



NORTHERN RHODE ISLAND BOARD OF REALTORS®

TREASURER/CORPORATE SECRETARY: This individual shall ensure the fiscal affairs of the organization. This individual shall, also, have charge of the corporate seal and affix the name to all documents properly requiring such seal. They ensure the keeping of accurate records of the organization.

Specific Duties

- Ensures the Association maintains accurate financial records.
- Ensures financial policies are carried out, as set forth in the approved Financial Policies.
- Reviews Association expenditures and the financial status of the Association on a monthly basis.
- Ensures that the quarterly financial reports are submitted to the Board of Directors.
- Serves as Chairperson of the Finance Committee.
- Serves on the Executive Committee
- Works with the Chief Executive Officer in the preparation of the Annual Budget for acceptance by the Board of Directors, once approved by the Finance Committee.
- Represents the organization as assigned by the President.
- Supervises the taking of minutes at all Board of Directors Meetings.
- Supervises the taking of minutes at the Annual Meeting.
- Helps to ensure the Bylaws of the Associations are adhered to.
- Promotes active participation in the Association on the part of the Membership; serves as a Board ambassador.
- Reviews and acts on recommendations from committees, task forces, staff that advance the Board's mission and Strategic Plan goals.
- Adheres to the highest standards of professional conduct and the Code of Ethics of the National Association of REALTORS®.
- Becomes familiarized with the three levels of the REALTOR® organization and understands our obligations as a member Board of the National Association of REALTORS®.
- Has a duty of care, loyalty and obedience and shall act at all times in the best interest of the Board, its members, and the REALTOR® Association. This duty of care includes preparing in advance of meetings, including reviewing documents prior to meetings. These documents are confidential and may not be shared or distributed.
- May be considered for leadership positions at the Rhode Island Association of REALTORS® and Statewide Multiple Listing Service.
- Attends Leadership Development Sessions, as scheduled.
- Must be members in good standing and sign the volunteer leadership agreement.