

## LEADERSHIP JOB DESCRIPTION

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**POSITION TITLE:** *MCAR President*

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Serves as the Chief Elected Officer of the Association. Oversees the affairs of the Association with the assistance of other elected Officers and staff. Presides at all meetings of the Association, including the Board of Directors, between the sessions of which he/she represents the Association and acts in its name, subject to declared policy. Appoints all committees, serves as an ex-officio member of all committees, and shall perform all duties usual to such office.

**RESPONSIBILITIES:**

Within the limits of the charter and bylaws of the Association and policies established by the Board of Directors, the chief elected Officer, with appropriate delegations:

- Lead the Board of Directors in determining the association's vision and strategic outcomes.
- In concert with the Association Executive, determines the substance of the agenda for meetings of the Board of Directors.
- Lead the association in an ongoing analysis that envisions, identifies, and implements strategic initiatives based on member needs.
- Selects Chairmen for all Association committees and task forces. Outlines the purposes and duties of the committees and monitors their progress.
- Support and promote the association's political awareness and fundraising plan as a significant component of the organization's activities.
- Keeps the membership and the Board of Directors informed on the conditions and operations of the Association and the real estate industry, and encourages their involvement in the Association.
- Serves as spokesperson for the Association in conjunction with the Association Executive.
- Oversees the development of the annual budget as developed by staff and the finance committee for subsequent approval by the Board of Directors.
- Directs the Board of Directors in formulating policies and programs that will further the goals and objectives of the Association.
- Assumes a visible leadership role at association networking and social functions.
- Undertakes all other responsibilities as detailed of an MCAR Director.