

Southside Division of MIBOR

Executive Board Job Descriptions

CHAIRPERSON

Basic Role:

Lead Southside Division of MIBOR in quest of achieving its purpose by running meetings, linking with the Metropolitan Indianapolis Board of Realtors' Board of Directors and directing the planning of activities.

1. Preside at all Executive Board Meetings.
2. Preside at all Monthly Southside Division Meetings.
3. Promote all Southside Division Events.
4. Attend all Downtown MIBOR Chair and Vice Chair Leadership Meetings.
5. Serve as Liaison on the Southside MIBOR Affiliate of the Year Nominating Committee.
6. Serve as liaison on Southside MIBOR REALTOR of the Year Nominating Committee.
7. Appoint Division committee chairman/co-chairmen.
8. Lead Division officers and committee chairmen in planning and organizing.
9. Schedule and plan regular Southside MIBOR Division meetings.
10. Determine needs of Southside MIBOR members.
11. Communicate Southside MIBOR member needs to MIBOR Board of Directors.
12. Coordinate intra-division activities.
13. Assist MIBOR staff in coordinating inter-division activities.
14. Cheerlead all Southside MIBOR Division and MIBOR Activities.
15. Oversee the Auditing Committee.



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CHAIR-ELECT -Program-

1. Attend all Executive Committee Meetings
2. Attend all Southside Division Meetings.
3. Promote all Southside MIBOR Events.
4. Attend all Downtown MIBOR Chair and Vice Chair Leadership Meetings.
5. Serve as Liaison on two committees throughout the year.
6. Obtain a speaker for each meeting, by maintaining the focus and guidelines that the Executive Board has determined.
7. Biography and topic is obtained from the speaker.
8. Send thank you letters to all guest speakers.

TREASURER

1. Attend all Executive Committee Meetings.
2. Attend all Southside Division Meetings.
3. Promote all Southside MIBOR Events.
4. Serve as Liaison on two committees throughout the year.
5. Receive all funds from all projects and membership dues.
6. Deposit all funds in bank account.
7. Disburse funds according to by-laws.
8. Balance checkbook.
9. Present monthly report to membership.
10. Cooperate with new Chairperson to gain signature on bank account.
11. Prepare and file quarterly audits for all approved Treasurer reports.
12. Submit financial records to MIBOR at year-end.

1ST VICE-CHAIR -Committees-

1. Attend all Executive Committee Meetings
2. Attend all Southside Division Meetings.
3. Promote all Southside MIBOR Events.
4. Attend all Downtown MIBOR Chair and Vice Chair Leadership Meetings.
5. Serve as Liaison on two committees throughout the year.
6. Assist Chair and Chair-Elect with the Divisions' meetings and projects.
7. Serve as a liaison with MIBOR to communicate with Southside Division.
8. Store, Transport & Display Southside MIBOR signs at Meetings & Events.
9. Preside over and organize all committees.
10. Report all committee status to Executive Board and Division Membership.
11. Provide, on request, active committee member lists to Chair for approval and year-end recognition.

SECRETARY -Membership-

1. Attend all Executive Committee Meetings.
2. Attend all Southside MIBOR Meetings.
3. Promote all Southside Division Events.
4. Serve as Liaison on two committees throughout the year.
5. Record minutes of all Division meetings & Executive Board meetings.
6. Present and read the minutes from the last Division meeting for approval by the membership.
7. Prepare invoices for Affiliate Members and send out.
8. Keep track of all paid and non-paid Affiliate Members and notify Executive Board.
9. Take attendance at every meeting.
10. Responsible to execute 50/50 drawing and/or door prize drawing.