



CCIAOR SECRETARY/TREASURER | 2018

REQUIREMENTS

- Must currently be a primary REALTOR® member of CCIAOR in good standing;
- Must have been a CCIAOR REALTOR® for the last 3 years;
- Has no finding of REALTOR® Code of Ethics Violations in the last three years;
- Must have served on the CCIAOR or CCIMLS Board of Directors or the Finance Committee in the last 3 years;
- Has not served as CCIAOR Immediate Past President in the past 24 months;
- Has not resigned from the CCIAOR Board of Directors in the past 24 months;
- Upon being elected and prior to taking office, complete CCIAOR/CCIMLS Leadership Orientation to be-come familiar with the structure and workings of CCIAOR/CCIMLS.

RESPONSIBILITIES

- Attend monthly CCIAOR Board of Director meetings. 2018 CCIAOR/CCIMLS President, Martha Knapp will set meeting date and time of meetings in 2017;
- Adhere to CCIAOR/CCIMLS Policy Manual. Click [HERE](#) for a copy;
- Be familiar with and help CCIAOR implement its Strategic Plan;
- Keep abreast of technology, business and regulatory changes that impact CCIAOR and its REALTOR® and affiliate members;
- Be active in Association activities; and attend membership events of CCIAOR;
- Serve as communication liaison between CCIAOR and its REALTOR® and affiliate members;
- Communicate information about Association programs, services and events and promote and be active on the Association's social media accounts;
- Directors should strive to attend a MLS Tour and its respective meeting, at least once a month, to open the line of communications between the board and the members.

ROLE OF THE CCIAOR BOARD OF DIRECTORS

- The Secretary | Treasurer of CCIAOR is elected annually for a one-year term. The Secretary | Treasurer serves on the CCIAOR Board of Directors and as Chairman of the Finance Committee. They are tasked with overseeing the financials of the Association and under the Financial Policy of the Association have check signatory authority. Under the policy, they would be the co-signatory on CCIAOR checks \$10,000 and above.

FINANCE COMMITTEE MEETINGS

- The CCIAOR/CCIMLS Finance Committee meets quarterly to review financials of the Association and MLS. During the preparations for the following budget, the Finance Committee would meet as needed for consideration and recommendation of a budget to the Board of Directors. Meeting schedule will be set by the Secretary | Treasurer.