

EXECUTIVE VICE PRESIDENT

The Executive Vice President (EVP) serves as chief executive officer of the Council and is directly accountable to the Executive Committee for the effective conduct of Council affairs. The EVP recommends and participates in formulating the Council mission, goals, objectives and related policies. Within this framework, the EVP plans, organizes, coordinates, controls and directs Council staff, programs and activities, and Council financial resources. The EVP works closely with the Council President and elected leaders to ensure that the Council's goals are achieved. The EVP also serves as liaison to entities within the National Association of REALTORS® as well as to external organizations, representing Council interests and pursuing Council goals as appropriate.

Relationships

Officers: communicates routinely, providing appropriate detail on the status of Council goals and priorities; informs officers of problems, emerging issues and intended solutions; offers appropriate support to officers in fulfillment of their duties and responsibilities

Executive Committee: is directly accountable to the Executive Committee for management of the Council; is a partner in setting Council direction, goals and priorities and offering expertise in Council management, program development, etc.; sits as an ex-officio non-voting member of the Executive Committee

Governing Board: reports regularly on the status of the Council, implementation of policy, and the delivery of programs and services

Council Staff: is solely responsible for the hiring, firing, supervision and professional development of Council staff, providing direction and support in the fulfillment of their responsibilities

NAR: is an ex-officio, non-voting member of the NAR Board of Directors and the NAR Institute Advisory Committee, and participates in quarterly meetings of NAR and Affiliate CEOs.

External Organizations: represents the interests of the Council as appropriate in pursuing mutual goals

Key Responsibilities: The EVP performs the following with appropriate delegations and within the limits of Council charter, bylaws, Articles of Incorporation and policies established by the Governing Board.

Leadership Support

1. Provides full and complete information as required by the Executive Committee and Governing Board concerning the management of the Council and fulfillment of its goals and objectives, based on identified performance measures.
2. Supports and participates in the development of the Council Strategic Plan, and leads the development of a business plan to achieve Council goals and priorities.
3. Identifies, analyzes and ensures appropriate response to emerging issues that can influence Council success.
4. Coordinates communication among the Officers, Executive Committee and Governing Board to support fulfillment of their roles and responsibilities.

5. Maintains the Officer Operations Manual and works to foster an environment of collaboration and teamwork among the Officer team.
6. Plans, formulates, and recommends for the approval of the Governing Board policies and programs that will further Council objectives. Executes all decisions of the Governing Board.
7. Ensures necessary information, liaison and staff support to committee chairs to enable committees to effectively fulfill their charges.
8. Attends all meetings of the Governing Board and Executive Committee, and all official functions of the Council.
9. Maintains official minutes of the Governing Board, the Annual Business Meeting, the Executive Committee and other official meetings.
10. Carries out other specific responsibilities as officers and the governing board may specify.

Council Operations

1. Develops specific administrative procedures and programs to implement the policies of the Governing Board and to maintain oversight over Council programs & activities. Ensures compliance with & regular review of Council Bylaws.
2. Establishes and maintains a sound organizational and staffing structure for the headquarters office.
3. Recruits, hires, orients, trains and motivates Council staff, and maintains a competitive salary and benefits package. Clearly defines staff duties, establishes performance standards and conducts regular performance reviews. Actively supports staff professional development.
4. Negotiates and executes contracts and commitments as authorized by the Governing Board or within established policies including but not limited to the lease for office space and the financial services agreement with NAR.
5. Proposes an annual budget for approval by the Governing Board that reflects the goals and priorities of the Council Strategic Plan. Operates within and routinely monitors the status of the budget, reporting periodically to appropriate leadership.
6. Manages Council funds in various accounts and financial vehicles in accordance with approved investment policy.
7. Ensures that all funds, physical assets, and other Council property are appropriately managed and safeguarded.
8. Ensures effective and efficient systems are in place for management of information, Council finances, membership processing, communication, and human resources.

9. Provides for adequate recordkeeping and security for all files, legal and historical documents, and membership and mailing lists.
10. Ensures compliance with all legal and regulatory requirements for operation of the Council.

Council Programs and Services

1. Ensures development of Council programs, services and activities that meet members' needs. Promotes interest and participation in Council programs and activities.
2. Serves as publisher/supervising editor of Council publications.
3. Conducts research and related projects on subjects of importance to the membership, and prepares and publishes the results.
4. Oversees development of education programs to advance the professional, technical, and business skills of the membership, operating within the budget and program objectives approved by the Governing Board.
5. Oversees development and delivery of membership recruitment and retention programs, evaluates results, and recommends policies, procedures, and actions to achieve membership goals.
6. Directs the planning, promotion and delivery of national meetings and conferences.

External Relations

1. Becomes a member of the National Association of REALTORS® and by virtue of the position becomes a member of the NAR Institute Advisory Committee and a non-voting member of the NAR Board of Directors.
2. Develops and maintains effective relationships with other organizations as appropriate to further the purpose and objectives of the Council.