

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.

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- (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.
- Reviews the Association financial statements to ensure compliance with the current Financial Policy of the Association.

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- 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.

Policy 2 – Standing Committees

(A) Executive

- (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.
- (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

- (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

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is responsible to identify or review any variance in the annual budget and present any such variance to the Board of Directors.

(C) Government Affairs

- (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

- (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, in conjunction with Association staff, determines the educational offerings scheduled by the Association. 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

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(A) Affiliate Council

- (a)** The Chair is recommended by the Council with final approval by majority vote of the Board of Directors; Committee 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” a position with BREDA.
- (b)** The Board of Directors, by majority vote, will appoint an individual 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
 - Must be a Member of the Government Affairs Committee
 - Must provide a monthly report to the Board of Directors

(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).
- (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.

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(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.
 - 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.

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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.