both public and private, and ensures that association and membership positions are enhanced in accordance with the policies and objectives of the organization.
- Ensures that all funds, physical assets, and other association property are appropriately safeguarded and administered; operates within the approved budget.
- Plans, coordinates, and conducts public relations programs to enhance public acceptance of the industry.
- Serves as supervising editor of the official publication.
- Conducts research and related projects on subjects deemed of importance to the membership and prepares and publishes the results.
- Develops education programs to advance the professional, technical, and managerial skills of the membership, operating within the budget and program objectives that the board of directors approves.

- Plans, organizes and directs membership promotion and retention programs, and evaluates results and recommends policies, procedures, and actions to achieve membership goals.
- Collects dues and terminates delinquent memberships.
- Plans and coordinates the annual membership meeting.
- Exercises control of budget and all arrangements to meet financial objectives.
- Maintains official minutes of the board of directors and other official association meetings.
- Provides security for all files, legal and historical documents, and membership and mailing lists.
- Plans, promotes, and administers all official association meetings as directed by Exec Committee.
- Plans and executes all communications to membership, including newsletters, general mailings, news releases, and so forth.
- Acts as a direct liaison with the Texas REALTORS® and the National Association of REALTORS®.
- Acts as association spokesperson when assigned or when association officers are unavailable.
- Serves on state and national committees as appointed.
- Carries out other general responsibilities as officers and board of directors may specify.
- Is an ex-officio, non-voting, member of the executive committee and the board of directors.

**Relationships: Establishes positive working communications of mutual respect with the following:**

- All Members and Subscribers.
- Leadership of the local, state, and national associations.
- Elected officers, CEOs, AEs, and staff of other associations.
- Association staff & counsel.
- Appropriate local government officials.
- Leadership of subordinate or allied groups and organizations.
- Local chamber of commerce, and other such societies and nonprofit groups to foster relationships.

**Leadership**

- Supports TAR and NAR initiatives, call to actions, and governmental affairs issues.
- Supports TREPAC and RPAC.
- Supports the principles of MLS for benefit of members as determined by the board of directors.
- Supports TAR & NAR Calls to Action.
- Obtains and keeps current RCE and other such professional designations.
- Fosters ethical conduct, good decision making, fairness, and respect.