



**Port Angeles Association of REALTORS®**

PO BOX 748

Port Angeles, WA 98362

(360) 452-7441

NATIONAL ASSOCIATION OF REALTORS®

## **PAAR LOCAL DIRECTOR JOB DESCRIPTION**

### **Local Director:**

1. Responsible for all aspects of planning and executing the annual installation and awards banquet.

Form and work with banquet committee to plan the banquet including date, venue, ticket sales, marketing, and promotion, coordinate with the Awards Chair and selection committee to order the awards. Coordinate the MC and Installation officer on the evening of the event.

Apprise the board President and AE of all decision related to the banquet in a timely manner. If deposits and payments are required, give the AE adequate notice (one week or more) via email requesting monies.

2. Responsible for planning and executing the Affiliate Appreciation Breakfast in mid-May, in conjunction with the Affiliate Liaison.

Apprises the board President and AE of all decision related to the breakfast in a timely manner. If deposits and payments are required, give the AE adequate notice (one week or more) via email requesting monies.

3. Serve and perform other duties as directed by the President.

4. Become familiar with all governing documents of the Association and assist in the Implementation of the objectives and strategies of the Strategic Plan and be a member in good standing.

**Last Updated: 2/13/18**