Local Network Certification 2024

* Indicates required question

1. Email *

    _____

2.   *

    Please fill out each benchmark. Networks that submit certification paperwork earlier in the application cycle with specific milestones that are not met by the submission date (but expected to be completed), should denote "pending, anticipated completion date by October 1, 2024". National will verify that milestones were completed.

    Although all questions are required, if you are a newly chartered network since 11/1/2023, some questions may not apply. Please answer to the best of your ability (You may also enter N/A as needed).

    Please Provide Your Local Network Name:

    _____

3. **Please Provide your Network State:** *

    _____

4. *If your network was chartered after 11/1/2023 please indicate approximate*   *
    date when you were chartered.

    _____

    Example: January 7, 2019

5.   **Name of person submitting the Local Certification:** *

_____

6.   *1)* **Member Services.** *This benchmark ensures that the local network*   *
      adheres to the Network model standards.

      1a)   **Industry Events**

      The network adheres to the model standard on Industry Events. Enter the
      Industry Events held (or to be held) in 2024. Include topic, speaker, date and
      attendance numbers. For Industry Events scheduled in the Fall, provide
      event links if available or describe event in detail.

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7.   *1b)*   **Networking** Events *(smaller events such as masterminds, lunch &*   *
      learn, round tables or social gathering for relationship building)

      The network adheres to the model standard on Networking Events. Enter the
      Networking Events held (or to be held) in 2024. Include topic, speaker, date
      and attendance numbers. For Networking Events scheduled in the Fall,
      provide event links if available or describe event in detail.

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8.   *2)*   **Leadership Development and Engagement.** *This benchmark ensures*   *
     connectivity and engagement with other Women's Council entities, including
     National, State (if applicable), and the National Liaisons.

     2a)   The President must attend the National Flagship Events held during
     the year. Please indicate which National Flagship Event was attended. (If
     you are a newly chartered network who has not yet attended a National
     Flagship Event, you should chose the *"Newly Chartered Network"* option as
     listed below).

     Check all that apply.

     ☐ Elevate - February
     ☐ Midyear - May
     ☐ National Conference - November
     ☐ Newly Charted Network

9.   Enter the 2024 President name, that attended the National Flagship Event. (If
     you are a newly chartered network and have not yet attended a National
     Flagship Event, please enter N/A).

10.   *2b)*   The Leadership team attended an orientation by the end of the first   *
quarter of the year (by 3/31/2024).

All input information is subject to verification by the District Vice President (if applicable) or by the State Liaison.

For Networks with State Network support: Fifty percent (50%) of the governing board attendance is required to meet the benchmark. (Note: this may have been held in the Fall of 2023; however, if the State did not have an Orientation, fifty percent (50%) attendance at the New Year Kickoff & Town Hall will fulfill this requirement.)

For Networks without a State Network: New Year kickoff & Town Hall held on 1/4/2024 fulfills this orientation requirement. Enter who attended the event. Fifty percent (50%) of the local governing board attendance is required to meet the benchmark.

Enter when the event was held and who attended (subject to verification by District Vice President (if applicable) or State or National Liaison(for states w/o state liaisons).

11.   *2c)*   The 2024 President attended Network 360 in August 2023. Enter the   *
name of the person who attended (National will verify).

12.   *2d)*   If your network was chartered after 11/1/2023. Enter name of local   *
       president who attended Network 360 and date they attended.

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13.   *3)*   **Administration and Governance.** This benchmark ensures   *
       operational excellence and thorough administration to ensure network
       continuity annually.

       3a)   The 2024 officers were formally reported to National by 9/30/2023
       using the online form found in the Network Glossary. (National will verify).
       Enter date officers were reported. *(If you are a new network chartered after
       11/1/2023 this information was submitted with chartering paperwork, enter
       date submitted).*

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14.   *3b)*   Affiliation agreement was signed by 1/1/2024. Enter the date the   *
       affiliation agreement was sent. *(May not apply to some new networks).*

_____

15.   *3c)*   Treasurer filed taxes on time. Enter the date taxes were filed. *(May   *
not apply to some new networks).*

_____

16.   *3d)*   Elections for 2025 are completed and names are submitted to   *
National no later than 9/30/2024. Enter date officer's names were sent to
National utilizing the (or expected submission date). *(If you are a new
network chartered after 11/1/2023, you will still be required to submit
names of 2025 officers).*

17.   *3e)*   Network has recent Standing Rules which are posted in the   *
documents section of microsite. Post the microsite link here.

18.   *3f)*   Budget for 2024 was submitted to State Liaison (or your National   *
Liaison if no State Liaison) and BillHighway no later than 12/1/2023. Enter
date budget was sent and to whom it was sent. (National will verify).

*(If you are a new network chartered after 11/1/2023 this information was
submitted with chartering paperwork, enter date submitted).*

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19.   *3g)*   Network utilizes an electronic file share system. This ensures the   *
officer teams obtain historical administrative paperwork, relevant
information, and other tools to ensure continuity of operations. Briefly
describe your file share system:

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20.   *3h)*   Network has officer positions filled (and/or replaces officers in a   *
timely fashion). Please list any vacancies throughout the year, and how
long it took to replace the position.

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21.   4)   **Communications: Image and Branding.** This benchmark ensures   *
that the network's image is consistent and meets standards as set forth by
National. NOTE: Network adheres to brand standards as outlined in
Branding Guidelines. National will audit 4A-4C to ensure compliance. If
benchmarks are not met, National will advise with seven (7) day correction
period.

4a)   Microsite coordination between teams: 2023 and 2024 teams have
coordinated microsite training, which includes but is not limited to, viewing
microsite training resources on wcr.org. Enter how 2023 and 2024 teams
coordinated administration of local microsite.

22.   *4b)*   In thinking ahead please explain how the current team will   *
successfully transfer network information to the 2025 team.

23.   *4c)*   Network has a minimum of one (1) social media platform in use   *
      with timely and brand compliant information. Insert link(s) here for
      verification by National:

      _____

      _____

      _____

      _____

24.   *4d)*   Network utilizes systematized communications vehicles and an   *
      electronic registration platform to keep its membership informed of
      activities and meetings (ex: email newsletters, MailChimp, group emails).
      Briefly describe your communication medium and frequency:

      _____

      _____

      _____

      _____

      _____

25.   4e)   Are all officers regularly reading the National Roadmap newsletter   *
(sent by National) and its contents? If not, explain why network officers are
not reading the network Roadmap.

NOTE: National has access to open and review click through rates. To
meet this benchmark, fifty percent (50%) of the officers must open and
read the Roadmap.

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26.   *4f)*   The network has a program that recognizes the   *
successes/achievements of their members. This could include social
media shout-outs, press coverage, awards, or other vehicles or programs
of recognition. Describe in brief what you utilize or how you do this and
how often?

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27.   5)   **Recruitment and Retention.** This benchmark ensures that processes   *
are put in place to recruit and retain members in order to have a viable
network. It also assesses that the network has a specific strategy coupled
with measurable activities that attract new members and keep existing
ones.

5a)   The network maintains a minimum of 30 REALTOR® members
throughout the year. Enter current REALTOR® membership count and
current date as found in your Network Builder (National will verify).

28.   *5b)*   The network conducts specific recruitment and retention strategies   *
(including but not limited to calling/email campaigns, membership drives,
etc.). Enter in brief your activities for recruitment and retention and what
you felt the results/outcomes were:

29. 5c)   The local network has an on-boarding system for new members   *
(ex: welcome call, welcome email, announcement in social media to peers,
etc.). Briefly describe your onboarding process:

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30. 5d)   Performance Management Network (PMN) is Women's Council's   *
own leadership focused NAR approved REALTOR® designation. Please list
date and course title if network offered a PMN designation course in 2024.
Contact education@wcr.org to learn more about PMN courses.

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