

# President and AE Working Together

## ***What is the main job of the Association President?***

The President and other elected officers of the Association are the public face and voice for REALTORS®.

- It is their job to preside at the board of directors and executive committee meetings.
- They help the AE determine the substance of the agenda for meetings.
- As President, they keep the membership and the board of directors informed on the conditions and operations of the association and serve as a spokesperson for the association.
- They monitor expenditures to assure operation within the annual budget and conduct an annual review of the chief paid AE's performance.

## ***What does that mean to the AE?***

It is up to the staff to make sure that the officers have the information and opportunity to promote REALTORS® and their issues. Staff should work hard to ensure that the Association leaders have what they need to do a great job for the membership.

## ***What is an AE's job?***

- It their my job to ensure that the board of directors, executive committee, and officers are fully informed of association conditions and of all-important factors influencing them. I execute all decisions of the board of directors.
- It is their job to direct and coordinate all approved staff programs, projects, and major activities.
- They recruit, hire, orient, train, and motivate association personnel; and are responsible for all review, promotion, and termination.
- They ensure that all funds, assets, and other association property are appropriately safeguarded and administered and operate within the approved budget.

## **COMMUNICATE! COMMUNICATE! COMMUNICATE!**

- How does the President like to communicate? Text? E-Mail? Phone?