

be assessed. (Revised 8-2008)

- D. When the bill is sixteen (16) days past the Due Date, the Broker and the Member shall be notified in writing that the bill is delinquent.
- E. When the bill is thirty (30) days past the Due Date, the Member shall be terminated from any and all benefits of membership.
- F. When the bill is forty-six (46) days past the Due Date, the Broker shall be terminated from all benefits of membership.
- G. In order to re-activate after termination of membership associated with the unpaid bill, the Member and/or Broker must pay in full to the Association a reactivation fee of \$100.00, plus all of the actual amounts past due.

Appendix A - Recurring Subscription Dues and Fees Schedule
(Association Bylaws – Article X – Dues and Assessments, Section 10 & Note)

2015 Dues & Fees	Date Due	Amount Due
	Based on actual application signed and paid date. Full month charges.	Prorated from month of application and payment for all services.
New Member Orientation	Day of joining SVAR	\$50.00 refundable with fulfilling education requirements at 1st offering
SVAR Dues	January 2, 2015	\$155.00
OAR Dues	January 2, 2015	\$130.00
NAR Dues	January 2, 2015	\$155.00
MLS Fees for SVAR Members	April 1, 2015	\$360.00 Full year or \$180 ½ year
MLS Fees for SVAR Members	October 1, 2015	\$180 if not paid in full
MLS Fees for Non Members	April 1, 2015	\$420 full year or \$210 ½ year
MLS Fees for Non Members	October 1, 2015	\$210 ½ if not paid in full
Appraiser	April 1, 2015	\$360.00 Full year or \$180 ½ year
Appraiser	October 1, 2015	\$180 if not paid in full
Application Fees		
New Member Application	Day of joining SVAR	\$125
New Broker	Day of joining SVAR	\$300
Affiliate	January 2, 2015	\$100
Keys and Lockboxes		
Active Key and Lockbox insurance	March 3, 2015	\$10.00 per D-Key First box no charge - \$10.00 per box for each additional box in your possession over one (1).
Active-Key		Billed by Vendor & paid to Vendor Prorated at time leased.
E-Key		\$19.11 per month billed to credit card by Vendor
Lockboxes picked up during year		\$10.00 lease per year per box

Financial Procedures

Association Payroll

- The Treasurer will authorize time sheets for the Association staff on a weekly basis.
- Timesheets will be processed in a timely manner in order to comply with weekly payroll.
- Paychecks are to be distributed on Friday following pay period or deposited to individual bank account of choice if direct deposit is available. (10-2013)

Association Bills

- A.E. to review and authorize for payment before giving all statements to Treasurer or authorized person the statements for payment authorization.
- Process bills for payment by payment due date.
- Disperse for payment.
- Mail immediately or by date authorized.
- Board of Directors may authorize direct payments. (10-2013)

Association Receivables

- Prepare cashbox for pickup by the Treasurer or other authorized person to be recounted for verification and the receipt signed when cashbox is turned over.
- Up to \$150 in cash should be sufficient for lunches.
- A receipt is to be filled out for each payment made by an agent or affiliate whether received in cash or by check.
- Items to be placed in cashbox shall include the following:
 1. Sign-in sheets alphabetically arranged
 2. Up to \$150.00 in cash
 3. Pens
 4. Numbered receipts(10-2013)

Position Descriptions

(The descriptions of the elected officers and directors are required to be placed in the Association Policies by the Association Bylaws Article XI, Section 2 – Duties of Officers and Section 3. Board of Directors.)

EXECUTIVE OFFICERS AND BOARD OF DIRECTORS

PRESIDENT

As the chief elected officer the President is responsible for the general direction of its affairs and presides at all meetings. Subject to the approval of the Board of Directors, the President appoints all committees, attends most committee meetings, and assures that policies established by the Board are carried out.

Specific Duties:

1. To represent the Board in community activities. If the President is unable to attend a community function he/she should designate another officer or member to attend the function as the Board's official representative.
2. To cooperate with the Ohio Association of REALTORS® and the National Association of REALTORS®.
3. To attend OAR and NAR Conferences, Conventions and Business Meetings, and to otherwise become familiar with their personnel, policies and operations.
4. To strengthen the organizational structure of the Board.
5. To work closely with the Executive Officer and other elected officers of the Board.
6. To appoint the most capable committee chairmen available.
7. To encourage maximum membership participation.
8. To see that a comprehensive plan for the year is formulated and carried out.
9. To eliminate outdated policies and practices.
10. To make certain that the Board does not participate in programs which are illegal or outside its prerogatives as a trade association.
11. To assure that Board finances are in a sound position and that the Board maintains its fiscal integrity.
12. To make certain that the Board promotes high standards of conduct.
13. To promote and protect the use of the term "REALTOR®" and enhance member image.
14. To assist in furthering the development of the community.
15. To promote free enterprise and the real estate industry.

PRESIDENT – ELECT

The President-elect will succeed to the presidency. The President-elect may be assigned specific responsibilities, such as chairing an important committee or coordinating the work of a number of committees. The President-Elect is the liaison between the Board of Directors and MLS Committee

THE SECRETARY

THE Secretary, who is an elected volunteer(as differentiated from a paid, professional Executive Officer) keeps the official records, handles official correspondence, notifies committees of meetings, sends out publicity and coordinates such activities as may be designated to him/her. Actual performance of these functions depends to a large extent upon whether the Board utilizes a paid Executive Officer and delegates some or all of these responsibilities to him/her.

THE TREASURER

As the custodian of Board funds, the Treasurer may draw checks, handle the bookkeeping, prepare financial reports and present financial information to the membership. Actual performance of these functions depends to large extent upon whether the Board utilizes a paid Executive Officer and delegates some or all of these responsibilities to him/her.

THE ASSOCIATION EXECUTIVE

The Association Executive is an employee of the Board. He/she is a paid professional who is either hired annually at the time other Board officers are elected or is employed upon a term contract. Since the Association Executive bears considerable responsibility for the successful conduct of Board affairs, he/she should be experienced in and continually studying trade association management.

Subject to the President and the policies of the Board of Directors, the Association Executive is responsible for the coordination of the Board's entire programming.

THE BOARD OF DIRECTORS

Members of the Board of Directors are usually elected to multi-year, staggered terms to assure continuity. Another means of gaining continuity is to make the outgoing President an ex-officio member of the Board.

Board members should work cooperatively with the President, the Executive Officer, fellow Board members and the membership. The membership looks to Directors to represent its interests and ideas. Following are some suggestions for Directors. They should:

1. Familiarize themselves with the Constitution & Bylaws of the Board, as well as other documents stating its purposes, objectives and methods of operation.
2. Determine membership needs and attempt to satisfy them by the timely introduction of their suggestions, along with recommendations for appropriate action.
3. Be prepared to present constructive criticism.
4. Seek the advice of the Executive Officer on the duties of a Director. He/she is a professional and brings continuity to the Board.
5. Avoid gossip, rumors and participation in factional politics or cliques. Each Director should represent the entire membership.
6. Build a strong organization which represents the needs and aspirations of the members.
7. Prepare for each meeting. Directors should do their homework – studying issues and details relevant to subject requiring decisions.
8. Distinguish between policy setting, which is the mission of the Directors, and operations, which is the mission of the Officers.
9. Support the decision of the Board. When the Board makes a decision, each Director needs to support the decision. As a Director, all the decisions made are now yours, whether you voted for or against them.
10. Board of Directors Meetings-A meeting of a specified group of members who make decisions on behalf of the organization. The membership, authority and limitations of this group are specified in the Bylaws. Meetings of the Board are usually only open to members of the Board and Board invitees. Any SVAR dues paying member in good standing may request to attend the Director's meeting by written request with 48 hours notice prior to the meeting to the President. These invitees will be added to the agenda and excused after their presentation.(1/2015)

If the Board of Directors finds it difficult to meet regularly, a Board Executive Committee may hold interim meetings. Many Boards of Directors utilize their Past Presidents in an advisory capacity, either to augment the Board as a policy committee or to serve at the call of the President as a separate advisory committee.

SCIOTO VALLEY ASSOCIATION OF REALTORS®

Association Committees

The following Standing Committees are required by the Association Bylaws.

Community Service
Equal Opportunity/Fair Housing
Grievance
Legislative
Professional Standards Professional
Development/Education RPAC
Multiple Listing Service

The Committees shall be of such size and shall have duties, functions, as described by the Association Policies.
(Article XIII – Committees, Section 3. Organization.)

NOTE: All Chairpersons AND Committee Members shall be approved by the Board of Directors. (Article XIII – Committees, Section 1. Standing Committees.) All descriptions are subject to revision as deemed necessary by the Board of Directors and/or the committees.

ALL dates, events, catering and resource commitments must be cleared through the Association Office before committing the Association to any activity. (It will be the responsibility of the A.E. to obtain authorization from the Board of Directors for final approval for contracts, etc.)

Awards/REALTOR/Affiliate of Year

Description: The committee chair is responsible for selecting his/her committee members for the Awards Committee. It is recommended that a committee of five to seven persons from different offices be selected to serve on this committee. The purpose of the committee is to review awards applications and selection of awardees, organize and proof the list of winners for the plaques to be engraved, prepare the program for printing, and the advertising and announcements to be done in all represented counties of the Sales Awards; ROTY, and the Affiliate of the Year. Specifically regarding ROTY, a local cover letter will be attached to the current Ohio Association of REALTORS® awards application with applicable deadlines to allow adequate time to meet subsequent deadlines for the yearly ROTY awards for OAR and NAR. All application for ROTY shall be sent to another Ohio Board of REALTORS® similar in size with names and gender identifiers stricken for non-biased selection each year. There will be no limit as to the number of times a candidate can apply or win.

Monthly reports shall be submitted to the President and Association Executive along with a final report submitted by December for presentation to the Board of Directors.

Contact person: Association Executive and Board Liaison

Bylaws/Association Policies

Description: The committee chair is responsible for selecting his/her committee members for the Bylaw/Association Policies Committee. The purpose of the committee is to ensure that the Bylaws/Association Policies reflect the current structure, standards of practice and operations of the Association and are relevant to its members. The committees ensures the Bylaws, Association Policies and MLS Rules and Regulations do not conflict with one another and are written or revised as necessary. The Bylaw/Association Policies Committee is also charged with maintaining and updating the Association Bylaws as mandated by the National Association of REALTORS®.

The Bylaw/Association Policy Committee is comprised of a Chair and at least three additional members, one of which is the Association Executive of the Association.

Monthly reports shall be submitted to the President and Association Executive along with a final report submitted by December for presentation to the Board of Directors.

Contact person: Association Executive and Board Liaison.

Community Service

Description: The committee chair is responsible for selecting his/her committee members for the Community Service Committee. The size of the committee will be determined by the Chair to handle the activities throughout the year. The purpose of the committee is to ensure that community activities selected for the year are representative of the REALTOR® membership and works to serve the community as a whole for all four counties. The committee proposes plans, publicizes, with Association Office/Budget approval, and coordinates entertainment events and activities throughout the year that promote community service. The activities should unite all REALTOR® and Affiliate members to explore new and different ideas, be informational and educational and provide entertainment. The Community Service Committee is recommended to help with organization of the Affiliate Picnic held each summer.

Monthly reports shall be submitted to the President and Association Executive. A final report shall be prepared and submitted to the Association Office by December for presentation to the Board of Directors.

Contact person: Association Executive and Board Liaison.

Equal Opportunity/Fair Housing

Description: The committee chair is responsible for selecting his/her committee members for the Equal Opportunity/Fair Housing Committee. The size of the committee will be determined by the Chair to handle the activities throughout the year. The purpose of the committee is to ensure that equal opportunity and fair housing rules and regulations are available for all members and try to provide education to our members during the year on these subjects.

Another area this committee will provide assistance is with the predatory lending and foreclosure program being developed through the Association by the Association Executive. A four county coalition will be formed of different sectors of our market affected by these problems. This program looks to provide education to the consumers and develop a plan of action for the consumer to turn to for help in dealing with their problems. This program will work with the Fair Housing Director of Chillicothe to build the foundation for the project and seek the advice of other projects throughout Ohio.

Monthly reports shall be submitted to the President and Association Executive and a final report submitted by December for presentation to the Board of Directors.

Contact person: Association Executive and Board Liaison.

Professional Standards

Description: The Professional Standards Committee is a joint committee of the Scioto Valley Association of REALTORS® and the Greater Portsmouth Board of REALTORS® made up of members selected by both organizations. All matters brought before the Professional Standards Committee shall remain strictly confidential. It is the duty of this committee to interpret the Code of Ethics and to consider and recommend appropriate action on complaints forwarded from the Grievance Committee. The Committee will consist of members selected by both Associations and be trained by the Ohio Association of REALTORS®. The committee will be called into session, as needed, with members selected to serve that will not be in-conflict with the cases to be heard.

Reports will be submitted by the Association Executive with help from the Chairperson.

Contact person: Association Executive

Grievance

Description: The Grievance Committee is a joint committee of the Scioto Valley Association of REALTORS® and the Greater Portsmouth Board of REALTORS® made up of members selected by both organizations. All matters brought before the Grievance Committee shall remain strictly confidential.

It is the duty of this committee to review complaints and make recommendations based on the facts presented as defined by the Code of Ethics from the National Association of REALTORS®. Any cases found to be in violation of the Code of Ethics will be forwarded onto the Professional Standards Committee to determine enforcement of the Code. Reports will be submitted by the Association Executive with help from the Grievance Chairperson from the GPABR.

Contact person: Association Executive

Professional Development - Education

Description: The committee chair is responsible for selecting his/her committee members for the Education Committee. The size of the committee will be determined by the Chair to handle the educational activities throughout the year and shall include the Association Executive as a liaison of the Association. Among the responsibilities the committee will be responsible for include working with the A.E. to plan the continuing education for the year for membership (at present the Association will offer nine (9) hours of core law, ethics and fair housing plus one (1) hour of an elective each year), New Membership Orientation quarterly (NMO is alternately offered on the first Saturday or first Tuesday/Wednesday of the second month of each quarter, four times a year), quadrennial 2.5 hours of National Association of REALTORS® required ethics are due as mandated by NAR by each Association member.

The Education Committee will also be responsible for implementation of the new MLS Education Compliance requirements as directed by the Board of Directors.

Monthly reports shall be submitted to the President and Association Executive and a final report is to be submitted by December for presentation to the Board of Directors.

Contact person: Association Executive and Board Liaison.

Expo

Description: The committee chair is responsible for selecting his/her committee members for the Expo Committee. The size of the committee will be determined by the Chair to handle the event planned for the year.

Monthly reports shall be submitted to the Association Executive and a final report at the end of the year is required for presentation to the Board of Directors.

Contact person: Association Executive

Forms/Contracts

Description: The committee chair is responsible for selecting his/her committee members for the Forms/Contracts Committee. The size of the committee will be determined by the Chair to handle the requests by the Board of Directors. The committee shall be responsible for reviewing the forms selected by the committee or recommended by the Board of Directors for revision or changes. All recommendations made to the Board are subject to their final approval.

Monthly reports shall be submitted to the President and Association Executive and a final report at the end of the year is required for presentation to the Board of Directors.

Contact person: Association Executive and Board Liaison.

Christmas Gala

Description: The committee chair is responsible for selecting his/her committee members for planning the Christmas Gala. The committee's responsibilities shall include maintaining expenses within the event budget, utilization of the selected site food and beverage arrangements, producing and placement of all holiday gala give-aways (examples are prizes, table gifts and other items selected for gift giving) and promoting sponsorship opportunities if necessary.

The Chairperson coordinates activities/final plans with the Association Executive for the wording of the invitations, attendance report and final reservation numbers. A monthly report must be filed with the A.E. to be given to the Board of Directors for approval. The Christmas Gala also coordinates the Gala with the Sales Award Committee to do presentations of yearly sales and Affiliate of the Year awards. Installation of incoming officers is an important part of this Gala. The event is the final activity of the current Association President and his/her input is an important part of the planning. A final report shall be given to the A.E. summarizing the Gala and all expenses with recommendations for future events.

Contact person: Association Executive and Board Liaison.

MLS Committee

Description: The Multiple Listing Committee shall be formed, consisting of all active Members who are participants (or their designated representative) in the Multiple Listing. The Committee Members may serve continuing years.

Participation and voting rules are outlined in the MLS Rules and Regulations. At the first meeting of each new calendar year the previous year's MLS Chairperson shall preside to elect a new MLS Chairperson as the first order of Business by the MLS Committee to serve for that calendar year. At that time the responsibilities will be turned over to the newly elected Chair for continuation of the meeting. This committee is a Standing Committee of the Board of Directors and is governed by the Association Bylaws and the MLS Rules and Regulations. (Revised 02-2015)

Minutes will be taken by the Association Staff at all MLS meetings.

Board of Director Liaison – President Elect

Contact person: Association Executive

Nominating

Description: The committee chair is responsible for selecting his/her committee members for the Nominating Committee. It is recommended that committee consist of five to seven members. The purpose of the committee is to develop a diverse slate of candidates for the yearly open positions of the Board of Directors to present to the Association membership at the September annual general membership meeting. Each year this slate shall consist of candidates for the following positions: President Elect; Treasurer; secretary and three Directors and other openings as directed by the Board of Directors.

All matters brought before the Nominating Committee shall remain confidential and the final slate of nominees will be presented to the Board of Directors by the July meeting for final approval. This will allow for the timeline necessary to do a notification to members as directed by the Association Bylaws.

Monthly reports shall be submitted to the Association Executive and a final report is required after the election is validated.

Contact person: Association Executive

Scholarship

Description: The committee chair is responsible for selecting his/her committee members for the Education Committee. The size of the committee will be determined by the Chair and shall include the Association Executive as a liaison from the Association. The purpose of the committee is to raise funds for scholarship award(s) that are for presentation to winners determined by the criteria determined by the committee and authorized by the Board of Directors. The committee publicizes availability of the award; establishes application procedures and selection criteria; reviews applications and selects awardees; and coordinates the annual awards ceremony and resulting publicity. The funds shall be managed by the Chillicothe Ross Foundation which will give the 501(c) 3 status to allow for tax deductions for donations.

Monthly reports shall be submitted to the Association Executive and a final report is required after the election is validated.

Contact person: Association Executive and Board Liaison.

RPAC

Description: The RPAC (REALTORS® Political Action Committee) Committee is responsible for all local Association RPAC events throughout the year. The size of the committee shall be determined by the Chair and is responsible for planning and holding the annual auction to raise funds throughout the year. All funds are sent to the Ohio Association of REALTORS® to be included with the donations made through dues collected at the beginning of each calendar year.

It is necessary that all activities of the committee be in strict compliance with the National Association of REALTORS® and federal guidelines for political fund raising.

Monthly reports shall be submitted to the Association Executive and a final report shall be submitted at the end of the year.

Contact person: Association Executive and Board Liaison.

Audit Task Force

Description: The committee is made up of the current president, treasurer and past two treasurers along with the Association Executive.

The purpose of the Audit Task Force is to select and prepare for audit the necessary financial records for the year(s) requested by the Board of Directors and recommended by the auditor.

Monies are set aside each year from the Association and the Multiple Listing Service accounts to do a three-year financial audit as deemed necessary. Additional recommendations may be made by the Board of Directors, OAR, the Monthly reports shall be submitted to the Board of Directors by the Association Executive and a final report shall be submitted at the end of the year.

Contact person: Association Executive

Lockbox Task Force– Review of Contract Forms

Description: The committee chair is responsible for selecting his/her committee members for the Lockbox Task Force. The size of the committee will be determined by the Chair and shall include the Association Executive as a liaison from the Association. The purpose of the Task Force is to review the current contracts from Vendor to make sure the correct documents are included in the Association Policies and to make recommendations to the Board of Directors of any areas of the Vendor contract that might be questioned for future clarification.

Monthly reports shall be submitted to the Association Executive and a final report shall be submitted at the end of the year.

Contact person: Association Executive (10-2013)

Retention Task Force

Description: The Retention Task Force shall interview and make a recommendation to the Board of Directors their suggestions for the selection of a company to provide for electronic retention of all Association documents and paperwork.

Monthly reports shall be submitted to the Association Executive and a final report shall be submitted at the end of the year.

Contact person: Association Executive

Membership

Description: The Membership Committee is comprised of all members of the current Board of Directors. The committee coordinated recruitment and welcoming of new members and encourages continuing membership.

Responsibilities include: Oversee application form revisions, attend the annual New Agent Luncheon, recommend mentoring relationships for new members to learn their craft, encourage attendance at all Association and Ohio Association of REALTORS® functions and encourage volunteering for committee work within the Association.

It is recommended that a "Chair" be appointed from among the Board of Director members to furnish monthly reports as necessary and submit to the Association Executive along with a final report at the end of the year.

Contact person: Association Executive

Communication Committee

Description: The Communication Committee is responsible for providing content to be included in a periodic newsletter. The Committee will also provide content to be included on the SVAR Facebook group. Monthly reports shall be submitted to the President and Association Executive along with a final report submitted by December.

(5/2014)

ASSOCIATION EXECUTIVE

Job Description

Reports to

The Association Executive is to report to the Executive Committee. The Executive Committee is available for help, support or assistance as needed. Employment is through the Scioto Valley Association of REALTORS®, managed and ultimately overseen by the Board of Directors which includes the Executive Committee. The Executive Committee will oversee the Association Executive in daily functions.

Responsibility

Serves as the Association Executive for Scioto Valley Association of REALTORS® and is herein after referred to as the A.E. Employment is at will.

Duties to Include

The following description of duties of the A.E. is not intended to be all-inclusive. These functions reasonably assume to relate to the following duties, are intended to be part of this description, whether or not they are specifically listed. Part of the responsibilities of the A.E. will to be to cross-train and share information with any Association employee. The A.E. has the authority to accomplish the duties set forth below and are divided into sections of responsibilities to the Association, to the President, to the Executive Committee, and to any Association employees.

Association Responsibilities

1. Assist, serve and cooperate with the Executive Committee and Directors.
2. Ensure that the Executive Committee and Board of Directors are fully informed of the Association's conditions and of all important factors influencing them.
3. Attend all meetings of the Board of Directors. Assist in the preparation of the agenda and follow through on implementation of decisions and policies.
4. Ensure that all documents of the Association are in compliance with Errors and Omissions insurance and recommends the necessary policies to the Board of Directors to safeguard the Association.
5. The A.E., in conjunction with the President, will help direct activities for the Association's monthly meetings. A copy of the last month's minutes and current months agenda are to go out to each member of the Board of Directors, MLS Committee at least 5 days before each monthly meeting. The copy of the previous months General Membership Minutes is to be included in the next newsletter or to be emailed to all members.
6. Keep members informed through Association newsletters, electronic mail, publications, etc. as directed by the President.
7. Ensure that proper files and membership records are maintained and secured.
8. Remit dues to the Ohio Association of REALTORS® and National Association on time.
9. Be knowledgeable of the Association's Constitution and Bylaws. Strictly adhere to the policy of the National Association of REALTORS® and Ohio Association of REALTORS®. Ensure that the Association is operated in accordance with published Policies and Procedures, Bylaws and Rules and Regulations.
10. Keep informed of legal issues or precedents having a direct effect on the Association and its members.
11. Maintain procedures which have been established for services offered through the Multiple Listing Service which would include MLS monthly billing, compliance, new member applications, monthly reports, etc.
12. Maintain overall general knowledge of the Code of Ethics and the Arbitration process.
13. The A.E. is not permitted to enter into any contracts on behalf of the Association.
14. The A.E. is not required to attend the committee meetings. The committee chairperson is responsible to take minutes at those meetings. Those minutes are to be put in the committee master file and into the President's folder.(revised 10-2011)
15. The A.E. is to put correct codes (account numbers) on each invoice.
16. The A.E. is to make deposits for any income, checks or cash in a timely manner. If cash has been received it is to be deposited as quickly as possible to get it out of the Association Office.
17. A yearly Policy and Procedure master notebook is to be maintained and kept up to date quarterly. This notebook will include the current Bylaws, Policy and Procedures minutes from all meetings and financial reports prepared monthly, newsletters, correspondence and committee reports, etc.

18. The A.E. will be the liaison for Professional Standards and Grievance and is to see that all procedures are followed in taking applications and forwarding them to the appropriate person(s) along with stating up to date with any training provided when possible.
19. The A.E. will train the assistant in all aspects of the Association's job requirements with the exception of Professional Standards.
20. The A.E. will make them self available for meetings as required by the President and Board of Directors which may include: Lunches, Holiday Gala, RPAC functions, Conventions, etc.
21. The A.E. is responsible for Facebook posting and content. (5/2014)
22. The A.E. is responsible for periodical typing, distribution and review. (5/2014)

Responsibilities to the President

23. Assist the President in preparing an outline of programs for the year.
24. The A.E. is to establish a folder for the President and the Treasurer and put all correspondence and phone calls for each in their respected folders.
25. The A.E. is not to send blanket e-mails to the Association membership unless authorized by the President.
26. The A.E. is to have constant communication with the President, at least one call per week, more if there are matters pressing.
27. The A.E. is to provide a two week notice for vacation time. This vacation cannot coincide with the same week of the President.
28. The A.E. is to call the President when calling off sick. This along with personal days and vacation days is to be recorded on the time card. If the President is not available then a call is to be made to the Treasurer, President Elect, Past President, etc.

Responsibilities to the Treasurer

29. The A.E. is to establish a folder for the President and the Treasurer and put all correspondence and phone calls for each in their respected folders.
30. When invoices are received, the A.E. is to see that all bills are opened and processed for payment.(11-2013)
31. The A.E. is to make sure that funds are deposited in the correct accounts (SCIOTO VALLEY ASSOCIATION OF REALTORS®/MLS)
32. The A.E. is not authorized to sign checks. All expenses to be reimbursed are to be approved by the Treasurer.
33. The A.E. is to keep the petty cash fund level at \$250.00 to cover the unexpected expenses. Receipts are to be submitted to reimburse the petty cash fund after approval of the Treasurer.(10-2013)
34. The A.E. is to call the Treasurer when available and another Executive Committee member or approved Director for the two required signatures to sign checks.
35. In regard to Association luncheons, the Treasurer, or person assigned by the Treasurer when he/she is not available, will collect the money, chart it and assume all book- keeping responsibility.
36. The A.E. is to review all account receivable invoices to determine if there are any past due invoices at the beginning of each month. Association Policy is to be followed for notification of past due bills with the Treasurer being advised about the number and the total amount outstanding.

Other Responsibilities

37. The A.E. shall perform all other duties as assigned by the Board of Directors of the Scioto to Valley Association of REALTORS®.

Board of Directors President: _____

Association Executive: _____

Date: _____

Administrative Assistant

Job Description

The Administrative Assistant employee is to report to the Executive Committee. The Executive Committee is available for help, support or assistance as needed. Employment is through the Scioto Valley Association of REALTORS®, managed and ultimately overseen by the Board of Directors which includes the Executive Committee. The Association Executive will oversee the Administrative Assistant in daily functions.

Responsibility

Serves as the Administrative Assistant for Scioto Valley Association of REALTORS® and is herein after referred to as the ADMINISTRATIVE ASSISTANT. Employment is at will.

Duties to Include

The following description of duties of the Administrative Assistant is not intended to be all-inclusive. These functions reasonably assume to relate to the following duties, are intended to be part of this description, whether or not they are specifically listed. Part of the responsibilities of the Association Assistant will be to cross-train and share information with any Association employee. The Administrative Assistant has the authority to accomplish the duties set forth below which are divided into sections of responsibilities to the Association, to the President, to the Executive Committee and to any Association employees.

Association Responsibilities

1. Assist, serve and cooperate with the Association employees, Officers and Directors.
2. Assists the Association Executive to ensure that the Officers and Board of Directors are fully informed of the Association's conditions and of all important factors influencing them.
3. Attend meetings of the Board of Directors as needed. Assists the Association Executive in the preparation of agendas and see that the Executive Committee is provided with the information to follow through on implementation of decisions and policies.
4. The Administrative Assistant will assist and be fully aware of the knowledge to organize activities for the Association's monthly meetings.
5. Be trained in the process to remit dues to the Ohio Association of REALTORS® and National Association if needed.
6. Be knowledgeable of the Association's Constitution and Bylaws and strictly adhere to the policy of the National Association of REALTORS® and Ohio Association of REALTORS®. Provide assistance to the Executive Committee and Directors to ensure that the Association is operated in accordance with published Policies and Procedures, Bylaws and Rules and Regulations.
7. Keep informed of legal issues or precedents having a direct effect on the Association and its members.
8. Work with the Association employees to maintain procedures which have been established for services offered through the Multiple Listing Service which might include MLS billing, compliance, new member applications, monthly reports, event planning, etc.
9. The Administrative Assistant is to be trained and have the knowledge to make deposits for any income, checks or cash in a timely manner if the occasion occurs. If cash has been received it is to be deposited as quickly as possible so that it does not remain in the Association office.
10. Work with the Association employees to maintain a yearly Policy and Procedure master notebook is to be kept up to date. This notebook will include the current Bylaws, Policy and Procedures, Rules and Regulations and Standing Rules, minutes from all meetings and financial reports prepared monthly, newsletters, correspondence and committee reports, etc.

Responsibilities to the Executive Committee and Treasurer

11. The Administrative Assistant is to review all mail with the Association Executive and see that all bills are opened and the procedure of the Treasurer is followed. Example: open all bills, make a copy, code and put that copy in a folder for the Treasurer. The original is to go in a separate folder. The treasurer or an Executive Committee member will approve bills weekly so that the Association Assistant can remit for timely payment. When the checks are cut, they are to be matched with the originals bill. All copies are to be kept for history.

12. The Administrative Assistant will have the knowledge of the process keep the carbon copy of the deposit slips attached to the copy of deposit receipt from the bank and place it in the specific accounting folder for that month.
13. The Administrative Assistant is not authorized to sign checks.
14. The Administrative Assistant will assist to keep the petty cash fund level at \$250.00 to cover the unexpected expenses
15. The Administrative Assistant is to call the Treasurer and one other assigned officer or approved Director to sign checks when necessary.
16. In regard to Association luncheons, the Association Executive will collect the money, chart it and assume all booking keeping responsibility. This may be assigned to the Administrative Assistant.
17. The Administrative Assistant is to be trained and have the knowledge to review all account receivable invoices to determine if there are any past due invoices pending. A notice is to be sent out in accordance with the Association Policies and a report provided to the Treasurer with a list of the number of past due brokers or agents without identifying names.

Other Responsibilities

18. The Administrative Assistant shall perform all other duties as assigned by the Executive Committee or Board of Directors of the Scioto Valley Association of REALTORS® as deemed to be part of this position.
19. The Administrative Assistant shall assist the Association Executive in filing.
20. The Administrative Assistant shall monitor the Multiple Listing Service for compliancy
21. The Administrative Assistant shall keep all contact information on all agents updated in the MLS system, e-mail contacts and NAR website.
22. The Administrative Assistant will be trained in all aspects of SUPRA.
23. The Administrative Assistant will be trained I the process of registering new agents of Scioto Valley Association of REALTORS®.
24. The Administrative Assistant shall possess the knowledge of Microsoft, Excel and PowerPoint.

Board of Directors President: _____

Administrative Assistant: _____

Date: _____

(Revised 4-25-2012)

ASSOCIATION EMPLOYMENT POLICY

HOURS

The Association hours of operation will be 8:00 a.m. until 4:30 p.m. Monday through Friday. Employees of the Association will work during this time or as scheduled by the Executive Committee and have (Option 1) one-half (1/2) hour unpaid lunch between noon and 12:30 or (Option 2) one-half (1/2) hour unpaid lunch as otherwise needed and prearranged through the President or an Executive Committee member if the President is unavailable.

COMPENSATION

The Association Employees shall receive an hourly rate. Hourly wage is to be paid weekly. The work schedule is defined as a forty hour weekly pay scheduled. The hourly wage provides financial compensation for overtime for hours worked over 40 hours in one work week. Overtime is to be authorized by the President or an Executive Committee member if the President is unavailable.

An education allowance for classes pertaining to specifics of the job or any other classes that will enhance job performance will be determined by the Board of Directors. Compensation will be made for travel and lodging as approved by the President or an Executive Committee member if the President is unavailable.

ANNUAL PERFORMANCE REVIEW

The Association Employee shall receive an annual performance review by the Executive Committee. The review will take place prior to the employee's date of hire anniversary date. Any wage change will take effect on the date specified on the performance review.

HOLIDAYS

The following holidays will be paid if they fall on regularly scheduled workdays the Association Employee would be working: Memorial Day, Independence Day, Labor Day and Thanksgiving.

CHRISTMAS BREAK

The Board office will be closed from December 25 – January 1. The Office staff will be paid their regular wages if these days fall on their regularly scheduled work days. The General Membership will be made aware of the closing two (2) weeks prior. Should an issue arise from the Membership that necessitates office staff support, the Association Executive will contact the President for direction and may need to go into the office to complete or resolve the issue. The Board of Directors has to approve the planned office closing after consultation with the Treasurer regarding budget issues. (11/2013)

ANNUAL LEAVE

Vacation may be taken with prior approval from the President or an Executive Committee member if the President is unavailable. Vacation pay for the week will be equal to the average of worked hours per week for the preceding year. Vacation time must be taken prior to the employee's date of hire anniversary date each year. Vacation time will not be carried over into the next year. This is a "use it or lose it" policy. Employees will accrue vacation according to the following schedule:

Length of Service

After 1 year	1 Week
After 5 years	2 Weeks
After 15 years	3 Weeks

SICK LEAVE

The Association Executive will earn a ½ day of sick leave per month or 6 days a year, accumulative for two (2) years only. These days may be taken before they are accrued. If more than 6 days are used in a calendar year those days will be without pay.

PERSONAL TIME

Pre-scheduled, unpaid personal time may be approved by the President or an Executive Committee member if the President is unavailable. The Association may be able to accommodate the employee that wishes to adjust a work schedule for pre-approved schedule changes, which would allow for the normal weekly compensation.

Pay rate: _____ Year: _____

Signed: _____

Print _____ name:

Date: _____

Lockbox/Key Policies

1. **Lockbox Policy** (1-2007)

- A. All Scioto Valley Association of REALTORS® members will receive one (1) lockbox at no charge per year with the lease of their Active or E- key. (10/2013)
- B. All additional boxes will be leased at a charge of \$10.00 per box per year payable at the time of pick-up or when the yearly Association statement is due. (Billing will be in February)
- C. All agents will be billed \$10.00 yearly by the Association for insurance for their ActiveKeys. This will cover the loss or destruction of one (1) Key per year. Additional keys lost or destroyed will be billed at the standard rate prorated at the time of replacement for any key replacement over one (1). Any lost key will require a police report to be filed before a replacement key will be issued. (10/2013)
- D. If the agent finds and returns their Key within thirty (30) days after reporting it lost, they will pay a \$25.00 fee to have their Key insurance reinstated for the remainder of the year. (12-2007)
- E. Shackle codes may be changed by the agent when they get them. All agents may go to the vendors website and assign their boxes to their individual information. This will allow for the daily feed from the vendor about activity at their listings. (10/2013)

2. **Lockbox/Insurance Delinquent Bills**

- A. Refer to Association Policies for delinquent bills.

3. **MLS Non-Association Participants LOCKBOX POLICY**

- A. Any MLS non-association participant who wishes to lease Keys and purchase the provided insurance for their yearly business may do so by making an appointment with the Association Office to complete necessary paperwork and pay the required lease and insurance fees.
- B. Any MLS non-association participant who wishes to purchase lockboxes at the full cost plus a 5% administrative fee each may do so by making an appointment with the Association Office to complete necessary paperwork and pay required costs.
(This will allow the Association to purchase replacement lockboxes and not deplete our stock.)
(7-2007)

ELECTRONIC KEY BOX SYSTEM POLICIES AND PROCEDURES

The Scioto Valley Association of REALTORS® (from this point on referred to as "SVAR") offers a Common Key Lock Box service to the homeowner clients of its Participants.

1. As a service of the SVAR Board, every Designated REALTOR® and every non-principal broker, sales licensee, licensed or certified appraiser or inspector, shall be eligible to hold a key subject to their execution of a lease Agreement.
2. Affiliate Members of SVAR, actively engaged in a recognized field of real estate practice or related field, may lease a Key, provided a lease agreement is signed by the Key holder and by a principal, partner, or corporate officer of the Key holder's firm where applicable.
3. The Electronic Lockbox System includes two types of Keys: (Active Keys or Electronic Keys)
 - A. REALTOR® Keys – provide access to all Electronic Lockboxes in the service with the use of personal pin number.
 - B. REALTOR® E-Key – Smart phone equipped to send a signal to boxes.
 - C. AFFILIATE Keys – provide access to all Electronic Lockboxes in the service with the use of a personal pin number and the CBS (**C**all **B**efore **S**howing) code, which is different for each Electronic Lockbox.
4. Each subscriber must sign a Lease Agreement, which outlines the obligations to the vendor and to the Association. The agreement lists the responsibilities of the parties. No member of a participating Association is required to subscribe to the Electronic Lockbox System as a requirement of membership.
5. When a Key holder, whether an Association Member or Affiliate Member, decides to a) no longer participate in the Electronic Lockbox System b) no longer remain an active licensed sales associate, or c) transfer to a different firm, the Key holder is responsible for notifying the Association of such action. In the case of discontinuing the service, the Key holder is responsible for turning in their Key, all equipment issued and any leased Lockboxes, as well as fulfilling any other terms agreed to in the lease agreement.
6. Electronic Lockboxes may not be placed on a property without the written authorization of the seller. This authority may be established in the listing contract. Members participating in the Electronic Lockbox System are

not required to place a Lockbox* on a listed property. *SVAR Lock Box Participants may, if they so choose, install their own personal lock boxes on their listings provided they have the authority from the seller and it is noted in the "Remarks" section when entered into the MLS.

7. A Key holder will not use the Key to access an Electronic Lockbox without first calling the listing office or listing agent to ascertain the availability of the property, schedule a showing, and obtain other showing instructions from the listing office. Violations of this rule will result in significant penalties, including but not limited to a fine of up to \$1,000 for violation of this rule and/or suspension from the use of the Electronic Lockbox System for a specified period of time.