

**JOB DESCRIPTIONS OF ELECTIVE OFFICES
WESTCHESTER COUNTY BOARD OF REALTORS, INC.**

BOARD OF DIRECTORS

The Board of Directors, which includes the Officers, is the chief governing and policy-making body of the organization. The Board meets eight times per year, usually skipping the summer months. A schedule is published at least six months in advance. Meetings are about 1.5 to 2 hours long on average. Directors who are absent from three or more meetings may have a vacancy declared in their positions.

The following are some of the specific privileges and responsibilities of Directors, as enumerated in the bylaws: serve as trustees of any property the Board may own or acquire; approve new member applicants; adopt a budget and manage Board finances; hire executive staff; supervise divisions and subsidiaries; dispose Professional Standards ethics decisions and appeals; adopt and monitor long range plans; establish committees; Ado all other acts necessary to effectuate any action deemed by the Board of Directors to be in the best interest of the Board (of Realtors).

PRESIDENT

The President chairs the Board of Directors meetings, represents WCBR 's interests to NAR, NYSAR and other groups in which WCBR participates, and exercises Ageneral supervision over all interests and activities of the Board.@ The President works very closely with the Chief Executive Officer to set the agenda of the organization. The President also serves as a Director of NYSAR and as WCBR 's Delegate to NAR 's Delegate Body meetings at the Annual Convention. The President also serves as a member of the Executive Committee of WPMLS Inc., a Trustee of The Westchester Realtor Foundation, a Director of NAR, and a trustee of WCBR's 401k pension plan.

FIRST VICE PRESIDENT

The First Vice President supports and assists the President, and also serves as a liaison with the Professional Standards Council, the Legislative, Political and Legal Issues Council, and the Long Range Planning Committee. The First Vice President is given close consideration by the Leadership Committee for advancing to the position of President, but such advancement is not required by the bylaws. The First Vice President also serves as a Director of NAR.

SECOND VICE PRESIDENT

The Second Vice President also supports and assists the President, and serves as a liaison to the Education Council and the Communications and Member Services Council.

SECRETARY-TREASURER

The Secretary-Treasurer chairs the Finance Committee which receives and evaluates budgets, investment activities and other financial activities which are managed by the Chief Executive Officer. The Secretary-Treasurer reports the bank and investment account balances on hand at the regular Board of Directors meetings. The Secretary-Treasurer, with staff support, also undertakes certain formalities with respect to notifications and other processes related to Board elections.

DIRECTOR, N.Y.S. ASSOCIATION OF REALTORS

Based on membership count, WCBR appoints a certain number of individuals to serve as members of the NYSAR Board of Directors. In that capacity they have the same general responsibilities for NYSAR as WCBR Directors have for WCBR. However, WCBR=s appointees to the NYSAR Board of Directors also undertake to represent WCBR=s views regarding the decisions of NYSAR. WCBR=s appointees are obliged to attend NYSAR=s two or three Board of Directors meetings per year, and to attend a WCBR caucus at such meetings as well. WCBR reimburses most if not all of the expenses of its appointees to travel to NYSAR meetings.