



**Port Angeles Association of REALTORS®**  
PO BOX 748  
Port Angeles, WA 98362  
(360) 452-7441  
NATIONAL ASSOCIATION OF REALTORS®

Board President  
Job Description

PRESIDENT serves as Chief Executive Officer of the Board of Directors.

**RESPONSIBILITIES:**

- Attends and runs all meetings of the Board of Directors and executive committee.
- Attends and runs the monthly General Membership meetings.
- Appoints standing Committee Chairs as delineated in Article XIII, Section 1, Bylaws of the Port Angeles Association of Realtors
- Executes all decisions of the Board of Directors
- Plans the general administration of the entire Board operation, though many responsibilities are delegated to other staff members. The President should be aware of the progress of all Association projects.
- Represents the Board in any and all local government matters affecting the real estate industry or appoints appropriate Chairperson or Realtor member as required.
- Directs all approved staff programs, projects and major activities.
- Defines staff duties, establishes performance standards, and along with MLS Chair, conducts performance reviews.
- Executes contracts and commitments as authorized by the Board of Directors or within established policies.
- Ensures that all funds, physical assets, and other Board property are appropriately safeguarded and administrated; operates within the approved budget
- Acts as Board spokesperson when Board Officers are unavailable.
- Carries out other general responsibilities as officers and Board of Directors may specify.
- Is an ex officio, non-voting member of the MLS Committee.
- Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of Realtors Code of Ethics and Standards of Practice to the community at large.

Last updated: 9/24/2017