

## Association Executive

### Walla Walla Association of REALTORS®

#### Office Manager

The Association Executive will efficiently administer day-to-day office operations by organizing and implementing correspondence, filing systems, supply requisition, clerical functions, serve as office receptionist, and maintain financial objectives of the association. She/he will maintain and protect current and historical reference materials by defined and approved retention, protection, retrieval, and transfer methods. If directed, she/he will hire, fire, administer, train, and manage staff in an effective and professional manner within the fiscal limitations established by the Association and in accordance with adopted policies.

#### Administrative Board Assistant

The Association Executive will:

- 1) Carry out the directives of the Board of Directors, the Executive Committee and other appropriate committees of the Association as communicated by the President or the President's designee.
- 2) Acquire and maintain in-depth knowledge of Association Bylaws, Rules & Regulations, policies, procedures, programs and projects.
- 3) Plan, research, recommend, and upon approval of the Board of Directors, implement and manage Bylaws, Rules & Regulations, policies and programs that further the objectives of the Association.
- 4) Oversee annual business plans of the Association;
- 5) Understand and implement the adopted Strategic Plan;
- 6) Oversee charter certification process
- 7) Act as direct liaison with the Washington Association of Realtors and the National Association of Realtors when appropriate and serve on such committees as appointed.
- 8) Act as the liaison to Executive Officers of other Realtor Associations and represent the Association at such events and functions as directed by the Board of Directors.
- 9) Act as the designated representative and/or spokesperson for the Association when designated to act in such capacity by the President, Board of Directors, or the Executive Committee.
- 10) Execute contracts and commitments as authorized by the Board of Directors or Executive Committee within established policies;
- 11) Communicate in a timely manner to advise the President and Board of Directors on the conditions of the Association and on all-important facts which may influence or affect them or the Association.
- 12) Maintain appropriate historical records, minutes, files and legal documents;
- 13) Plan, promote, and administer all official meetings of the Association;
- 14) Responsible for regular and ongoing communications with the general membership, Board of Directors and Officers;
- 15) Serve as an ex-officio member of the Executive Committee
- 16) Attend meetings of the Board of Directors and Committees.

#### Events, Fundraising & Communications

Active participation of the Association Executive is required at all board approved events and functions. She/he will work with the appropriate committee to organize, promote, and contribute to the success of such events.

Association Executive will serve as the primary source of board communication, working in conjunction with appropriate committees to plan, develop and execute board communications within the board, with membership, with state and national associations, and with the public.

#### MLS Administration

Association Executive will possess, acquire and maintain an appropriate level of knowledge of real estate terms, MLS Rules & Regulations, and technical systems as deemed necessary by the MLS Committee. Provide technical support via telephone or email to approximately 200+ participants. Will be responsible to address and resolve the report of listing violations. Coordinate with vendor in troubleshooting and resolving member and system issues for the MLS and Lockbox systems.

#### Financial & Bookkeeping

Financial duties of the Association Executive may vary with the direction of the Board of Director, which include the following:

- Act as the main signatory of all Association accounts
- Proficient in QuickBooks, Excel, with an understand of budgets
- Responsible includes; payments of all expenses, receive payments, deposits, checkbooks, and bank statements

- Dues billing for Realtor and/or MLS dues
- Preparation of monthly and annual financial statements in collaboration with the Association Treasurer
- Monitor and provide recommendations to the Board Treasurer regarding board assets
- Provide recommendations to the Board Treasurer, and assist in preparation, of the annual budgets and long range forecasts of needs
- Participate in the timely preparation monitoring, and implementation of association budgets
- Maintenance and protection of current and historical financial records and data
- Providing appropriate documentation and assistance as may be required by the tax accountant
- Timely preparation and payment of scheduled state and federal tax reports, such as business & occupation tax, sales tax, and payroll taxes

#### Membership

Association Executive will maintain and transfer accurate and complete membership records to the local, state and national associations; provide monthly accounting of membership records to the Membership Committee and to the Board of Directors; to implement and/or assist in such recruitment, training, and promotion membership as may be directed by the Board of Directors and/or the appropriate board committees.

#### Committee Liaison and Support

Association Executive will serve as a non-voting member of all Association Committees. She/he will assure that all association meetings are well planned, organized, documented, and effective.

In collaboration with association committees, she/he will:

- Carry out public relations and marketing programs in a manner which enhances the image and purposes of the Association as directed;
- Establish and execute programs and activities which encourage membership enrollment and participation;
- Oversee the development, approval and implementation of educational, member services, government affairs and communications/marketing programs.

Compensation will be commensurate with experience. If interested, please respond, in confidence, with a resume, salary requirements, and references to [diana@wwarealtors.com](mailto:diana@wwarealtors.com) by August 14, 2015. No phone calls, please.