

Duties of President-Elect

1. Complete all job duties of a Director on the MOAR Board of Directors per the [MOAR Board of Directors Commitment to Serve](#).
2. In the absence of the President, the President-elect shall perform the duties of the President. It shall be the duty of the President-Elect to serve as an advisor to and observer of the President of the Association, and the President-Elect shall take an active part in the decision-making process of the Association, and shall perform such duties as may be assigned by the President.
3. The President-Elect shall serve on the Executive Committee.
 - a. The President, President-Elect, Treasurer and Immediate Past President shall constitute the Executive Committee, whose duty it shall be to act for the Directors in matters referred to it, and for the Directors in the interim between Directors' meetings. The Executive Committee shall report to the Board of Directors with recommendations being made by said committee. The President shall act as chairman of the Executive Committee.
 - i. This committee is involved with budgeting. The CEO will meet with the Executive Committee to review the drafted budget (typically in October) and then the committee recommends a proposed budget to the Board of Directors and will decide on any salary adjustments/bonuses for staff that should be included. It is then voted on by the Board of Directors.
4. The President-Elect shall serve on the Nominating Committee.
 - a. At least one month before the annual meeting, a nominating committee of five REALTOR® members shall be President Elect and one shall be President. The other three members shall be comprised of the remaining geographical areas. The Nominating Committee shall select at least one candidate for each office and at least one candidate for each place to be filled on the Board of Directors. The report of the Nominating Committee shall be conveyed to each Member eligible to vote at least one (1) week preceding the election by electronic transmission and/or may be posted on the MOAR website. Additional candidates for the offices to be filled may be placed in nomination by a petition signed by at least five percent (5%) of the Members eligible to vote.
5. Starting in August of your year as President-elect, you will be a part of the agenda review meeting for the normal Board of Director meetings (a short meeting that can be completed via Zoom, typically taking place Monday of the last week of the month. The CEO will provide the draft for review.
6. Attend all meetings listed under the title of "President-Elect" in the [MOAR Fiscal Integrity Policy](#). *Note that some of these are OPTIONAL.
7. Any other duties as spelled out in the Bylaws of the [Midwestern Ohio Association of REALTORS®](#).