**The Ohio 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 an Ohio REALTORS Director 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 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 Ohio REALTORS Conventions within the last three years.

**Duties - General**

* Serves as a member of the Executive Committee attending all regular and special meetings.
* Acts as liaison between the Local Boards and 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 Ohio REALTORS’ 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 (the year before takes office)**

* Attends the OHIO REALTORS Leadership Conference preparing for the following year’s programs.

**December (the year before takes office)**

* Attends the first Executive Committee meeting held in Columbus.

**February**

* Completes personal visits to at least 25 percent of the Boards in their District by February 28. A report should be filed with OHIO REALTORS no later than March 10.
* Promote the OHIO REALTORS 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**

* 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 OHIO REALTORS 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 OHIO REALTORS 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**

* Complete visitations to boards within their District filing an updated, written report with the OHIO REALTORS office two weeks prior to the OHIO REALTORS Spring Legislative 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**

* Begin to promote the OHIO REALTORS 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**

* Promote the OHIO REALTORS Convention and assure that every Local Board President knows about and will participate in the Convention and meetings.

**September**

* 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 OHIO REALTORS 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.