

POSITION National President

General Oversight/Scope of Duties:

- The President shall be the chief elected officer of the Women's Council and shall represent the Women's Council and act in its name, subject to its policies.
- The President shall be responsible for the Women's Council during the term with the support and counsel of the other national officers and the Chief Executive Officer and shall perform all of the duties usual to such office.

Duties and Professional Development:

Within the limits of the Bylaws, policies and priorities of the Women's Council Board of Directors and Executive Committee, the President is responsible to accomplish the duties as set forth below:

1. The President shall serve as Chief Elected Officer, representing the entire membership and the best interests of Women's Council of REALTORS®.
2. Acts as chief spokesperson for Women's Council (with approved and agreed upon messaging), to the press, the public, legislative bodies, and the other organizations.
3. Exercises personal leadership in the motivation of their leadership team, board members, committee members and membership.
4. Works with the President-Elect, and CEO to develop a communication strategy and priorities for the leadership team.
5. Along with the CEO, monitors and evaluates Women's Council performance and effectiveness.
6. When appropriate or invited, attends meetings of the states, and on some occasions, Local Networks to share the National message.
7. Promotes active participation in Women's Council at all levels and in all professional areas.
8. Presides at meetings of the Women's Council Governing Board, Executive Committee, Annual Election Meeting, General Membership Meeting and Leadership Team Meetings.
9. Along with the Leadership Team input, Appoints all committee chairpersons and committee members, except the Candidate Review Committee. All appointments of committee chairpersons shall be subject to approval of the Governing Board and the President shall be an ex-officio member of all committees (except Candidate Review Committee). Appointments also include Special Committees and other volunteers, (i.e., project teams, and presidential advisory groups, ambassadors), outlines the purpose and duties of these groups and monitors progress.
10. Supports and defends policies and programs adopted by the Executive Committee and Governing Board.
11. Works with the Leadership Team to establish, develop and maintain relationships with other individuals, groups, and associations outside the membership of Women's Council for the mutual benefit of the Real Estate Industry.
12. Cultivates a team atmosphere within the Governing Board and Leadership Team.
13. Encourages and inspires members to get involved, and recognizes contributions.
14. Cultivates development of future leaders for the Network.

Leadership Qualities*:

1. Aligned with the mission, vision and culture statements of Women's Council.
2. Will represent the members' interest.
3. Has leadership ability to move the agenda and vision of Women's Council with their own style and talent to mobilize the state and local networks.
4. Exercises personal leadership in the motivation of members and strategic partners.
5. Open to new ideas and concepts even when taking a new direction may involve risk-taking.
6. Has personal leadership capabilities to influence the establishment of goals and objectives of Women's Council; candidate is willing to carry forth ideas and directions that may be unpopular to some.
7. Possesses presentation and public speaking skills and presence to serve as a chief spokesperson.
8. Has the ability to monitor and evaluate the performance of Women's Council.
9. Possesses a knowledge and understanding of strategic initiatives, programs, policies and structure of Women's Council.
10. Able to set up alternative management of their real estate business to allow the candidate to commit the extensive amount of time and energy to the Office.

* Experience from State position descriptions will be used as baseline for national roles

Qualifications:

This position is an automatic ascension from President Elect.

1. Must be a REALTOR® or REALTOR-ASSOCIATE® member in good standing
2. Must be a Women's Council of REALTORS® member in good standing for at least five (5) years
3. Holds the PMN designation
4. Must have past state or local network leadership experience,
5. Must have served as National President-Elect and National First Vice President or Treasurer
6. Must have attended a minimum of five (5) national meetings in the last five (5) years.
7. Must meet or exceed the qualifications and experience from the state position requirements and have held leadership positions within Women's Council.

Candidate is required to have served in the following capacity:

- Served on Women's Council Executive Committee within the past 3 years.

Candidate must have completed a minimum of a one (1) year term in a minimum of three (3) of the following capacities:

1. Served as a local network president.
2. Served on a National Women's Council Task Force, Project Team and/or Presidential Advisory Group or committee, or served in a leadership capacity at National Women's Council in the past three (3) years.
3. Served as a Women's Council State President or State Liaison (if there is no State Network).
4. Served as an elected leader in other industry or NAR Affiliate Organizations.
5. Served as a National Officer or Elected Position.

POSITION National President-Elect

General Oversight/Scope of Duties:

- President-Elect shall observe and support the role of president, and prepare to move into the role of National President.
- The President-elect shall perform the duties of the President in the event of the President's disability or absence.

Duties and Professional Development:

1. The President-Elect is second to the President in leadership. Fulfills the responsibilities of the President in the absence of the President.
2. Works with the President and CEO to develop a communication strategy for the leadership team.
3. Participates along with the Leadership Team in development and accomplishment of all Strategic Priorities of Women's Council.
4. Can act as a spokesperson as assigned by the President.
5. Promotes active participation in Women's Council on the part of the membership.
6. On behalf of the President, develops and cultivates productive relationships with State leaders, National Liaisons and National Strategic Partners.
7. Supports policies and programs adopted by the Executive Committee and Governing Board.
8. Oversees development of the budget for their elective year.
9. Plans the & oversees the Leadership Team retreat along with the CEO.
10. Oversees the activities of the National Liaisons and chairs the National Liaison meetings.
11. Chairs & Plans Network 360 Leadership Training.
12. Represents Women's Council at state and local network meetings, Independent groups and conventions as assigned by the President.
13. Performs other duties as assigned by the President.
14. Cultivates a team atmosphere within the Governing Board and Leadership Team.
15. Encourages and inspires members to get involved, and recognizes contributions.
16. Cultivates development of future leaders for the Network.

Leadership Qualities*:

1. Aligned with the mission, **vision and culture** statements of Women's Council.
2. Will represent the members' interest.
3. Has leadership ability to move the agenda and vision of Women's Council with their own style and talent to mobilize the state and local networks.
4. Exercises personal leadership in the motivation of members and strategic partners.
5. Open to new ideas and concepts even when taking a new direction that may involve risk-taking.
6. Has personal leadership capabilities to influence the establishment of goals and objectives of Women's Council; candidate is willing to carry forth ideas and directions that may be unpopular to some.

7. Possesses presentation **and public speaking** skills and presence to serve as a chief spokesperson.
8. Possesses a knowledge and understanding of strategic initiatives, programs, policies and structure of Women's Council.
9. Able to set up alternative management of their real estate business to allow the candidate to commit the extensive amount of time and energy to the Office.
* Skills/Experience from State position descriptions will be used as baseline for national roles

Qualifications:

1. Must be a REALTOR® or REALTOR-ASSOCIATE® member in good standing
2. Must be a Women's Council of REALTORS® member in good standing for at least five (5) years
3. Holds the PMN designation
4. Must have past state or local network leadership experience,
5. Must have served as National First Vice President or Treasurer
6. Must have attended a minimum of five (5) national meetings in the last five (5) years.
7. Must meet or exceed the qualifications and experience from the state position requirements and have held leadership positions within Women's Council.

Experience:

Candidate is required to have served in the following capacity:

- Served on Women's Council Executive Committee within the past 3 years.

Candidate must have completed a minimum of a one (1) year term in a minimum of three (3) of the following capacities in the past 3 years:

1. Served as a local network president.
2. Served on a National Women's Council Task Force, Project Team and/or Presidential Advisory Group, or committee
3. Served on Women's Council Executive Committee.
4. Completed a term as a Women's Council State President or State Liaison (if there is no State Network).
5. Served as an elected leader in other Industry or NAR Affiliate Organizations.
6. Served as a National Officer or Elected Position.

POSITION National First Vice-President

General Oversight/Scope of Duties:

- The First Vice President shall approve the records and perform other such duties as are customary to the office, including acting as Secretary for the Governing Board and the Executive Committee, when necessary.

Duties and Professional Development:

1. The First-Vice President is third to the President in leadership.
2. Participates along with the Leadership Team in development and accomplishment of all Strategic Priorities of Women's Council.
3. Will determine that a quorum is present at meetings of the Governing Board and Annual Business Meeting and is responsible for credentialing voting delegates.
4. Along with President will approve the minutes prepared by Women's Council staff.
5. Will serve as Chair of the Bylaws committee
6. Supports policies and programs adopted by the Executive Committee and Governing Board.
7. Promotes active participation in Women's Council on the part of the membership.
8. Represents Women's Council at state and local network meetings, Independent groups and conventions as assigned by the President.
9. Performs other duties as assigned by the President.
10. Cultivates a team atmosphere within the Governing Board and Leadership Team.
11. Encourages and inspires members to get involved, and recognizes contributions.
12. Cultivates development of future leaders for the Network.

Leadership Qualities*:

1. Aligned with the mission, vision and culture statements of Women's Council.
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4. Exercises personal leadership in the motivation of members and strategic partners.
5. Open to new ideas and concepts even when taking a new direction may involve risk-taking.
6. Has personal leadership capabilities to influence the establishment of goals and objectives of Women's Council; candidate is willing to carry forth ideas and directions that may be unpopular to some.
7. Possesses presentation and public speaking skills and presence to serve as a chief spokesperson.
8. Has the ability to monitor and evaluate the performance of Women's Council.
9. Possesses a knowledge and understanding of strategic initiatives, programs, policies, bylaws and structure of Women's Council.
10. Able to set up alternative management of their real estate business to allow the

candidate to commit the extensive amount of time and energy to the Office.

* Skills/Experience from State position descriptions will be used as baseline for national roles

Qualifications

1. Must be a REALTOR® or REALTOR-ASSOCIATE® member in good standing
2. Must be a Women’s Council of REALTORS® member in good standing for at least five (5) years
3. Must have past state or local network leadership experience,
4. Must have attended a minimum of five (5) national meetings in the last five (5) years.
5. Holds the PMN designation
6. Must meet or exceed the qualifications and experience from the state position
7. requirements and have held leadership positions within Women’s Council.

Experience:

Candidate is required to have served in the following capacity:

- Served on Women's Council Executive Committee within the past 3 years.

Candidate must have completed a minimum of a one (1) year term in a minimum of three (3) of the following capacities:

1. Served as a local network president.
2. Served on a National Women's Council Task Force, Project Team and/or Presidential Advisory Group, committee.
3. Served on Women's Council Executive Committee.
4. Served as a Women’s Council State President, or State Liaison (if there is no State Network).
5. Served as a leader in other industry or NAR Affiliate Organizations.
6. Served as a National Officer or Elected Position.

POSITION National Treasurer

General Oversight/Scope of Duties:

- The Treasurer shall present the annual budget to the Governing Board for its approval, serve as chairperson of the Finance and Budget Committee and shall review financial matters of the Women's Council monthly.
- The Treasurer shall report on the financial affairs of the Women's Council as needed.

NOTE: It is recommended that candidates running for the National Treasurer position approach the role with the understanding that this is a commitment to run for the National Line, which may include 4 years of leadership roles.

Duties and Professional Development:

1. Must demonstrate knowledge and experience in understanding and reviewing of financial and budgeting processes.
2. Must be willing to work closely with Women's Council staff on understanding and reporting of financials.
3. Will conduct the Finance & Budget orientation each year and will also serve as the Chair of the Finance & Budget committee.
4. Will present financial reports to the Finance & Budget committee, as well as to the Governing Board and the membership.
5. Participates along with the Leadership Team in development and accomplishment of all Strategic Priorities of Women's Council.
6. Supports policies and programs adopted by the Executive Committee and Governing Board.
7. Promotes active participation in Women's Council on the part of the membership.
8. Performs other duties as assigned by the President.
9. Cultivates a team atmosphere within the Governing Board and Leadership Team.
10. Encourages and inspires members to get involved, and recognizes contributions.
11. Cultivates development of future leaders for the Network.

Leadership Qualities*:

1. Aligned with the mission, vision and culture statements of Women's Council.
2. Represents the members' interest.
3. Possesses leadership ability to move the agenda and vision of Women's Council with their own style and talent to mobilize the state and local networks.
4. Exercises personal leadership in the motivation of members and strategic partners.
5. Open to new ideas and concepts even when taking a new direction may involve risk-

taking.

6. Possesses personal leadership capabilities to influence the establishment of goals and objectives of Women's Council; candidate is willing to carry forth ideas and directions that may be unpopular to some.
7. Presentation and public speaking skills and has the ability to serve as a leader and spokesperson as assigned by the President.
8. Knowledge and understanding of strategic initiatives, programs, policies and structure of Women's Council.
9. Candidate is able to set up alternative management of their real estate business to allow the candidate to commit the extensive amount of time and energy to the Office.

* Skills/Experience from State position descriptions will be used as baseline for national roles

Qualifications:

1. Must be a REALTOR® or REALTOR-ASSOCIATE® member in good standing
2. Must be a Women's Council of REALTORS® member in good standing for at least five (5) years
3. Must have past state or local network leadership experience,
4. Must have attended a minimum of five (5) national meetings in the last five (5) years.
5. Holds the PMN designation
6. Must meet or exceed the qualifications and experience from the state position requirements and have held leadership positions within Women's Council.

Experience:

Candidate is required to have served in the following capacity:

- Served on Women's Council Executive Committee within the past 3 years.

Candidate must have completed a minimum of a one (1) year term in a minimum of three (3) of the following capacities:

1. Served a term as a local network president.
2. Experience with finance and budget at state or local level, with Women's Council or another not for profit organization.
3. Served on a National Women's Council Task Force, Project Team and/or Presidential Advisory Group, committee.
4. Served on Women's Council Executive Committee.
5. Served as a Women's Council State President or State Liaison (if there is no State Network).
6. Served as a leader in other industry or NAR Affiliate Organizations.

POSITION National Liaison

General Oversight/Scope of Duties:

- National Liaisons shall oversee, support and promote the work of the Women's Council in their respective regions, and work directly with state leadership, and local leadership (if there is no state network) and report to the Leadership Team to further the mission of the Council and act as the representative of the President in such matters as may be assigned to them.

Leadership Qualities:

1. Aligned with the mission, vision and culture statements of Women's Council and represent the members' interest.
2. Candidate possesses a knowledge and understanding of strategic initiatives, programs, policies and structure of Women's Council.
3. Team management skills
4. Communication/spokesperson skills
5. Ability to delegate effectively
6. Emotional intelligence
7. Financial management skills
8. Meeting management/facilitation
9. Parliamentary procedures
10. Problem Solving
11. Planning and organization
12. Conflict resolution/mediation
13. Collaboration/relationship-building
14. Coaching and mentoring
15. Leadership skills and acumen

Qualifications:

- Must be a REALTOR® or REALTOR-ASSOCIATE® member in good standing
- Must be a Women's Council of REALTORS® member in good standing
- Must have held past leadership experience with Women's Council.
- Holds the PMN designation

Experience:

Candidate must have completed a minimum of a one (1) year term in a minimum of three (3) of the following capacities:

1. Served as a local network president.
2. Served on a National Women's Council Task Force, Project Team and/or Presidential Advisory Group, committee.
3. Served on Women's Council Executive Committee.
4. Completed a term as a Women's Council State President or State Liaison (if there is no State Network).
5. Served as a leader in other Industry or NAR Affiliate Organizations.