

## Duties of the Vice President

### **All candidates for NDAR positions must meet the following criteria:**

- At least three years as an NDAR member and current member
- Licensed as a Broker, sales person or appraiser
- No license law violation
- Demonstrated leadership in one or more of the following:
  - prior or current director or officer of a local association
  - prior or current president of an NDAR affiliated institute or society at the state level
  - demonstration of participation in NDAR

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It is the duty of the Vice President to perform such duties as may be specified by the President or the Board of Directors.

### **The Vice President Shall:**

1. Serve as a member of the Executive Committee.
2. Serve as a Director of the North Dakota Association of REALTORS®.
3. In the absence of the President and President-Elect, assume responsibility of the North Dakota Association of REALTORS®.

### **Representative To the President:**

On many occasions, the Vice President will be called on by the President to represent the Association at important meetings, luncheons, dinners and business sessions where representation from the Association is deemed appropriate.

### **Team Effort:**

The office of the Vice President provides an excellent opportunity to train for the Presidency. He/She is a member of the Executive Committee and is involved at all levels of the decision-making process which provides excellent training for the following year.

The Vice President will serve as the Director Liaison for the RPAC Fundraising Task Force and Gov't Affairs Committee. (subject to change)

### **National Level:**

The Vice President will be requested to attend the NAR Small State Sub-Forum of which the President and AE are automatic members. In addition to this, the Vice President is requested to apply for a NAR Committee.

The Vice President will be encouraged to attend all National meetings during the term of office – Mid-Year Meetings and Annual Convention; as well as any special called meetings.

### **Financial Assistance from NDAR:** \*(amounts are reflective of current budget and are subject to change each year)

- Up to \$2924 including registration for Midyear Meetings in Washington, DC in May or as budgeted
- Up to \$3544 including registration for National Convention in November or as budgeted
- Up to \$300 for each NDAR Board of Directors meetings held in a location other than your own Local Board.
- Up to \$400 for REALTOR® Convention of the Dakotas
- Expenses for Region 8 Meeting

### **\*Expense Policy:**

Any National travel expenses for the Vice President are allocated in detail in the annual budget of NDAR. The amounts may vary each year. Accounting for expenses must be submitted on a prescribed form available from staff. A written report must be submitted to NDAR within 30 days of travel.