



North Dakota Association of REALTORS®

## Duties of the President Elect

### **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 President Elect to perform such duties as may be specified by the President or the Board of Directors. In the absence of the President, he/she shall serve in the capacity of Acting President.

### **Representatives To The President:**

On many occasions, the President Elect 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 President Elect 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. During the President Elect's year in office, he/she should make plans for the following year when he/she will assume the leadership of the Association.

Committee Chairs must be selected prior to the convention date so that committee appointments and the general direction of the Association as outlined in the Strategic Planning can be implemented following the annual convention, and so that proper leadership training sessions can be conducted for those persons selected to lead the Association during the following year.

The President Elect will serve as Director Liaison for the Professional Development (Education) Committee and the Communications Committee. (subject to change)

### **National Level:**

The President Elect 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 President-Elect is requested to apply for a NAR Committee.

The President-Elect 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 set amount including registration for Midyear Meetings in Washington, DC in May or as budgeted
- Expenses for NAR Leadership Meetings in Chicago in August or as budgeted
- Up to set amount 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 or as budgeted.
- Up to \$400 for REALTOR® Convention of the Dakotas or as budgeted
- Expenses for Region 8 Meeting

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

Any National travel expenses for the President-Elect 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.

(updated 2024)