



2018 Corporate Secretary of the Northern Rhode Island Board of REALTORS®

Responsibilities include:

- Serving as a leader for the Board of Directors.
- Serving on our Executive Committee
- Serving on our Finance Committee (meets approximately 2 times per year).
- Attending Board of Directors' meeting (approximately 4 per year).
- Attending other Board meetings and events (i.e. Annual Meeting).
- Reviewing and approving annual budget.
- Reviewing and approving new members.
- Reviewing and approving Bylaw changes.
- Calling the roll and recording votes at Directors' meetings
- Ensuring that the minutes of all Directors' meetings are kept – review the minutes and initial them.
- Authorizing certain legal documents with official seal.
- Receiving and taking action on recommendations received from staff, committees and task forces.
- Working to ensure the Board is meeting its mission and goals and updating our Strategic Plan as required.
- Representing the Board in the REALTOR® community, the general public and the media.
- Becoming familiarized with the three levels of the REALTOR® organization and understanding our obligations as a member Board of the National Association of REALTORS®.
- May be considered for leadership positions at the Rhode Island Association of REALTORS® and Statewide Multiple Listing Service
- Agree to enforce the Bylaws of the Northern Rhode Island Board of REALTORS®, RI Association of REALTORS® and National Association of REALTORS®, the Code of Ethics and Professional Standards procedures of the National Association of REALTORS®.
- Agree to an annual Conflict of Interest Policy and disclose any personal conflicts of interest.
- Directors must agree to an annual Standards of Conduct Policy and must adhere to the highest levels of professionalism.
- Has a fiduciary duty to the Board and shall act at all times in the best interest of the Board and its members and the REALTOR® Association.
- Must be a member in good standing.