

GRANBURY ASSOCIATION OF REALTORS®
CHIEF EXECUTIVE OFFICER / ASSOCIATION EXECUTIVE
POSITION DESCRIPTION and DUTIES

2024

I. Function

Provides association management and leadership to the Association through guidance, control and efficient implementation of operational policies and procedures, strategic goals and objectives, fiscal and financial policies, and general oversight of all association assets. Works closely with the leadership and officers of the Association to ensure the governance and Bylaws requirements are upheld.

II. Table of Organization

Reports directly to the Executive Committee and Board of Directors of the Granbury Association of REALTORS®.

III. Duties and Responsibilities

- A. This is an executive and managerial position for the Association. He/she will hire, direct and terminate employees. He/she will make recommendations to the Executive Committee and the Board of Directors. He/she will be Association Executive/Chief Administrative Officer of the Association.
- B. Works with staff to direct and coordinate all activities for the Granbury Association of REALTORS®.
- C. Maintains a thorough knowledge of current industry trends affecting the real estate brokerage community, practitioners, and the real estate marketplace.
- D. Provides leadership, strategic guidance, and insight into the Association through its committees, task forces, work groups, Executive Committee and Board of Directors.
- E. Works with all GAR committees, task forces, work groups and forums in the implementation of approved recommendations and strategic plan goals and objectives. Coordinates all volunteer activities.
- F. Strives to help facilitate and guide strategic relationships for the Association.
- G. Responsible for preparation and maintenance of the Association's Strategic Planning documents; coordinates the preparation and periodic review and supervises the implementation of all goals and objectives listed in the Plan – after the Plan has been approved by the Board of Officers and Directors

- H. Attend State and National Association meetings and related industry meetings and seminars, which will benefit the administrative and managerial abilities of the Association.
- I. Maintains an understanding of the policies of the National Association of REALTORS®, and how those policies affect the State Association, Local Association and REALTORS® in Texas.
- J. Assists with the creation and presentation of an annual budget to the Budget and Finance Committee. Once approved by the Committee and the GAR Board, handles the implementation and administering of the Association budget.
- K. Supervises the on-going creation, implementation and evaluation of all programs, products and services of the Association.
- L. Supervises the implementation of the communications and marketing plans of the Association.
- M. Attends conferences and sessions that expand his/her knowledge of the real estate industry and its trends, and facilitates the networking required to create meaningful and effective strategic relationships.
- N. Assists GAR Officers and members with coordination of travel and registration procedures for attending NAR and/or TR meetings and conferences.
- O. Coordinate and provide an orientation and leadership training for Executive Committee and GAR Board Members during the first GAR Board meeting of the year. Prepares all Expense Reports for Board Members, in accordance with Travel Policy and reimbursement criteria.
- P. Coordinate and conduct all New Member Orientations
- Q. In matters of public relations for the Association: appears as a speaker before Association groups, community, and governmental bodies to present ideas, industry topics and policies, as warranted and/or requested. Provides written/statistical material as required for either Association or Public dissemination at the direction/approval of the Executive Committee.
- R. Prepares all monthly financial statements for the Board/Association
- S. Works with the certified public accountant in the preparation of the annual financial Review and/or Compilation and ensures presentation of the findings to the Executive Committee and Board of Directors for the Association for adoption.
- T. Works with the Accountant to ensure the timely filing of tax returns for the Association as required by the IRS and the State Department of Revenue.

- U. Ensures payroll taxes are reported and paid monthly with EFTPS.
- V. Acts as Recording Secretary for meetings of the GAR Board of Directors, Executive Committee and all GAR Committee Meetings.
- W. Assists in coordinating, communicating and advising on all activities, policies and procedures from the State and National Associations, NTREIS & TREC that affect local associations/boards.
- X. Maintains a close rapport with the National Association of REALTORS®, Texas REALTORS®, Texas Real Estate Commission, NTREIS and other related agencies.
- Y. Ensures fulfillment and compliance with contractual obligations on behalf of the Association with respective service providers and third-party administrators.
- Z. Ensures the Association operates within established policies and procedures as outlined in the Articles of Incorporation, Bylaws and Policies & Procedures.
- AA Ensures the Association assets, officers and staff are adequately secured with commercial insurance, officers & directors E&O, and general liability coverage.
- BB Assures the Association maintains compliance with established NAR policies in order to continue coverage under the NAR's blanket Errors & Omissions/Directors & Officers Liability Policy.
- CC Ensures the Association maintains compliance with the annual submission of NAR Core Standards documentation.

IV. QUALIFICATIONS:

It is recommended the person for this position should:

- A. Have demonstrated experience in association management.
- B. Possess high moral character and the utmost integrity and trustworthiness.
- C. Possess at least a four-year degree in an area of study conducive to management and administration or commensurate experience and education in the association management field.
- D. Be proficient and possess a working knowledge of computerized applications, hardware and peripherals.
- E. Be proficient and possess a working knowledge of human resources and labor laws.
- F. Possess excellent oral and written communication skills.

G. Be able to work well under pressure. Possess organizational and time management skills necessary to handle multiple tasks and deadlines.

H. Be able to travel and attend conferences and meetings as requested/required.

To be considered for the position, candidates must submit their resumes to:

jhouser@texasrealtors.com