

# POSITION Local President

## General Oversight/Scope of Duties:

- Provides leadership and direction for the Network.
- Keeps the Governing Board focused on the mission of the Council and the Network Business Plan.
- Acts as the local voice for the Women's Council brand, articulating the value of the Network, representing the Network with related groups, and setting the tone for active member involvement.

## Duties and Professional Development:

1. Presides over productive meetings of the Governing Board and membership.
2. Works with the Governing Board to develop, implement and monitor the Network Business Plan.
3. Works with the Governing Board to evaluate Network progress and performance on stated goals, including quality Network events and services.
4. Keeps the President-elect informed on all Local Council matters.
5. Trains and works closely with the President-elect to facilitate a smooth leadership transition.
6. Supports Event Director and Membership Director in delivering quality events and building and retaining a solid base of members.
7. Ensures compliance with all State and National reporting requirements.
8. Reads all National and State correspondence to keep informed of key matters affecting the Local membership and assists in communicating key matters to members as needed.
9. Represents the local Network at State and National meetings.
10. Builds and maintains relationships with the Local REALTOR® Association and related industry and community groups.
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 Network.

## 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
3. Has previous leadership experience within or outside of Women's Council
4. PMN designation encouraged

## Recommended Experience

- Team management skills
- Communication skills
- Financial management skills
- Ability to delegate effectively
- Meeting management skills
- Parliamentary procedures
- Planning and organization
- Conflict resolution
- Leadership skills and acumen

# **POSITION** Local President-elect

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

- Supports the President in fulfilling their duties
- Builds leadership skills and prepares to assume the presidency
- Develops and maintains productive relationships with Strategic Partners

## **Duties and Professional Development:**

1. Fulfills the duties of the President as needed.
2. Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
3. Supports accomplishment of Network Business Plan goals and priorities.
4. Attends Women's Council Network 360 Leadership Conference as part of preparing to take on the presidency.
5. Reads all National and State correspondence to keep informed of key matters affecting the Local membership and assists in communicating key matters to members as needed.
6. Attends State and National Women's Council Meetings, depending on budget and personal finances.
7. Develops and maintains relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
8. Builds and maintains relationships with the Local REALTOR® Association and related industry and community groups.
9. Works with the incoming President to ensure a smooth transition in leadership.
10. Cultivates a team atmosphere within the Governing Board and leadership.
11. Encourages and inspires members to get involved and recognizes contributions.
12. Cultivates development of future leaders for the Network.

## **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
3. Has previous leadership experience within or outside of Women's Council
4. PMN designation encouraged

## **Recommended Experience**

- Team management skills
- Communication skills
- Financial management skills
- Ability to delegate effectively
- Meeting management skills
- Parliamentary procedures
- Planning and organization
- Conflict resolution
- Leadership skills

# **POSITION** Local First Vice President

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

- Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.

## **Duties and Professional Development:**

1. Understands Network bylaws and standing rules.
2. Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women's Council by September 30 each year.
3. Ensures accurate minutes are taken at each Governing Board meeting and maintains all official records of the Network.
4. Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.
5. Reads all National and State correspondence to keep informed of key matters affecting the Local membership and assists in communicating key matters to members as needed.
6. Attends State and National Women's Council Meetings, depending on budget and personal finances.
7. Cultivates a team atmosphere within the Governing Board and leadership.
8. Encourages and inspires members to get involved, and recognize contributions.
9. Cultivates development of future leaders for the Network

## **Qualifications**

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2. Must be a Women's Council of REALTORS® member in good standing
3. Has previous leadership experience within or outside of Women's Council
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## **Recommended Experience**

- Team management skills
- Communication skills
- Planning and organization
- Ability to delegate effectively
- Meeting management skills
- Parliamentary procedures
- Leadership skills

# POSITION Local Treasurer

## General Oversight/Scope of Duties:

- Ensures strategies and systems are in place to support the financial health and integrity of the Network.
- Ensures proper reporting and Network compliance with all state and federal laws and regulations impacting not for profit organizations.

## Duties and Professional Development:

1. Maintains Network financial records, tracks transactions, and reports regularly on Network financial performance.
2. Handles receipts and disbursements, ensuring proper controls are in place.
3. Ensures expenses are in compliance with approved budget.
4. Uses and understands *Bill Highway* and communicates and responds to national staff on financial matters as needed.
5. Works with the Governing Board to develop proposed annual budget.
6. Interacts with the CPA, bookkeeper, or tax professional on behalf of the Network.
7. Ensures Network state and federal taxes are filed annually and provides full support for Network financial reviews.
8. Reads all National and State correspondence to keep informed of key matters affecting the Local membership and assists in communicating key matters to members as needed.
9. Attends State and National Women's Council Meetings, depending on budget and personal finances.
10. Cultivates a team atmosphere within the Governing Board and leadership.
11. Encourages and inspires members to get involved, and recognize contributions.
12. Cultivates development of future leaders for the Network.

## 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 or AFFILIATE member.
3. Has previous leadership experience within or outside of Women's Council
4. PMN designation encouraged

## Recommended Experience

- Team participation skills
- Communication skills
- Bookkeeping/accounting background and/or related experience
- Parliamentary procedure

## **POSITION** Event Director

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

- Ensures the development and delivery of timely, relevant, business-oriented Network education and networking events.

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

1. Plans four Network industry events, including coordination and marketing strategies.
2. Keeps updated on industry trends to identify business needs and issues.
3. Produces a minimum of two additional events focused on member networking and relationship building.
4. Works closely with all Event Project Teams as needed to accomplish tasks within the approved budget.
5. Reports to the governing board on the events and programs.
6. Reads all National and State correspondence to keep informed of key matters affecting the Local membership and assists in communicating key matters to members as needed.
7. Attends State and National Women's Council Meetings, depending on budget and personal finances.
8. Interacts with the local REALTOR® association, other real estate related groups, community groups (for collaborative programming) and potential speakers.
9. Cultivates a team atmosphere within the Governing Board and leadership.
10. Encourages and inspires members to get involved, and recognizes contributions.
11. Cultivates development of future leaders for the Network.

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2. Must be a Women's Council of REALTORS® member in good standing
3. Has previous leadership experience within or outside of Women's Council
4. PMN designation encouraged

### **Recommended Experience**

- Team participation skills
- Communication skills
- Program development
- Ability to delegate effectively
- Planning and organization
- Parliamentary Procedures

# POSITION

# Membership Director

## General Oversight/Scope of Duties:

- Conducts an outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new, and renewing members.

## Duties and Professional Development:

1. Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
2. Supports and follows through on all National Council membership marketing campaigns.
3. Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan.
4. Oversees implementation of a new member welcome and orientation program, as well as a first-year member communication program, using resources provided by National.
5. Oversees implementation of a member communication 'drip' system, using tools and resources provided by National.
6. Monitors and supports development of Strategic Partner benefits packages.
7. Manages Membership Project Teams as needed to accomplish tasks.
8. Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board.
9. Monitor membership reports received from National Women's Council for accuracy and follows up on any discrepancies.
10. Reads all National and State correspondence to keep informed of key matters affecting the Local membership and assists in communicating key matters to members as needed.
11. Attends National and State Women's Council Meetings, depending on budget and personal finances.
12. Cultivates a team atmosphere within the Governing Board and leadership.
13. Encourages and inspires members to get involved and recognizes contributions.
14. Cultivates development of future leaders for the Network.

## Qualifications

1. Must be a REALTOR®, or REALTOR-ASSOCIATE® member in good standing
2. Must be a Women's Council of REALTORS® or AFFILIATE member in good standing.
3. Has previous leadership experience within or outside of Women's Council
4. PMN designation encouraged

## Recommended Experience

- Team management skills
- Communication skills
- Strategy Development
- Planning and organization
- Ability to delegate effectively
- Meeting management skills
- Parliamentary procedures