Raleigh Regional
Association of REALTORS®

RRAR Officers FAQ

Officer Positions – FAQ

What Officer positions are available?

The elected Officers of the Association are:

- **President**
- **President-elect**
- **Secretary-Treasurer**
- **Immediate Past President**

The President-elect automatically becomes President the following year. The Association also employs a non-elected Chief Executive Officer (CEO) to manage daily operations.

To Serve as an Officer:

- Be an active REALTOR® member in good standing
- Have served at least two (2) years as a Director within the past five (5) years
- Not have been involuntarily removed within the past five (5) years

What is the Executive Committee?

The Executive Committee consists of the elected Officers and the Immediate Past President. The CEO serves as a non-voting member.

The Executive Committee may act on behalf of the Board between meetings, except it may not:

- Amend the Bylaws or change the corporate status

- Initiate or settle major lawsuits (over $10,000 exposure)
- Approve unbudgeted expenses over $10,000
- Fill Board or Officer vacancies
- Hire or terminate the CEO

President – What does the President do?

The President is the chief elected officer and primary spokesperson for the Association.

Key responsibilities include:

- Presiding over Board, Executive Committee, and membership meetings
- Representing the Association to members, media, legislators, and industry partners
- Guiding strategic vision with the Board and staff
- Appointing committees and one Director (two-year term)
- Serving as the voting member of the NAR Delegate Body
- Attending major state and national meetings
- Selecting the President's Award recipient
- Fill Board Vacancies

The President serves as a non-voting ex officio member of most committees (excluding LID, Professional Standards, and Grievance).

President-elect – What is the role?

The President-elect prepares to assume the Presidency and serves in the President's absence.

Key responsibilities include:

- Serving as a voting member of the Board and Executive Committee
- Chairing the Strategic Planning Committee
- Appointing or certifying committee Vice Chairs
- Strongly encouraged to serve as RPAC Chair
- Attending major state and national meetings

The President-elect also serves as a non-voting ex officio member of most committees (excluding LID, Professional Standards, and Grievance).

Secretary-Treasurer – What are the financial responsibilities?

The Secretary-Treasurer oversees the financial integrity of the Association.

Key responsibilities include:

- Chairing the Finance Committee
- Working with staff to prepare and monitor the annual budget
- Presenting financial reports to the Board
- Overseeing funds, financial records, and audits
- Ensuring proper meeting minutes and attendance records are maintained
- Attending major state and national meetings (as budgeted)

Immediate Past President – What is the role?

The Immediate Past President:

- Serves on the Executive, LID, and Personnel Committees
- Provides leadership continuity and institutional knowledge
- Attends major state and national meetings (as budgeted)

What is the overall expectation of an Officer?

Officer roles require leadership, preparation, industry knowledge, active participation in meetings, and a strong commitment to representing the best interests of the entire membership.

What is the Estimated Executive Committee Time Commitment?

President Total Time: 113 Hours
President-elect Total Time: 176 Hours
Secretary-Treasurer Total Time: 131 Hours
Immediate Past President Total Time: 124 Hours

- Pre-Board Meeting: 30 Minutes per month (5.5 hours)
- Board of Directors Monthly Meetings: 2 Hours per month (22 per year), 11 meetings per year
- Board of Directors Mandatory Orientation: 3 Hours Total
- Mandatory DEI Training: 3 Hours Total
- Executive Committee Meeting (offers): 2 Hours per month (22 per year)

- CEO Update Meeting: 1 Hour per week (2-4 weeks a month), approximately 40 hours

Questions: Contact Samantha Soss | SamanthaS@rrar.com | 919-439-8045