

## **LEADERSHIP JOB DESCRIPTION**

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**POSITION TITLE:**        *MCAR Director*

### **POSITION DESCRIPTION:**

*Directors, inclusive of Officers, serve as the governing body of the Association, and as such, are responsible for establishing and maintaining the business model for the daily management of the affairs of the Association and the conformance with MCAR bylaws. The Board of Directors is empowered with full authority to speak for the Association on matters of policy and public concern and to contract for such services and facilities, as the Association requires, including the employment of an Association Executive. In addition, the Board of Directors acts to maintain the integrity of the governing body by establishing internal systems for future leadership recruitment.*

### **RESPONSIBILITIES:**

- Attend all meetings of the Board of Directors and General Membership.  
*NOTE: Per MCAR bylaws, absence from a total of three (3) regular Board of Directors meetings, unless excused by the Board of Directors, in any calendar year shall be deemed to be a resignation and without further action by the Association, the position and office, if any, shall be vacant.*
- Review all materials relative to specific action requirements within appropriate timeframes.
- Providing the possibility exists, Directors are encouraged to contribute an annual RPAC contribution of a minimum of \$200 (Capitol Club) per annum.
- Maintain open dialogue between the general membership and the governing body in an effort to foster strong communication and camaraderie.
- Take action in the best interest of the general membership, sometimes to the sacrifice of personal agendas.
- Keep abreast of current industry trends that may impact fellow members and provide proactive direction relative to those trends.
- Conduct all business dealings in a professional, ethical manner – within proper protocol and in full accordance with the National Association of REALTORS® Code of Ethics.
- Maintain professional appearance and decorum when representing MCAR at meetings or events. “Smart Casual” is deemed appropriate dress, prohibitive of jeans, sneakers, sweats and revealing or suggestive attire.
- Ensure the Association’s financial viability.
- Determine the Association’s strategic direction.
- Ensure consumers as well as members are being well served.
- Assume typical fiduciary responsibilities.
- Identify future qualified leaders to ensure continued growth, development and well-balanced member representation.
- Act as a mentor for new incoming leadership as may be requested.
- Maintain complete confidentiality as it may apply to sensitive issues addressed by Leadership.