



**Indiana Association of REALTORS®
Board of Directors
Duties and Responsibilities**

General expectations

Understand the Board of Director's responsibility for the mission, direction, governance and fiduciary oversight of the Indiana Association of REALTORS® (IAR)

Be familiar with and abide by all IAR governance and policy documents

Abstain from any action that might lead to, or be perceived as, a conflict of interest

Lead by example

Serve the best interests of the organization as a whole; not personal, local or regional special interests

Seek and respect the opinions of other Board members and the general membership

Serve in leadership roles and undertake special assignments as needed

Attend state, local and national events as appropriate and utilize knowledge gained at meetings to enhance IAR

Intentionally seek current information regarding industry and association trends

Seek sound and innovative solutions to issues impacting the organization

Support, promote and contribute to the REALTOR® Political Action Fund (RPAC)

Serve as an active ambassador/liaison to the general membership and specifically those within your specific geographic region or advisory council group

Foster an atmosphere that stimulates active involvement of the general membership in IAR, NAR and the local associations and their respective events, programs, conferences, etc.

Actively encourage members to become involved in leadership roles and opportunities at the local, state and national level as appropriate

Meetings

Attend, prepare for and participate in all regular and special meetings of the board of directors, committee meetings and other organizational activities as appropriate



Read and understand the organization's financial statements, review the annual audit and understand the Board of Director's role and fiduciary responsibility to protect IAR and its assets.

Be effectively and actively engaged in discussions during Board meetings while ultimately supporting the majority decision

Maintain confidentiality on Board discussions and actions until the information is released appropriately

Governance (per bylaws/policies)

Authority of the Board: (meets at least 2 times a year)

- Amend the bylaws
- Certify the election of Directors
- Select individuals who will serve on the Executive Committee
- Remove officers, Directors and/or members of the Executive Comm if necessary
- Approve the budget
- Approve the strategic plan

Authority of the Executive Committee: (meets at least 4 times a year)

- Has full authority of the Board to act between meetings
- Establish operating policies and procedures (except where defined otherwise)
- Authorize expenditure of funds consistent with the budget
- Hire/evaluate the CEO
- Create/appoint task forces and committees
- Implement/monitor strategic planning
- Authorize disbursement of up to 10% of long term reserves in any calendar year