

POLICY 3: GOVERNANCE PROCESS
3-5 OFFICER DIRECTOR ROLES

The Board exercises its authority as a total group, not as individuals. In limited cases, the Board will grant authority to individuals other than its CEO. The only continuing instance of such non-CEO delegation is to Board Officers. Board Officer position descriptions are defined in 3-5 Appendix #1 through 5:

1. President: The integrity of Board process.
2. President-Elect: The systematic evaluation of Board (not CEO) performance and forward continuity of excellence in Board process.
3. Secretary/Treasurer: The security and return of and on long-term reserves. Monitoring of financial budgeting and planning.
4. Secretary/Treasurer-Elect: The security and return of and on long-term reserves. Monitoring of financial budgeting and planning.
5. Director: Voting member of the policy-making Board; elected by REALTOR® peers for a three-year term.

OFFICER AND DIRECTOR ROLES
APPENDIX #1 TO 3-5
President Position Description

The President shall:

1. Provide leadership in the promulgation and compliance of MIBOR's Results and Priorities as stated in 1-1.
2. Appoint chairs and members of those committees and task forces reporting to the Board.
3. Be an ex-officio member of all Board committees or task forces as provided in MIBOR's By-Laws.
4. Plan for and preside at all meetings of the Board and general membership.
5. Regularly meet with the CEO to discuss issues relevant to MIBOR and plan the agendas for all Board and general membership meetings.
6. Meet with the Marketing Divisions, Institutes, Councils, and Societies when necessary and possible to represent MIBOR.
7. Meet periodically with the leadership of government and allied organizations to discuss problems or solutions of common interest to the MIBOR region, the State of Indiana, and the real estate industry as it relates to public policy.
8. Represent MIBOR at all IAR and NAR meetings.
9. Sign any official documents as required.
10. Serve as the chief spokesperson for MIBOR.
11. Counsel the CEO on performance on behalf of the Board and/or the Personnel Committee.
12. Guide the Board in self-evaluation of the governance policy process on a regular basis.

OFFICER AND DIRECTOR ROLES
APPENDIX #2 TO 3-5
President-Elect Position Description

In the absence of the President, the President-Elect shall perform the duties of the President.

The President-Elect shall also:

1. Attend all meetings of the Board.
2. When called upon by the President or CEO, represent MIBOR.
3. During his/her year, begin planning with the CEO for the coming year as President.
4. Attend MIBOR committee and/or task force meetings when possible so as to be informed on the issues and programs.
5. Serve as a member of the MPAC Trustees and Personnel Committee.
6. Serve as NAR Director and attend NAR directors' meeting.
7. Stay abreast of IAR issues.
8. Regularly meet with the President and CEO to discuss issues relevant to MIBOR and participate in the selection of Board committees/task forces and their leadership.
9. Monitor the policy governance process in the Board meetings, e.g., serve in the role of parliamentarian.

OFFICER AND DIRECTOR ROLES
APPENDIX #3 TO 3-5

In the absence of the President and the President-Elect, the Secretary/Treasurer shall perform the duties of the President.

The Secretary/Treasurer shall also:

1. Attend all meetings of the Board.
2. Serve as the chair of the Finance Committee.
3. Work closely with the CEO and staff to help ensure accurate accounting of all funds, securities, and assets.
4. Review and present to the Board for approval the quarterly financial statements.
5. Sign any official contracts or instruments which the Board has authorized to be executed.
6. Attend MIBOR meetings to keep informed on issues and programs of MIBOR.
7. Attend all IAR and NAR meetings.
8. Perform other duties as required by the Board or as requested by the President.

OFFICER AND DIRECTOR ROLES
APPENDIX #4 TO 3-5

In the absence of the President, the President-Elect, and the Secretary/Treasurer, the Secretary/Treasurer-Elect shall perform the duties of the President.

The Secretary/Treasurer-Elect shall also:

1. Attend all meetings of the Board.
2. Serve as the Vice-Chair of the Board's Finance Committee.
3. Work closely with the CEO and staff to help ensure accurate accounting of all funds, securities, and assets.
4. Attend MIBOR meetings to keep informed on issues and programs of MIBOR.
5. Attend all IAR and NAR meetings.
6. Be available to sign documents and checks as back up to Secretary/Treasurer.
7. Perform other duties as required by the Board or as requested by the President or Secretary/Treasurer.

OFFICER AND DIRECTOR ROLES

APPENDIX #5 TO 3-5

This job description is intended to inform Directors and Director Candidates of the responsibilities associated with being a Director of MIBOR.

This is a proactive Board whose mission is to provide a professional, supportive environment for MIBOR members. As a Director your participation is needed to fully support the vision, mission, goals and overall work of the Board.

This will be accomplished through the strategies identified in MIBOR's strategic plan.

The role of the Board includes:

1. Setting overall direction of MIBOR through development of a strategic direction (plan).
2. Developing organizational goals and objectives.
3. Setting MIBOR policy.
4. Evaluating and monitoring results or outcomes ascribed in the strategic direction.

Each Director is expected to:

1. Attend annual new director orientation.
2. Attend all Board meetings unless excused by the President.
3. Agree to serve on a task force as appointed by the President.
4. Attend all Division meetings within their district and other MIBOR meetings as scheduled, unless excused by the President.
5. Attend MIBOR meetings to keep informed on the issues and programs of MIBOR.
6. Attend the annual planning retreat, unless excused by the President.
7. Attend the President's Ball.
8. Actively participate in MIBOR-sponsored activities.
9. Participate in public and governmental activities on behalf of MIBOR.

10. Attend at least one NAR business meeting or “specialty” business meeting (at President’s discretion) per year.
11. Support RPAC by contributing a minimum of \$99 per year.
12. Support REALTOR® Foundation mission and its activities.