

# NAR DIRECTORS JOB DESCRIPTION

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## Position Description Summary

An NAR Director serves a three-year term beginning January 1 and attends the two regularly scheduled Director's meetings.

The Director is responsible to serve actively when assigned to national committees, representing the REALTORS® of Ohio with an overall responsibility to represent all REALTORS® in the United States.

## Qualifications

- Past service to Local and State Associations
- Previous attendance at NAR meetings
- Past participation as a member of a NAR committee or institute.
- Attendance records as a NAR Director, committee or institute member
- Ability and willingness to attend all NAR meetings

## Duties, Responsibilities and Authority

- Attend special Director's meetings as may be called from time-to-time by NAR or OAR.
- To request an excused absence in writing directed to the OAR office whenever unable to attend--such request should be sent at least two weeks before the scheduled meeting, except in cases of last-minute emergencies.
- Volunteer to serve on National Committees through OAR to assure maximum Ohio representation on the committees of NAR.
- Attend all meetings for NAR Directors and NAR Committee members whether at the NAR or OAR Meetings.
- Participate in the Regional Caucuses for Michigan and Ohio at the NAR Meetings.
- Attend OAR-sponsored hospitality functions and parties at the national meetings and encourage other Ohioans to attend.
- Provide information on programs and procedures from assigned national committees to Ohio counterparts. In the event there is no counterpart, to the OAR Chief Executive Officer for dissemination to the appropriate state-level group.
- NAR Directors from Ohio agree to support candidates for National officers as recommended by the Ohio Nominating Committee and approved by the OAR Directors.
- Such other duties as may from time-to-time, be assigned by the President of NAR or OAR.

## Reporting Relationships

A NAR Director reports directly to the OAR President and through him/her to the other Ohio NAR Directors. The Director is responsible to the total membership of NAR.

## Chairman

The current OAR President shall serve as the Chairman of the OAR/NAR Directors. In the President's absence the next immediate available OAR Past President shall serve as alternate. The Chief Executive Officer shall serve as Secretary.

## Quorum

Fifty-one (51) percent of the NAR Directors and Officers without excused absence shall constitute a quorum.

## Commitments

No individual shall communicate information or give advance commitments in the name of the OAR/NAR Directors without action of the Directors as a body. All such information shall be transmitted by the Chairman of the OAR/NAR Directors or their designee.

## Reports

The President of OAR or their designee shall report on each NAR Meeting at the next meeting of the Board of Directors.

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revised: 7/02