

VICE PRESIDENT OF GOVERNANCE:

Purpose: The Vice President of Governance shall be the Secretary of The Metro South Association of REALTORS®, and shall serve as a liaison between the Board of Directors and the Administration and Operations (A&O) Committee, Constitution and Bylaws/Policies and Procedures Committee, and the Metro South Association's MLS Liaison.

Term: One (1) Year.

Reporting: To the President, Executive Committee, and Board of Directors.

Duties and Responsibilities:

- Serves on the Executive Committee.
- Serves on the Board of Directors as the Secretary of the Association.
- Serves on the Strategic Planning Committee.
- Records (or shall cause to be recorded) the minutes of all proceedings of the Board of Directors and of the Members in regular meetings.
- Issues (or shall cause to be issued) proper notice of all meetings of the Board of Directors.
- Keeps and authenticates the records of the Association and records of the Board of Directors and carries on all necessary correspondence with the National Association of REALTORS® and the Georgia Association of REALTORS®.
- Attends meetings of assigned Committees as frequently as possible and serves as an adviser.
- In the absence of the respective Committee Chairs, reports the activities of said Committees to the Board of Directors.
- In cooperation with the President-Elect, assists the Committee Chairs in selecting the most qualified members to serve as the Vice-Chairs.
- Attends the Metro South Association of REALTORS® Annual Leadership Development Training.
- Attends Annual GAR Professional Standards Training (mandatory).
- Attends the Association's Broker Council events.
- Performs such other duties as directed by the President, the Executive Committee or the Board of Directors.
- Serves as Secretary of The Metro South Association of REALTORS® EDUCATION FOUNDATION.