

THE ROLE OF A FOUNDATION PRESIDENT

The President shall be the Chief Elected Officer of the Foundation and shall perform all duties usual to the Office. It is the duty of the President to preside at the Board of Directors meetings.

It is the responsibility of the President, along with the Chief Executive Officer, to sign any official contracts or documents, which are authorized by the Board of Directors.

The President is one of four people who are Signatories to Foundation checks. The Association staff will contact you if your signature is necessary.

The President is the primary spokesperson for the Foundation. In all representations, the President shall speak and serve as the President of the Foundation and not as an individual REALTOR®.

Throughout the term of office, the President will maintain a high profile at Foundation and Association meetings and programs including but not limited to the Annual Meeting and Trade Fair, Holiday Lunch and Membership Reception. At many of these functions, the President will have a speaking role.

I acknowledge receipt and review of the duties and responsibilities of the Foundation President and agree to perform these to the best of my ability.

THE ROLE OF A FOUNDATION VICE PRESIDENT

In the absence of unforeseen events, the Vice President shall succeed to the Presidency subject to the elective process. In the event of absence or resignation, the Vice President shall perform the duties of the President. The Vice President shall assist the President in carrying out policies and programs as requested and shall perform other duties and responsibilities as assigned by the Foundation Board of Directors.

The Vice President is an authorized signatory on the Foundation checks.

Throughout the term of office, the Vice President shall maintain a high profile at Association and Foundation meetings and programs and shall promote the activities and goals of the Foundation to Association members.

I acknowledge receipt and review of the duties and responsibilities of the Foundation Vice President and agree to perform these to the best of my ability.

THE ROLE OF A FOUNDATION SECRETARY/TREASURER

The Secretary/Treasurer serves as the primary signatory along with the CEO on all Foundation checks.

The Secretary/Treasurer is responsible for reviewing the monthly financial statements for presentation to the Foundation Board of Directors.

The Secretary/Treasurer is responsible for the preparation and dissemination, with staff assistance, of the Minutes of the Foundation Board of Directors meetings.

Throughout the term of office, the Secretary/Treasurer shall maintain a high profile at Association and Foundation meetings and programs and shall promote the activities and goals of the Foundation to Association members.

I acknowledge receipt and review of the duties and responsibilities of the Foundation Secretary/Treasurer and agree to perform these to the best of my ability.

THE ROLE OF A FOUNDATION BOARD DIRECTOR

Each Director of the Greater Harrisburg REALTORS® Foundation helps to provide strong leadership for the Foundation by setting a sound and accurate course for its future and by establishing policy and procedures that ensure the Foundation fulfills its legal, professional, and charitable responsibilities.

Specific responsibilities of the Foundation Board and the Directors as spelled out in the Bylaws, and established Policy include:

- Act as the governing body of the Foundation.
- Attend and participate in regular and special Foundation Board of Directors' meetings.
- Any member of the Foundation Board of Directors who is absent from more than two regular (or special) meetings a year, may be removed from office.
- Be informed on Association and Foundation issues, programs, and viewpoints.
- Set qualifications for grants.
- Act on applications for grants.
- Select appropriate charities for grants.
- Elect Directors or Officers to fill an un-expired term in case of vacancy.
- Oversee and monitor committees' activities including the financial budgets of each committee and its corresponding event.
- Administer the finances of the Foundation.
- Participate in the planning for the Foundation.

Additional responsibilities:

- Attendance, participation, and support of at least one Foundation program, events, and other activities.
- Serve on at least one Foundation Committee.
- Assist in identifying NAR grant opportunities.
- Serve as a Foundation "Goodwill Ambassador".
- Promote the Foundation to increase awareness among the members.
- Financially support the Greater Harrisburg REALTORS® Foundation.
- Financially support the Thanksgiving Food Drive by sponsoring a family.
- Assist in the solicitation of sponsorships for Foundation events.
- Donate to at least one of the donation drives.
- Participate in at least one REALTORS® Reach Out.

I acknowledge receipt and review of the duties and responsibilities of a Foundation Director and agree to perform these to the best of my ability:

Signature

Date