

ORGANIZATIONAL STRUCTURE & POSITION
DESCRIPTIONS POLICY

Definition: The Bullhead City/Mohave Valley Association of REALTORS® is hereinafter known as the “Association.”

Policy 1 – Board of Directors

- (A) The Board of Directors is responsible for the general overall management of Association affairs and business directives; however, it is not responsible for day-to-day operations. Daily operations and staff management are the sole responsibility of the Chief Staff Executive.
- (B) The Board of Directors is charged with the following: set Association policy, mission, vision and direction in terms of financial objectives and monitors the progress of such objectives; evaluate and approve programs and activities of the Association; guide general operation of the Association; plan future direction of the Association; approve the annual budget of the Association.
- (C) The Board of Directors appoints and subsequently provides direction and instruction to Association Committees and Other Bodies.
- (D) The responsibilities of each member of the Board of Directors include:
 - (a) Attending meetings of the Board of Directors as scheduled.
 - (b) Attending all events and functions of the Association.
 - (c) Complying with and enforcing the Association bylaws, policies and procedures.
 - (d) Representing the Association in a professional and ethical manner at all times.
- (E) **Meetings**
 - (a) The Board of Directors meets monthly or as needed.
 - (b) The Board of Directors general meetings are open to any Association REALTOR® Member in good standing. Anyone other than an Association REALTOR® Member wishing to appear in front of the Board must submit a request to the Chief Staff Executive for consideration by the President or Board of Directors.
 - (c) All requests for Board of Directors agenda items must be submitted in writing to the Chief Staff Executive a minimum of 10 (ten) business days prior to the next scheduled meeting of the Board of Directors for inclusion consideration or delegation to the appropriate body.

Bullhead City / Mohave Valley Association of REALTORS®

- (d)** The Board of Directors holds a planning session prior to December 1 of each year to determine the goals and objectives of the upcoming fiscal year.

(F) Executive Session

- (a)** The participants of an Executive Session are limited to the voting members of the Board of Directors. The President, with the unanimous approval of the Board of Directors, may request the presence of individual(s) or Association Member(s) in addition to the Board of Directors.

- (b)** Any/All participants of an Executive Session are bound to the confidentiality of the Session. Any participant who violates the confidentiality of an Executive Session is subject to discipline as determined by the Board of Directors. If confidentiality is violated by a member of the Board of Directors, the Board Member may be subject to removal from the Board in accordance with the Association bylaws.

- (G)** The voting members of the Board of Directors consist of a President, President-Elect, Treasurer, Vice President, Secretary, Past President and six Directors. The Chief Staff Executive is an ex-officio member of the Board of Directors.

(H) Duties of Officers:

(a) President:

- Presides over the Board of Directors and Executive Committee meetings.
- Serves as the authorized spokesperson of the Board and Association.
- Appoints Committee Chairs for the year of their term as President.
- Is an ex-officio member of all Committees and Other Bodies.
- Serves as a signatory on Association accounts.
- Represents or appoints representation of the Association at state and national Association meetings and conferences as determined by the annual budget.

(b) President-Elect:

- Assumes duties and responsibilities of President when needed.
- Serves on the Executive Committee.
- Serves as a signatory on Association accounts.
- Represents the Association at state and national Association meetings and conferences as determined by the annual budget.

(c) Treasurer:

- Serves on the Executive Committee.
- Chair of the Finance Committee.

Bullhead City / Mohave Valley Association of REALTORS®

- Reviews the Association financial statements to ensure compliance with the current Financial Policy of the Association.
- Presents the Financial Report at the Board of Directors meetings.
- Serves as a signatory on Association accounts.
- Represents the Association at state and national Association meetings and conferences as determined by the annual budget.

(d) Vice President:

- Serves on the Executive Committee.
- Assumes the duties of the President-Elect should the office become vacant during the election year in accordance with Article XI, Section 7a of the Association bylaws.
- Represents the Association at state and national Association meetings and conferences as determined by the annual budget.

(e) Secretary:

- Serves on the Executive Committee.
- Represents the Association at state and national Association meetings and conferences as determined by the annual budget.

(I) Duties of Directors

(a) Minimum characteristics required to serve:

- a. Respect and visibility
- b. Insight and intelligence
- c. Talents and experience complimenting the current Board
- d. Courage of one's convictions; humility
- e. The ability to be a team player; including the support of Board decisions, association staff and association policy.
- f. Time to serve – including but not limited to Board meetings, association functions and other out-of-meeting association-oriented duties.
- g. A willingness to serve the association – not use it.

(b) Basic Functions:

- a. Actively participate in the work of the Board of Directors
- b. Focus on the best interest of the Association rather than personal interests or agendas or the interests or agendas of a particular company, member or demographic.
- c. Support the Association in all its goals, activities and functions.

(J) Responsibilities of all Officers and Directors:

- (a)** Attend all Board of Director meetings to weigh all recommendations to the Board from operating committees and to vote on those recommendations in the best interest of all association members.

Bullhead City / Mohave Valley Association of REALTORS®

- (b)** Set aside the allotted amount of time to adequately give the proper attention each meeting deserves.
 - (c)** Adequately prepare for each meeting by reading through material sent prior to the meeting and becoming knowledgeable on all issues to be discussed.
 - (d)** Refrain from doing the work of the committees.
 - (e)** Consider and vote on all matters pertaining to upholding the bylaws of the association and to vote on issues concerning the welfare of all members.
 - (f)** Keep all confidential information confidential.
 - (g)** Know and uphold the Code of Ethics and is up to date on arbitration issues.
 - (h)** Understand how to read the budget of the association and asks questions if necessary.
 - (i)** Know and see the big picture – how the Bullhead Association fits in with AAR, NAR and the changing real estate environment.
 - (j)** Read and understand the Bylaws and Policies of the Association
 - (k)** When applicable, perform the duty of Committee Liaison as outlined.
- (K) Board of Directors Committee Liaisons:** at the start of each elective year the Board of Directors will select one of their own to act as liaisons to each of the Standing Committees of the Association. By doing so, each Standing Committee will have a direct line of contact to the Board of Directors and the Board of Directors will have a direct line of contact to each Standing Committee. It is recommended that the Board of Directors Liaison is not the Chair of the committee, with the exception of the Executive Committee for which the President is the Chair and Liaison and the Finance Committee for which the Treasurer is the Chair and Liaison.
- (a) Position Responsibilities:** In addition to being held to the Committee Member responsibilities as outlined in this policy (2Ab), the Board of Directors Liaison position also holds the following responsibilities:
 - (a)** Report monthly to the Board of Directors on the progress of the Committee's tasks and goals for the year as prescribed by the Board of Directors.
 - (b)** Provide to the Board of Directors the reasoning and/or supporting documentation for any requests or recommendations from the Committee.
 - (c)** Ensure, in conjunction with the Committee Chair, the Committee is functioning within the guidelines of the tasks and goals prescribed by the Board of Directors as well as the stated Purpose of the committee as outlined in this Policy.
 - (d)** Provide to the Committee any feedback or additional tasks or goals as prescribed by the Board of Directors.
 - (b) Selection of the Liaisons:**
 - (a)** The President is the Board of Directors Liaison to the Executive Committee.

Bullhead City / Mohave Valley Association of REALTORS®

- (b)** The Treasurer is the Board of Directors Liaison to the Finance Committee.
- (c)** The Board of Directors shall select, from their own, Board of Directors Liaisons to the Member Services Committee, Government Affairs Committee, Commercial Council and the Affiliate Council.

(L) Duties of the Chief Staff Executive

- (a)** Responsible to the Board of Directors for the effective conduct of Association affairs
- (b)** Lead the staff in accomplishing the work of the Association
- (c)** Solely responsible for the Association staff: including managing, hiring, firing, promoting, disciplining, rewarding and evaluating; assigning, coordinating and delegating duties, responsibilities, activities and authority.
- (d)** Support Committees, Councils, Task Forces and other Association volunteer efforts by, when necessary: allocating resources and assigning staff, developing agendas, providing information, recording meetings and implementing decisions.
- (e)** Report and be accountable for the Association's finances, programs and functions.
- (f)** Initiate policy recommendations for Board of Directors approval
- (g)** Direct budget preparation
- (h)** Work closely with Association Leadership to carry out the goals of the Association and execution of the Strategic Plan
- (i)** Professionally represent the Association at local, state and national functions
- (j)** Professionally represent the Association to the public, governmental agencies and members
- (k)** Management of the day-to-day business and operations of the Association

Policy 2 – Standing Committees

(A) Committee Position Descriptions: Each standing committee of the Association will have a Chair, a Board of Directors Liaison, a Staff Liaison and a minimum of three Committee Members. The Board of Directors must approve individuals appointed as Chair of any committee, with the exception of the Finance Committee and Executive Committee which are automatically the responsibilities of the Treasurer and President, respectively. The Committee Chair position is a 1-year commitment. If at any point during the year the Chair position becomes vacant, the new Chair is appointed by a simple majority vote of the Board of Directors.

- (a) Committee Chair Position Description:** the Chair guides the committee in its work as outlined by the scope of work and charge from the Board of Directors. The responsibilities of the Chair are:
 - a. With the association staff, develops a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year.

Bullhead City / Mohave Valley Association of REALTORS®

- b. With the staff liaison, develops meeting agendas.
- c. Conducts committee meetings, voting only to break a tie; keeps control of meetings while allowing all members to make decisions.
- d. Works with staff liaison to ensure that the work of the committee is being carried out between meetings.
- e. When necessary, reports to the Board of Directors on committee requests, proposals and goal or task status.
- f. Attends all committee meetings.
- g. Where appropriate, guides the committee in proposing to the Board of Directors products, programs and services which will further the goals and objectives of the association, ensuring such proposals are within the scope of the committee objective as prescribed by the Board of Directors.
- h. Is sufficiently informed to interact knowledgeably with committee members and association staff.
- i. Supports and attends association functions.
- j. Communicates effectively with the staff liaison, ensuring the staff liaison is fully informed of all committee activities and communications.
- k. Refrains from any discussions or activities which are in violation of antitrust laws and/or the Association's Antitrust Policy.

- (b) Committee Member Position Description:** the Members report to the Committee Chair; actively participating in Committee activities, providing thoughtful input to the deliberations of the committee. The Members focus on fulfilling the committee goals in an unbiased nature and for the best interests of the association and the committee rather than on personal or constituent interests. The responsibilities of the Committee Member are:
- a. Attends committee meetings.
 - b. Reviews all relevant material before committee meetings; makes contributions and voices objective opinions on issues.
 - c. Carries out individual tasks as may be assigned by Committee Chair.
 - d. Works in a team-like fashion with committee members and association staff to ensure the committee proposes programs, products and services which are within the scope of the goals and tasks as prescribed by the Board of Directors.
 - e. Represents the committee in meetings of other association groups.
 - f. Refrains from any discussions or activities which are in violation of antitrust laws and/or the Association's Antitrust Policy.

- (c) Staff Liaison Position Description:** the Staff Liaison serves as an informed resource to their assigned committee(s) Chair and Members; assists the Chair in facilitating committee discussions and activities and ensuring committee work is consistent with the purpose and goals of the committee. The Staff Liaison is assigned at the sole discretion of the Chief Staff Executive. The responsibilities of the Staff Liaison are:

Bullhead City / Mohave Valley Association of REALTORS®

- a. Acts in an appropriate capacity with the committee, keeping in mind that too much of a staff role may stifle the committee just as too little of a staff role may permit drifting from the purpose and goals of the committee; the liaison is a valuable resource to the committee, not simply a recording secretary.
- b. Familiar with the stated purpose of the committee and the goals as prescribed by the Board of Directors.
- c. Familiar with all aspects of the committee work, including the scope and subjects under discussion and association policies related to the committee's work.
- d. Provides thorough orientation for each new committee Chair; assists the Chair in providing thorough orientation for new and continuing committee Members each year.
- e. Works with the Chair to develop a plan of action which will allow the committee to effectively and efficiently achieve the goals or complete the tasks as prescribed by the Board of Directors for the year.
- f. Works with the Chair to develop agendas and conduct effective meetings.
- g. Provides administrative support for planning and execution of all committee meetings; drafts meeting minutes and/or reports of meetings for committee approval; responsible for committee meeting notices via email as well as the dissemination of appropriate meeting documentation.
- h. Facilitates communication of committee activities, including requests for action and/or proposed policies, to the Chief Staff Executive.
- i. Assists the committee, when appropriate, in proposing products, programs and services, within the scope of the committees focus, which will further the goals and objectives of the association.

(B) Committee Meeting Quorum

For the purposes of conducting official business of the committee, including the approval of committee appointed tasks or decisions, or the ability to make a formal recommendation or request to the Board, a quorum consists of no fewer than two committee members to be present in addition to the committee Chair. The only exception is allowing a formal request that the Board address the committee's consistent issues with satisfying the quorum requirement to conduct business.

(A) Executive Committee Description

- (a) The Chair is the current Association President; The President-Elect, Treasurer, Vice President, Secretary and Past President are the only other members of the committee with the exception of the Chief Staff Executive, who is an ex-officio member.
- (b) The Committee meets as needed.

Bullhead City / Mohave Valley Association of REALTORS®

- (c) The Purpose of the Committee is to oversee the affairs of the Association within the parameters stated by the Association bylaws, policies and procedures. The Committee is responsible for the annual evaluation of the Chief Staff Executive.

(B) Finance Committee Description

- (a) The Chair is the current Association Treasurer; The President, President-Elect, Vice President, Secretary and Past President are automatically members of the Committee; All other Committee Members must be members of the Association in good standing.
- (b) The Committee meets monthly, via email or as needed.
- (c) The Purpose of the Committee is to review the Association financials on a minimum of a monthly basis. The Committee is charged with developing and recommending the annual budget to the Board of Directors. The Committee is responsible to identify or review any variance in the annual budget and present any such variance to the Board of Directors.

(C) Governmental Affairs Committee Description

- (a) The Chair is appointed by the President; Committee Members must be members of the Association in good standing.
- (b) The Committee meets monthly or as needed.
- (c) The Purpose of the Committee is to monitor and identify local and/or regional issues that may affect the Association, its members, or the real estate industry. The Committee identifies local and/or regional legislative issues and/or individuals that align with the sympathies and interests of the Association. The Committee actively participates in promoting to the Association membership the importance of political involvement and RAPAC contributions. The Committee participates in "Calls to Action" as requested by the National Association of REALTORS® and/or the Arizona Association of REALTORS®. No action shall be taken by the Committee without approval of the Board of Directors and any action must be in compliance with Association policy. Committee members are encouraged to participate in local legislative and civic organizations to increase public awareness and liaise between the Association and the organization. The Committee operates within the budgeted parameters as provided annually by the Board of Directors.

(D) Member Services Committee Description

Bullhead City / Mohave Valley Association of REALTORS®

- (a)** The Chair is appointed by the President; Committee Members must be members of the Association in good standing.
- (b)** The Committee meets monthly or as needed.
- (c)** The Purpose of the Committee is to develop and coordinate the tangible and intangible benefits of Association membership. The Committee continually reviews Association services and programs to ensure efficiency, effectiveness and necessity. The Committee actively participates in the promotion of Association programs and services through communication with the membership and other interested parties as deemed appropriate. The Committee operates within the budgeted parameters as provided annually by the Board of Directors to ensure costs do not exceed revenue from services and programs provided.

Policy 3 – Other Bodies

(A) Affiliate Council

- (a)** The Chair is recommended by the Council with final approval by majority vote of the Board of Directors; Council Members must be Association Affiliate Members or representatives of Association Affiliate Member Offices in good standing.
- (b)** The Council meets monthly or as needed.
- (c)** The Purpose of the Council is to support the Association membership through involvement in and development of Association activities and events as approved by the Board of Directors.

(B) BREDA (Bullhead Regional Economic Development Authority)

- (a)** The Board of Directors, in conjunction with the annual budget, may elect to “purchase” invest in a position with BREDA.
- (b)** The Board of Directors, by majority vote, will appoint an individual one of their own for the position based upon the following requirements:
 - Must be a REALTOR® Member of the Association in good standing
 - Must be willing and able to commit to attending all BREDA meetings, acting and/or speaking on behalf of the best interest of the Association rather than personal interests or agendas or the interests or agendas of a particular company, member or demographic.

Bullhead City / Mohave Valley Association of REALTORS®

- Must be a Member of the Government Affairs Committee and Commercial Council but may only serve as the Board of Directors Liaison for one body, if necessary.
- Must provide a monthly report to the Board of Directors

(C) Commercial Council

- (a) The Chair is appointed by a majority vote of the Board of Directors; Council Members must be members of the association in good standing.
- (b) The Council meets monthly or as needed.
- (c) The Purpose of the Council is to support the Association's commercial practitioner membership and to provide a source for information exchange, education, networking and commercial community involvement in our area.

(D) Education Council

- (a) The Chair is appointed by a majority vote of the Board of Directors; Council Members must be members of the association in good standing.
- (b) The Council meets monthly or as needed.
- (c) The Purpose of the Council is to work with the Association Staff in the determination of the educational offerings scheduled by the Association within the budgeted parameters as provided annually by the Board of Directors. Council members support the Association's educational offerings through course attendance and program promotion within the membership and other interested parties as deemed appropriate.

(C) Focus Groups

- (a) The Board of Directors may develop Focus Groups as necessary to attain feedback and/or guidance on topics, events or issues.
- (b) Focus Groups shall be held as needed and include an appropriate demographic pertaining to the discussion topic.

(D) Grievance & Professional Standards

- (a) The Association participates in the formation and maintenance of the Region 1 Grievance and Professional Standards Committee Agreement as administered by the Arizona Association of REALTORS® (AAR).

Bullhead City / Mohave Valley Association of REALTORS®

- (b)** The Association shall allow for members to volunteer to participate in the program according to the standards as determined by AAR.
- (c)** Reimbursement for expenses incurred by participating members shall be in accordance with the current Association Travel & Expense Reimbursement Policy.

(E) Task Forces

- (a)** The Board of Directors may appoint a Task Force to address a specific topic, event or issue.
- (b)** Task Forces shall consist of no more than five Members in good standing.
- (c)** The Board of Directors shall provide each Task Force with a specific directive and timeline for completion.

(F) Tour of Homes

- (a)** The Board of Directors shall appoint a REALTOR® Member in good standing to serve as the Leader for each Tour.

(G) User Group Forum

- (a)** Three Forum Panelists are appointed by majority vote of the Board of Directors and serve as representatives of the Association on the regional MLS Service Committee. The Panelists serve as the moderators for the User Group meetings. The Forum is open to any Association Member in good standing; all Association Members are encouraged to attend.
- (b)** The User Group Forum meets regularly at the Association Office at 9:00am on the first Wednesday of each month. If the meeting date falls on a day the Association Office is closed, the meeting shall be held the following Wednesday.
- (c)** The purpose of the Forum is to address the MLS issues, questions and concerns of the Association members and submit recommendations to the regional Service Committee for possible implementation.
 - (i)** The process for Members to submit issues, questions and/or concerns is as follows:
 - 1.** Topics/issues must be submitted in writing to the Association Office a minimum of seven calendar days prior to the next User Group Forum. This allows the Panelists to review and research the items prior to the next Forum.

Bullhead City / Mohave Valley Association of REALTORS®

2. Members who submit topics/issues are asked to provide their own solution, if applicable. This may assist the Panelists in understanding the reasoning behind the request; therefore, allowing for more accurate research.
3. Members who submit topics/issues are asked to attend the next Forum to participate in the discussion and provide additional reasoning to other participants if necessary.
4. Topics/issues submitted in advance will be addressed first. Topics/issues brought up for the first time in a Forum discussion will only be addressed at that Forum if time permits; otherwise, the topic/issue will be submitted for the next Forum.

(H) WARDEX Board of Directors

- (a) The Association is a primary shareholder in the Western Arizona REALTOR® Data Exchange (WARDEX) and holds three seats on the WARDEX Board of Directors.
- (b) The Director positions are staggered two-year terms.
- (c) The Association's Board of Directors, by majority vote, shall appoint REALTOR® Member(s) in good standing to fill the positions as necessary and in accordance with the WARDEX bylaws. The appointment(s) shall be made by November 1 of each year.