



Executive Committee Roles and Responsibilities

Per Article VI, Section 10 of the MAR Bylaws:

There shall be an Executive Committee composed of:

- **President**
- **President-elect**
- **Three District Vice Presidents** (one of whom will serve as First Vice President)
- **Treasurer**
- **Immediate Past President**
- **One At-large Member** (appointed by President, confirmed by Board of Directors)
- **Chief Executive Officer** (as a non-voting member)

The Executive Committee shall have authority to determine internal business and operational policy for the Association and shall conduct the affairs of the Association in accordance with the strategic policies and instructions of the Board of Directors, with the President acting as its chairman.

A quorum of the Executive Committee for conducting business shall be a majority of its full membership.

During or prior to the first meeting of the Board of Directors each year, the Association Operations Committee shall prepare a budget for the following fiscal year and submit it to the Executive Committee, and the Executive Committee shall review said budget and submit it with relevant recommendations to the Board of Directors for its approval or modification.

The Executive Committee shall establish for the Association from time to time such policies and procedures necessary to support and implement the Strategic Plan and in keeping with the provisions of the Bylaws and the instructions of the Board of Directors.

The Executive Committee shall report its actions to the Board of Directors, as appropriate.

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Per Article V, Section 3 of the MAR Bylaws, here are the duties and scope of responsibility of the officers shall be such as their titles, by general usage, would indicate and such as may be assigned to them respectively by the Board of Directors from time to time, and such as are required by law.

President.

1. In order that the Association President may be fully qualified to cope with the exacting and intricate requirements of that office, a candidate for the presidency shall be required to have served not less than two (2) years as a member of the Board of Directors during the five (5) years next preceding his/her election, with the year in which he is elected being considered as one (1) of the years on the Board of Directors, if he is then serving as such a member.
2. The President shall be the chief elected officer and shall generally oversee the affairs of the Association with the assistance of the Chief Executive Officer. The President shall preside at all meetings of the Membership and Board of Directors and the Executive Committee and, between

the sessions of those bodies, shall represent the Association as its official spokesperson and act in its name, subject to its declared policies. The President shall see that all orders and resolutions of the Board of Directors, Executive Committee and Membership are carried out.

3. To appoint, in consultation with the Executive Committee, members to standing committees as vacancies occur during his/her year of service.
4. To appoint or dissolve, in consultation with the Executive Committee, any advisory group, forum, network or task force, including appointment of members thereof and a Chairman.
5. To serve as an *ex-officio* non-voting member of all Committees and other groups.
6. To serve, *ex officio*, as a National Director, per NAR policy
7. To serve as the official spokesperson for the NAR Directors from Mississippi.
8. To make an annual report of his/her administration at the Annual Convention and to submit such recommendations as deemed necessary.
9. In the event of the death or disability of the President, the President-elect shall succeed to the office of President for the unexpired term. The President-elect who fills a vacancy in the office of President shall automatically become President for a full term after completion of the unexpired term. If the President-elect be unable to assume the office of President due to reasons of inability or incapacity, the First Vice President shall succeed to such office. If the President-elect and the first vice President both be unable to assume the office of President due to reasons of their respective inability or incapacity, the office of President shall be filled until the next regular election by a person appointed by the Executive Committee. The Board of Directors shall have the sole discretion with the advice and consent of the Executive Committee to determine the question of disability or incapacity.
10. The President shall not be eligible to serve a second successive term. Following his/her year of service, the President shall succeed to the office of Immediate Past President.

President-elect

1. To perform the duties of the President when so requested by the President.
2. To preside over meetings and discharge other duties of the President in the absence or unavailability of the President.
3. To prepare in writing such reports as may be called for by the President, Executive Committee or Board of Directors.
4. To serve, *ex officio*, as Vice Chairman of the Executive Committee.
5. To serve, *ex officio*, as Chairman of the Legislative & Regulatory Affairs Committee.
6. To serve, *ex officio*, as a voting member of the Board of Directors.
7. To serve as an officer liaison to Committees designated by the President.
8. To appoint, in consultation with present vice chairmen of the standing committees who will ascend to chairmanships during his/her year as President, committee members to fill seats to become open during the upcoming year on standing committees.
9. The President-elect shall succeed to the office of President at the conclusion of the current President's term, or as otherwise provided in these Bylaws.
10. If the office of the President-elect should become vacant between elections, the First Vice President shall fill the vacancy and complete the unexpired term.

First Vice President

1. The First Vice President, in the absence of the President and President-elect, or at any time when requested to do so by the President, shall discharge the duties of the President. The duties of the First Vice President shall be:
2. To serve, *ex officio*, as a voting member of the Executive Committee.
3. To serve, *ex officio*, as a voting member of the Board of Directors.

4. To serve, *ex officio*, as Vice Chairman of the Legislative & Regulatory Affairs Committee.
5. To select and present to the Board of Directors for approval those members who will serve as vice chairmen of standing committees for the upcoming year.
6. To perform such other duties as directed by the President, the Executive Committee or the Board of Directors.
7. To serve as an officer liaison to Committees designated by the President.

District Vice Presidents.

1. The District Vice President is the Executive Committee's official representative within his/her district and serves as liaison between Member Boards in his/her district and MAR leadership. The District Vice President communicates regularly with Member Boards in his/her district and identifies opportunities and problems within his/her district and assists in developing and implementing programs or solutions whenever possible. The duties of each District Vice President shall be:
 2. To serve, *ex officio*, as a voting member of the Executive Committee.
 3. To serve, *ex officio*, as a voting member of the Board of Directors.
 4. To perform such other duties as directed by the President, the Executive Committee or the Board of Directors.
 5. To serve as an officer liaison to Committees designated by the President.

Immediate Past President.

1. The Immediate Past President remains an officer of the Association for the year following his/her year of service as President to afford the benefit of his/her experience and counsel to the President and other officers. The Immediate Past President serves in certain *ex officio* positions as set forth in these Bylaws, and is encouraged to remain an active participant in the life and work of the Association. The duties of the Immediate Past President shall be:
 2. To serve, *ex officio*, as a voting member of the Executive Committee.
 3. To serve, *ex officio*, as a voting member of the Board of Directors.
 4. To perform such other duties as directed by the President, the Executive Committee or the Board of Directors.
 5. To serve as an officer liaison to Committees designated by the President.

Treasurer.

1. To serve, *ex officio*, as a voting member of the Executive Committee.
2. To serve, *ex officio*, as a voting member of the Board of Directors.
3. To perform such other duties as directed by the President, the Executive Committee or the Board of Directors.
4. To serve as an officer liaison to Committees designated by the President.
5. To serve as the chief elected financial officer of the Association. At the direction of the Treasurer, the Chief Executive Officer, who is custodian of Association funds and securities, shall receive and disburse funds of the Association. The Treasurer shall, on a monthly basis, conduct an internal audit of the Association's finances, including bank reconciliations and documentation related to receipts and disbursements.
6. To serve, *ex officio*, as Chairman of the Association Operations Committee.
7. In the absence of a duly designated Chief Executive Officer, the Treasurer shall perform the duties of the CEO of the Association.
8. To perform such duties as directed by the Executive Committee and the Board of Directors, receiving such salary as may be recommended by the Board of Directors in accordance with a protocol established there-for.

Chief Executive Officer

1. The Board of Directors may employ a Chief Executive Officer ("CEO") whose title shall be "Chief Executive Officer" of the Association, who is subject to the President and the Executive Committee and who shall perform such other duties as may be delegated to him/her by the Board of Directors. The CEO shall implement the policies and administer the business of the Association with the approval of the President and Executive Committee and, as appropriate, the Board of Directors, and shall perform all duties such as shall devolve upon the chief staff officer by reason of the office or as may be required by the Board of Directors. The salary of the CEO shall be set in accordance with a protocol adopted and implemented by the Executive Committee.
2. To employ, discipline, discharge and set compensation for all professional, administrative and clerical employees of the Association, within the budget approved by the Board of Directors. The CEO shall exercise general supervision over the office and employees of the Association and shall administer all necessary correspondence in the name of the Association.
3. To collect monies, keep the accounts and books, and be the custodian of the Association records.
4. To establish accounts in the name of the Association, as approved by the Board of Directors.
5. To serve, *ex officio*, as a non-voting member of the Executive Committee.
6. To serve as secretary of the Board of Directors and the Executive Committee, and to record, or cause to be recorded, the minutes of all proceedings of the Board and Executive Committee and of the members in regular meetings assembled; issue, or cause to be issued, proper notice of all meetings of the Board of Directors and Executive Committee; and perform such other duties as may be designated by said Board or Executive Committee.
7. To serve as Treasurer of the Mississippi REALTORS® Political Action Committee. The CEO shall serve in an *ex officio*, non-voting capacity and shall attend all meetings of the MARPAC Trustees.