



Job Description of the Commercial Director

Mission

The mission of the REALTOR® Association of Prince William is to enhance the members' ability to achieve business success ethically and professionally, advocate for private property rights, be the "Voice of the Real Estate" in the Greater Prince William region, and adhere to the NAR Core Standards.

Position

Participate as a member of the governing body of the Association. They represent the best interest of the full general membership without regard to personal interest, they maintain a high level of professionalism as they always represent the Association, they continue to enhance leadership skills and seek to find future leaders as well as support all small groups within the Association.

Duties, Responsibilities, and Authority

Within the limits of the Bylaws and policies, the Commercial Director will accomplish the duties set forth below:

1. Serve as a member of the Board of Directors and attend all board meetings. A board member who misses three meetings is subject to removal by a vote of the Board.
2. Act as a key industry expert, keeping the board members informed of commercial real estate-related issues that affect the Association members.
3. Keep the President and board informed on the conditions of membership of the Association.
4. Keep members informed of the activities of the Association, while protecting confidentiality when necessary.
5. Present to the Board of Directors any programs, suggestions, or concerns of the members.
6. Promote active participation in the Association by the membership and attends all major Association events.
7. The directors shall have a working knowledge of the Bylaws, Rules and Regulations, other Association Policies, and Robert's Rules of Order.
8. Be familiar with the Association's Strategic and operational plans and assist in the implementation of the objectives and strategies.

9. Maintain a close working relationship with all board members.
10. Keep abreast of the Association, Virginia REALTORS®, and the National Association of REALTORS® accomplishments to be prepared to discuss these matters with the membership.
11. Understand and promote advocacy within the Association.
12. Attend annual professional standards training.
13. Be prepared to accept all other duties as requested by the President and maintain continuous liaison with the Chief Executive Officer to ensure proper coordination in the conduct of the Association's business.

Qualifications

1. Must be a REALTOR® for at least two years.
2. Must be a REALTOR® member in good standing.
3. Must serve at least one year on a PWAR small group.
4. Strongly encouraged to be a contributor to RPAC.
5. Must be actively engaged in commercial real estate and hold an active real estate license in the state of Virginia.
6. Must be/become a DEI Champion:
 - a. Complete Fairhaven
 - b. Complete At Home with Diversity
 - c. Attend a Bias Override Course

Term

Serve a two-year term. The term begins on January 1 and ends on December 31 of each year. A Commercial Director cannot serve more than six consecutive years as a Commercial Director.