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# PIEDMONT REGIONAL ASSOCIATION OF REALTORS®

**1612 Ebenezer Road, Suite 102**

**ROCK HILL, SC 29732**

**803-329-2030**

[www.prar.com](http://www.prar.com)

**PRAR Office of the President**

***Description of Office:***

It shall be the duty of the president to preside at meetings of PRAR, including board of directors and the Executive Committee, act as chief executive office of PRAR in the absence of an Association Executive. The term of office shall be one year beginning the first day of the calendar year following election.

***Duties of Office****:*

* Support the policies and programs adopted by the board of directors and Executive Committee
* Promote active participation in PRAR on the part of the membership
* Represent PRAR at national, state and local boards/associations meetings, and conventions as assigned
* Follow and share PRAR social media updates and reports

PRAR Committee Participation

* Executive Committee (as Chair)
* Board of Directors (as Chair)
* Finance Committee
* Planning Committee
* All Groups/Task Forces

State/National Responsibilities:

The president shall participate in the following SCR/NAR programs/events.

* SCR Board of Directors
* NAR Mid-Year Legislative Meetings
* NAR Annual Conference & Expo
* NAR Major RPAC Donor
* Read the latest updates on [www.NAR.realtor](http://www.NAR.realtor)
* NAR Delegate Body (November)
* Capital Conference (SCR)

***General Responsibilities****:*

Preside over the Executive Committee and board of directors, and together with the Association Executive:

* Determine the association’s current and future direction
* Define the Association’s public policies
* Create and implement the Association’s strategic vision
* Approve a comprehensive budget for the association
* Provide leadership support of all phases of members services
* Assume a visible leadership role at state, national and local networking, educational and social functions
* Identify, develop and nurture future volunteer leaders
* Support and promote the association’s political awareness and fundraising plan as a significant component of the organization’s activities.

The President shall foster effective and synergistic relationships with the following:

* Local government leaders and legislators
* Service Providers, vendors, consultants, contractors
* Influential and market share members/industry leaders
* Allied real estate groups who view the association as an industry leader
* Media, community groups, allied organizations, and culturally diverse groups with an eye on building and leading political business coalitions.

**PRAR Office of the President-Elect**

**Description of the office:**

It shall be the duty of the president-elect to assist the president with duties as assigned, perform the president’s duties in his/her absence, and to perform other such duties as may be required. The term of office shall be one year beginning the first day of the calendar year following the election.

***Duties of Office***

The duties and responsibilities of President-Elect shall be to:

* Support the policies and programs adopted by the board of directors and Executive Committee
* Promote active participation in PRAR on the part of the membership
* Represent PRAR at national, state and local boards/associations meetings, and conventions as assigned
* Follow and share PRAR social media updates and reports

***State/National Responsibilities:***

The president-elect shall participate in the following NAR programs/events, and any other programs/events as may be required:

* NAR Leadership Summit (Typically August)
* RPAC Major Donor
* Read the latest updates on [www.NAR.realtor](http://www.NAR.realtor)
* Attend SCR Capitol Conference

***General Responsibilities:***

As a member of the Leadership Team assist the President, Executive Committee and board of directors, together with the Association Executive

* Determine the association’s current and future direction
* Define the Association’s public policies
* Create and implement the Association’s strategic vision
* Approve a comprehensive budget for the association
* Provide leadership support of all phases of members services
* Assume a visible leadership role at state, national and local networking, educational and social functions
* Identify, develop and nurture future volunteer leaders
* Support and promote the association’s political awareness and fundraising plan as a significant component of the organization’s activities.

The President shall foster effective and synergistic relationships with the following:

* Local government leaders and legislators
* Service Providers, vendors, consultants, contractors
* Influential and market share members/industry leaders
* Allied real estate groups who view the association as an industry leader
* Media, community groups, allied organizations, and culturally diverse groups with an eye on building and leading political business coalitions.

**PRAR Office of the Treasurer**

***Description of Office:***

It shall be the duty of the treasurer to have general supervision of the financial affairs of PRAR and shall provide reports on the financial condition of the association from time to time as may be required by the president. The term of office shall be one year beginning the first day of the calendar year following the election.

***Duties of the Office****:*

The duties and responsibilities of Treasurer shall be to:

* Support the policies and programs adopted by the board of directors and Executive Committee
* Promote active participation in PRAR on the part of the membership
* Represent PRAR at national, state and local boards/associations meetings, and conventions as assigned
* Follow and share PRAR social media updates and reports

***General Responsibilities:***

As a member of the Leadership Team, assist the President, Executive Committee and board of directors, together with the Association Executive

* Determine the association’s current and future direction
* Define the Association’s public policies
* Create and implement the Association’s strategic vision
* Approve a comprehensive budget for the association
* Provide leadership support of all phases of members services
* Assume a visible leadership role at state, national and local networking, educational and social functions
* Identify, develop and nurture future volunteer leaders
* Support and promote the association’s political awareness and fundraising plan as a significant component of the organization’s activities.

The Treasurer shall foster effective and synergistic relationships with the following:

* Local government leaders and legislators
* Service Providers, vendors, consultants, contractors
* Influential and market share members/industry leaders
* Allied real estate groups who view the association as an industry leader
* Media, community groups, allied organizations, and culturally diverse groups with an eye on building and leading political business coalitions.

**SCR Office of the Secretary**

***Description of Office:***

It shall be the duty of the secretary to supervise the keeping of records of the proceedings and meetings of PRAR, and perform other duties as may be required, including some responsibilities of the president and president-elect in their absence. The term of office shall be one year beginning the first day of calendar year following the election.

***Duties of Office:***

The duties and responsibilities of Secretary shall be to:

* Support the policies and programs adopted by the board of directors and Executive Committee
* Promote active participation in SCR on the part of membership
* Represent PRAR at national, state, and local boards/associations meetings, and conventions as assigned
* Follow and share PRAR Social Media updates and Reports

***General Responsibilities:***

As a member of the Leadership Team, assist the President, Executive Committee and board of directors, together with the Association Executive

* Determine the association’s current and future direction
* Define the Association’s public policies
* Create and implement the Association’s strategic vision
* Approve a comprehensive budget for the association
* Provide leadership support of all phases of members services
* Assume a visible leadership role at state, national and local networking, educational and social functions
* Identify, develop and nurture future volunteer leaders
* Support and promote the association’s political awareness and fundraising plan as a significant component of the organization’s activities.

The Secretary shall foster effective and synergistic relationship with the following:

* Local government leaders and legislators
* Service Providers, vendors, consultants, contractors
* Influential and market share members/industry leaders
* Allied real estate groups who view the association as an industry leader
* Media, community groups, allied organizations, and culturally diverse groups with an eye on building and leading political business coalitions.

**PRAR PARLIAMENTARIAN**

***Description of Office:***

The Parliamentarian of the Piedmont Regional Association of REALTORS® holds an office of honor and prestige. The office of the Parliamentarian is one of leadership and personal commitment to the members of our Association and in particular to the protection of the credibility and strength of the Association in its meeting procedures. This is an ex-officio appointment by the sitting president.

It is a non-voting position, but the Parliamentarian is encouraged to voice an opinion, particularly with regard to meeting procedures.

***Duties of Office:***

Among other things the Parliamentarian shall:

* Attend meetings of the Executive Committee and Board of Directors to serve in an advisory capacity.
* Understand Roberts’ Rules of Order and the Constitution and Bylaws of the PRAR.
* Consult with and advise the president of PRAR concerning meeting management procedures and due process.
* Follow and share PRAR social media updates and reports

***PRAR Committee Participation:***

The Parliamentarian shall attend the following PRAR committees, and others as may be required:

* Executive Committee
* Board of Directors

**PRAR Director**

***Description of Office:***

***Duties of Office:***

The duties and responsibilities of all Directors shall be to:

* Support the policies and programs adopted by the board of directors and Executive Committee
* Promote active participation in SCR on the part of membership
* Represent PRAR at national, state, and local boards/associations meetings, and conventions as assigned
* Follow and share PRAR Social Media updates and Reports

***General Responsibilities:***

As a member of the PRAR Board of Directors, assist the President and Executive Committee, together with the Association Executive

* Determine the association’s current and future direction
* Define the Association’s public policies
* Create and implement the Association’s strategic vision
* Approve a comprehensive budget for the association
* Provide leadership support of all phases of members services
* Assume a visible leadership role at state, national and local networking, educational and social functions
* Identify, develop and nurture future volunteer leaders
* Support and promote the association’s political awareness and fundraising plan as a significant component of the organization’s activities.

The Directors shall foster effective and synergistic relationships with the following:

* Local government leaders and legislators
* Service Providers, vendors, consultants, contractors
* Influential and market share members/industry leaders
* Allied real estate groups who view the association as an industry leader
* Media, community groups, allied organizations, and culturally diverse groups with an eye on building and leading political business coalitions.