

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, salesperson 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

Vice President Roles & Responsibility:

1. Preparation and Leadership Development

- Learn and prepare to transition into the role of President Elect and President.
- Assist the President and President-Elect as needed.
- Representing all members of NDAR on the Executive Committee and Board of Directors

2. Strategic Decision-Making and Team Support

- Participate in the decision-making process as a member of the Executive Committee.
- Support the Executive Committee and Board of Directors by serving as a Committee Liaison.
- Act as Director-in-charge when appointed.

3. Advocacy and Committee Oversight

- Oversee the RPAC Fundraising Task Force and Government Affairs Committees.
- Attend and contribute to the NAR Small State Sub-Forum as requested.

4. Meetings and Representation

- Attend state, regional, and national meetings, including NAR's Mid-Year Meetings, Annual Convention, and any special-called meetings.
- Represent the organization and bring valuable information back to the Executive Committee and Board of Directors
- Apply for a National Association of Realtors (NAR) Committee as requested.

5. Continuous Learning and Growth

- Stay informed and learn through participation in all required meetings, forums, and committees.

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)

- Mid-year Meetings in Washington, DC in May as budgeted
- National Convention in November as budgeted
- NDAR Board of Directors meetings are held in a location other than your own Local Board as budgeted.
- REALTOR® Convention of the Dakotas as budgeted
- 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.