

The Ohio Association of REALTORS®

District Vice President Job Description

Code of Regulations Provision Article VI, Sections 6.2 and 6.5

§4.5 Nomination of District Vice Presidents. The Nominating Committee shall consider nominations for District Vice President only from Boards located within that District or from members who hold primary membership in a Board within that District. The nominee shall stand for election only to the District Vice President position for the district in which he resides. The Nominating Committee shall not nominate a candidate for District Vice President which could potentially result in a district being represented by two District Vice Presidents who hold primary membership in the same local board.

§6.2 The Board of Directors at the annual convention shall elect one Vice President, where a vacancy is to be filled, for each District. The term of office shall commence January 1 following the election of each Vice President. In the event the terms of the two Vice Presidents assigned to a District expire simultaneously, to achieve staggered terms, the candidate in the next election who receives the most votes shall serve a three year term.

§6.5 District Vice Presidents. Each Vice President shall be assigned to the District in which he holds primary Board membership and it shall be his duty to visit the Member Boards in his District as often as may be necessary. He shall assist in the organization of new Boards and perform such other duties as may be assigned to him by the President or the Board of Directors. He shall attend all state meetings of the Association, its Executive Committee and Board of Directors unless excused by the President or the Chief Executive Officer.

Qualifications

1. Has served as an officer, or Director of his/her Local Board of REALTORS®.
2. Has served as a Director to the Ohio Association of REALTORS® for at least two years (not necessarily in succession) or one year as a Director and one year as an Alternate Director.
3. Has served as an active committee member of at least one committee within the Ohio Association of REALTORS® structure within the last three years.
4. Has been licensed by the state and a member of the REALTOR® Association in Ohio for a minimum of five years.
5. Has attended at least two State Conventions of the Ohio Association of REALTORS® within the last three years.

Duties - General

- Serves as a member of the OAR Executive Committee attending all regular and special meetings.
- Acts as liaison between the Local Boards and OAR to provide state support of local programs as needed or requested.
- Upon request, accompanies the State President, President-elect or Treasurer when they visit a Board. At such visits the District Vice President should assure that proper protocol, in conjunction with the Officer's appearance, is followed.
- Meets with Officers and other interested members of each Board in the District prior to the Spring Legislative Conference and reports the results of such meetings to the Association within 10 days of such visits. Problems or misunderstandings revealed at such meetings should be communicated immediately to the Chief Executive Officer who will follow through to correct the problem or misunderstanding.
- Offers services as a speaker at Local Board Functions.
- Serves as a member of OAR's Nominating Committee the full two years of their District Vice President position.
- Other duties as assigned by the President or President-elect.
- Promotes and attends the In-District Meeting held in their district.

Duties - Specific

October 2018

- Attends the OAR Leadership Conference preparing for the following year's programs.

December 2018

- Attends the first Executive Committee meeting held in Columbus.

February 2019

- Completes personal visits to at least 25 percent of the Boards in their District by February 28. A report should be filed with OAR no later than March 10.
- Promote the OAR Spring Legislative Conference to Local Boards in their District with the goal of achieving at least 75 percent of the Boards in attendance at the Conference.

March 2019

- Complete visitations with at least 50 percent of the Boards in their District, filing a written report at the end of March.
- Continue to promote the OAR Spring Legislative Conference.
- Contact Local Boards within their District who have not yet reached 'paid-in-full' status with respect to membership dues.
- Designate a representative from within their District to serve on the REALTOR® of the Year Selection Committee.
- Attends the OAR Spring Legislative Conference, attends committee/forum meetings as assigned, and reports any recommendations to the Executive Committee upon request of the President. (typically held in April or May)

April 2019

- Complete visitations to boards within their District filing an updated, written report with the OAR office two weeks prior to the OAR Spring Conference.
- If serving as a NAR Director or NAR committee member, attend the NAR Midyear Legislative Meetings.
- Make follow-up calls, including personal visitations if necessary, to Local Boards within their District who face denial of Director voting privileges and possible charter revocation for nonpayment of dues.
- Assures that each Board in their District has at least one Director at the Board of Directors meeting.

June 2019

- Begin to promote the OAR Convention by coordinating Local Board publicity about the Convention, assuring that each Board at least includes promotion about the Convention in its periodical publications.

August 2019

- Promote the OAR Convention and assure that every Local Board President knows about and will participate in the Convention and meetings.

September 2019

- Upon request, attend a District Vice President evaluation session with Association officers to discuss the results of their year-to-date in office.
- Attends the OAR Convention, attends committee/forum meetings as assigned, and reports any recommendations to the Executive Committee upon request of the President.
- Assures that each Board in their District has at least one Director at the Board of Directors meeting.