

LEADERSHIP JOB DESCRIPTION

POSITION TITLE: *PAR Director/Alternate*

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PAR Directors represent the voice of the Montgomery County Association of REALTORS® at the State Association level. PAR Directors are empowered with full authority to speak for the Association on matters of policy and public concern, and to facilitate such action that is consistent with MCAR strategy and philosophy.

RESPONSIBILITIES:

- Attend all meetings of the PAR Board of Directors in accordance with PAR rules and regulations regarding meeting attendance, and as applicable, any forums, caucuses, committee meetings that may apply, or be specifically requested by the President.
- 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 \$99 per annum.
- Maintain open dialogue with MCAR governing body in order to make an informed business decision if and when called upon to do so.
- 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.
- Submit expense reimbursement reports in accordance with MCAR policy and procedure.
- Conduct all business dealings in a manner as dictated by the National Association of REALTORS® Code of Ethics.
- Maintain proper decorum and appearance as an industry professional.
- Identify future candidates for PAR Leadership.

- Act as a mentor for new incoming PAR leadership as may be requested.