

## **POSITION**

## **State Network President**

### **General Oversight/Scope of Duties:**

- Provides leadership and direction for the State Network, keeping the team focused on the mission of the Council, the State Network strategic plan, and the growth and effectiveness of local networks in the state.
- Acts as the voice for the Women's Council brand at the state level, representing the State Network with related groups.
- Acts as a role model and creates a leadership development culture throughout the Council.

### **Duties and Professional Development:**

1. Oversees State Network operations, ensuring the development and achievement of goals and priorities, and compliance with State Network operating standards, Bylaws and Standing Rules.
2. Encourages and inspires member involvement, and ensures a structure is in place to engage volunteers in meaningful work and support accomplishment of the State Network purpose and goals.
3. Oversees communication with members and Strategic Partners.
4. Acts as Network spokesperson with related industry and community groups.
5. Builds and maintains a positive relationship with the State Association of REALTORS®.
6. Presides at State Network Governing Board meetings and all meetings of the membership.
7. Ensures focus on State Network business plan to direct action, use of resources, and align with National Strategic Plan concepts.
8. Works with the Governing Board to evaluate network progress and performance.
9. Serves as a member of the National Governing Board.
10. Serves as a member of the National Liaison's team in the Region, along with the State Liaison.
11. Mentors, trains, supports and provides leadership opportunities for the President-elect and ensures a smooth transition in leadership.
12. Ensures compliance with all National Council reporting requirements.
13. Represents the State Network at National meetings.
14. Reads all National correspondence to keep informed of key matters affecting your State membership, and assists in communicating key matters to members as needed.
15. Cultivates development of future leaders for the State Network.
16. Cultivates a team atmosphere within the Governing Board and state leadership.
17. Encourages and inspires members to get involved and recognizes contributions.
18. Attend state meetings.

<b>Qualifications</b>	<b>Recommended Experience</b>
<ol style="list-style-type: none"><li>1. Must be a REALTOR® or REALTOR-ASSOCIATE® member in good standing</li><li>2. Must be a member of Women's Council for at least three (3) years</li><li>3. Must have past state or local network leadership experience.</li><li>4. Must have served as State First Vice President or Treasurer</li><li>5. PMN designation required</li><li>6. Encouraged to have attended a minimum of three (3) National meetings in the last three years</li></ol>	<ul style="list-style-type: none"><li>● Team management skills</li><li>● Communication/spokesperson skills</li><li>● Ability to delegate effectively</li><li>● Financial management skills</li><li>● Meeting management/facilitation</li><li>● Parliamentary procedures</li><li>● Previous leadership experience within or outside of Women's Council</li><li>● Planning and organization</li><li>● Conflict resolution/mediation</li><li>● Collaboration/relationship-building</li><li>● Coaching and mentoring</li><li>● Leadership skills and acumen</li></ul>

# POSITION

## State Network President-elect

### General Oversight/Scope of Duties:

- Supports the President in fulfilling duties, builds leadership skills and prepares to assume the presidency.
- Oversees network leadership development and growth activities.
- Acts as a role model and creates a leadership development culture throughout the Council.
- Develops and maintains productive relationships with strategic partners.

### Duties and Professional Development:

1. Acts as officer liaison to leadership development initiatives and a non-voting member of the Leadership Identification and Development Committee.
2. Hosts a State Orientation for local and state network leaders.
3. Prepares to assume the role of President, ensuring a smooth transition with the President.
4. In the absence of the President, presides at meetings and performs the necessary duties of the President.
5. Attends National Women's Council Network 360 as part of preparing for the presidency.
6. Conducts a planning retreat prior to taking on the presidency to develop the State Network business plan to align with National Strategic Plan concepts.
7. Assists the President in tracking State Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the State Network strategic plan in the coming year.
8. Reads all National correspondence to keep informed of key matters affecting your State membership and assists in communicating key matters to members as needed.
9. Cultivates development of future leaders for the State Network.
10. Cultivates a team atmosphere within the Governing Board and state leadership.
11. Encourages and inspires members to get involved, and recognizes contributions.
12. Attend state meetings.

### Qualifications

1. Must be a REALTOR® or REALTOR-ASSOCIATE® member in good standing
2. Must be a member of Women's Council for at least two (2) years
3. Must have past state or local network leadership experience.
4. Must have served as State First Vice President or Treasurer
5. PMN designation required (or a candidate to receive during elective service year)
6. Encouraged to have attended a minimum of two (2) National meetings in the last two years

### Recommended Experience

- Communication skills
- Ability to delegate effectively
- Financial management skills
- Meeting management
- Parliamentary procedures
- Previous leadership experience within or outside of Women's Council
- Planning and organization
- Conflict resolution/mediation
- Coaching and mentoring
- Leadership skills and acumen

# POSITION State Network First Vice President

## General Oversight/Scope of Duties:

- Oversees local network support initiatives.
- Manages key State Network governance processes (such as elections, records maintenance, proper reporting and State Network compliance) with all state and federal laws and regulations impacting non-profit organizations.
- Acts as a role model and creates a leadership development culture throughout the Council.

## Duties and Professional Development:

1. Oversees local network support initiatives.
2. Oversees the elections process.
3. Understand and oversee local and state bylaws and state standing rules.
4. Ensures accurate minutes are taken of State Network meetings and elections.
5. Maintains and safeguards all official records of the State Network.
6. Submits the names of newly elected officers to National, along with any changes during the year.
7. Attends all State meetings.
8. Reads all National correspondence to keep informed of key matters affecting your State membership and assists in communicating key matters to members as needed.
9. Cultivates development of future leaders for the State Network.
10. Cultivates a team atmosphere within the Governing Board and state leadership.
11. Encourages and inspires members to get involved and recognizes contributions.

## Qualifications

1. Must be a REALTOR® or REALTOR-ASSOCIATE® member in good standing
2. Must be a member of Women's Council for at least two (2) years
3. Must have past state or local network leadership experience.
4. Must have served on a State Network committee or project team
5. PMN designation encouraged

**Note:** PMN designation will be required to serve as President and President-elect

## Recommended Experience

- Communication skills
- Ability to delegate effectively
- Financial management skills
- Meeting management
- Parliamentary procedures
- Previous leadership experience within or outside of Women's Council
- Planning and organization
- Conflict resolution/mediation
- Coaching and mentoring
- Understanding of non-profit laws and regulations
- Leadership skills and acumen

# POSITION State Network Treasurer

## General Oversight/Scope of Duties:

- Ensures strategies and systems are in place to support the financial health and integrity of the State Network.
- Oversees development of the Strategic Partner program.
- Acts as a role model and creates a leadership development culture throughout the Council.

## Duties and Professional Development

1. Chairs the Budget and Finance Committee.
2. Prepares the annual network budget in conjunction with the Leadership Team for Governing Board presentation and approval.
3. Maintains the State Network books and prepares and presents financial statements to the Governing Board.
4. Uses and understands *Bill Highway* and communicates and responds to national staff on financial matters as needed.
5. Works with the CPA, bookkeeper or tax professional to ensure proper accounting controls and systems are in place.
6. Ensures that network state and federal taxes are filed promptly.
7. Works with President-Elect to develop strategic partnerships and administer collection process.
8. Attends all State Meetings.
9. Reads all National correspondence to keep informed of key matters affecting your State membership and assists in communicating key matters to members as needed.
10. Cultivates development of future leaders for the State Network.
11. Cultivates a team atmosphere within the Governing Board and state leadership.
12. Encourages and inspires members to get involved and recognizes contributions.

## Qualifications

1. Must be a REALTOR® or REALTOR-ASSOCIATE® member in good standing
2. Must be a member of Women's Council for at least two (2) years
3. Must have past state or local network leadership experience.
4. Must have served on state network committee or project team
5. PMN designation encouraged

**Note:** PMN designation will be required to serve as President and President-elect

## Recommended Experience

- Communication skills
- Ability to delegate effectively
- Financial management skills
- Meeting management
- Parliamentary procedures
- Previous leadership experience within or outside of Women's Council
- Planning and organization
- Conflict resolution/mediation
- Coaching and mentoring

## POSITION

## State Liaison

### General Oversight/Scope of Duties:

- Monitors and supports Local Network and ensures compliance with Local Network operating standards.
- Works closely with National Liaisons to act as an important conduit of information between Local, State and National on network issues, trends and accomplishments.
- Acts as a role model and creates a leadership development culture throughout the Council.

### Duties and Professional Development:

1. Oversees Local Network compliance, and provides support where needed.
2. Acts as the first contact to resolve local operating issues or conflicts, in states without District Vice Presidents.
3. Understands the current Local Network minimum operating standards/model.
4. Coaches Local Network leaders to improve network performance.
5. Serves as a member of the National Liaison's team (along with the President).
6. Facilitates two-way communication between National and the Local Networks and Members-at-Large in the state.
7. Is a member of the State Network Leadership Team.
8. Member of the National Governing Board.
9. Attends National Women's Council Network 360.
10. Identifies potential new Local Networks and follows procedures to initiate.
  - Oversight: Local Network Support; Local Network Compliance
11. Reads all National correspondence to keep informed of key matters affecting your State membership and assists in communicating key matters to members as needed.
12. \*Supports District Vice Presidents (See note below).
13. Cultivates a team atmosphere within the Governing Board and leadership.
14. Encourages and inspires members to get involved and recognizes contributions.
15. Cultivates development of future leaders for the Network and serves as a member of the Leadership Identification and Development Committee.
16. Attends meetings hosted by National Liaisons and communicates about network needs with national liaison for their region, as necessary.
17. Submit regular Network Activity Reports to National Liaison on pre-determined dates.

**\*[Note:** In larger states/8 or more local networks with District Vice President positions, the State Liaison role is focused less on network compliance, oversight and support, and more on other duties above.]

**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 two years.
3. Holds the PMN designation
4. Has attended leadership training programs (any credible source)
5. Has attended conflict resolution/ mediation training (any credible source)
6. Has served as a Local Network President (or equivalent leadership experience)
7. Attended two (2) National meetings in the last two (2) years

**Recommended Experience**

- Team management skills
- Communication skills
- Financial management skills
- Ability to delegate effectively
- Meeting management skills
- Parliamentary procedures
- Planning and organization
- Conflict resolution/mediation
- Coaching and mentoring
- Collaboration and relationship-building
- Leadership skills and acumen

# POSITION

# District Vice President (Large States only)

## General Oversight/Scope of Duties:

- Monitors and supports local networks and ensures compliance with local network operating standards.
- Acts as a role model and creates a leadership development culture throughout the Council.

## Duties and Professional Development:

### *For local networks assigned:*

1. Oversees local network compliance, including development of an annual plan and budget, and provide support where needed.
2. Works closely with state liaison to communicate network performance and needs.
3. Acts as the first contact to resolve local network operating issues or conflicts.
4. Coaches local network leaders to improve network performance.
5. Facilitates local planning sessions as requested.
6. Provides new leader mentoring and support.
7. Initiates contact with each local network on a regular basis.
8. Encourages collaboration between local networks and with industry related organizations.
9. Attends all State Meetings.
10. Reads all National correspondence to keep informed of key matters affecting your State membership and assists in communicating key matters to members as needed.
11. Cultivates a team atmosphere within the Governing Board and leadership.
12. Encourages and inspires members to get involved and recognizes contributions.
13. Cultivates development of future leaders for the State Network and supports opportunities for future leaders through Leadership Identification and Development.

## 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 two (2) years
3. Must have past state or local network leadership experience
4. PMN designation encouraged
5. Must have served on a State Committee or Project Team

## Recommended Experience

- Team management skills
- Communication skills
- Financial management skills
- Ability to delegate effectively
- Meeting management skills
- Parliamentary procedures
- Planning and organization
- Conflict resolution/mediation
- Coaching and mentoring
- Collaboration and relationship-building
- Leadership skills and acumen