

# **POSITION** | President

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

Provides leadership and direction for the State Network, keeping the Leadership Team focused on the mission of Women's 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 leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

## **Major Responsibilities:**

- Oversees State Network operations, ensuring the development and achievement of goals and priorities, and compliance with State Network operating standards
- Encourages and inspires member involvement, and ensures a structure is in place to engage volunteers in meaningful work and to support accomplishment of the State Network purpose and goals
- Oversees communication with members and strategic partners
- Acts as Network spokesperson with related industry and community groups
- Builds and maintains a positive relationship with the State Association of REALTORS®
- Presides at State Network Governing Board meetings and all meetings of the membership
- Ensures focus on State Network strategic plan to direct network action and use of resources
- Works with the Governing Board to evaluate network progress and performance
- Member of the National Governing Board
- Is a member of the National Liaison's Team in the Region, along with the State Liaison
- Mentors, trains, supports and provides leadership opportunities for the President-elect and ensures a smooth transition in leadership
- Cultivates development of future leaders for the State Network
- Ensures compliance with all National Council reporting requirements
- Represents the State Network at National meetings
- Oversight:
  - Communications
  - Industry Relations
  - Past President Advisory Committee

## **Important Relationships – INTERNAL**

- Local Network leadership
- Local Network Presidents
- State Network Strategic Partners
- State Governing Board
- Project Team leaders
- President-elect
- State Parliamentarian

## **Important Relationships – EXTERNAL**

- State REALTOR® Association Executive and elected leadership
- Related real estate organization leadership
- National Governing Board
- National Liaison (part of the National Liaison Team)

**Criteria/Qualifications**

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two (2) years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on state network committee, project team and/or equivalent
- PMN designation encouraged
- Attended a minimum of two (2) National meetings in the last two (2) years

**Ideal Skills/Experience**

- Team management
- Communication/spokesperson skills
- Delegation
- Meeting management/facilitation
- Previous leadership experience within or outside of Women's Council
- Planning and organization
- Conflict resolution/mediation
- Collaboration/relationship-building
- Coaching and mentoring

## **POSITION** | President-elect

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

Supports the President in fulfilling their duties, builds leadership skills and prepares to assume the presidency. Oversees network leadership development and growth activities. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

### **Major Responsibilities:**

- Acts as officer liaison for Leadership Development Initiatives (such as leadership training events) and a non-voting member of the Leadership Identification and Development Committee
- Hosts a State Orientation for Local and State network leaders
- Prepares to assume the role of President, ensuring a smooth transition with the President
- In the absence of the President, presides at meetings and performs the necessary duties of the President
- Attends National Women's Council Network 360 as part of preparing for the presidency
- Conducts a planning retreat prior to taking on the presidency to develop the State Network Strategic Plan
- 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
- Appoints the State Liaison (ratified by the Governing Board) before the election
- Oversight:
  - Strategic Planning Committee
  - Leadership Identification and Development Committee
  - Leadership Development Initiatives

### **Important Relationships – INTERNAL**

- President
- State Governing Board
- Local Network Presidents-elect
- Project Team leaders (as appropriate)
- Leadership Identification and Development Committee

### **Important Relationships – EXTERNAL**

- As needed to support the President and in their absence

### **Criteria/Qualifications**

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two (2) years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on state network committee, project team and/or equivalent
- PMN designation encouraged
- Attended a minimum of one (1) National meetings in the last two (2) years

### **Ideal Skills/Experience**

- Communication skills
- Delegation
- Meeting management
- Previous leadership experience within or outside of Women's Council
- Planning and organization
- Conflict resolution
- Coaching and mentoring

<b>POSITION</b>	<b>First Vice President</b>
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**General Oversight/Scope of Duties:**

Oversees Local Network support initiatives. Manages key State Network governance processes, such as elections, records maintenance, and proper reporting and State Network compliance with all state and federal laws and regulations impact non-profit organizations. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women’s Council.

**Major Responsibilities:**

- Maintains State Network Bylaws and oversees updates as necessary
- Ensures accurate minutes are taken at State Network meetings
- Maintains and safeguards all official records of the State Network
- Submits the names of newly elected Leadership Team to National, along with any changes during the year
- Oversight:
  - Network Development
  - Election Process
  - Bylaws and Standing Rules (updates as necessary)

**Important Relationships – INTERNAL**

- State Governing Board
- Nominating Committee
- Local Network Secretaries
- Project Team Leaders (as appropriate)

**Important Relationships – EXTERNAL**

- None

**Criteria/Qualifications**

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two (2) years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on State Network Committee, Project Team and/or equivalent
- PMN designation encouraged

**Ideal Skills/Experience**

- Planning and organizing skills
- Oral and written communication skills
- Operating as part of a team
- Collaboration and relationship-building
- Understanding of non-profit laws and regulations

# POSITION 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 leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

## Major Responsibilities:

- Chairs the Budget and Finance Committee
- Prepares the annual network budget in conjunction with the Leadership Team for Governing Board presentation and approval
- Maintains the State Network books and prepares and presents financial statements to the Governing Board
- Works with the CPA and/or bookkeeper to ensure proper accounting controls and systems are in place
- Ensures that State Network taxes, both state and federal, are filed promptly
- Oversight:
  - Budget and Finance Committee
  - Strategic Partner Development

## Important Relationships – INTERNAL

- State Governing Board (regular reporting)
- Budget and Finance Committee
- Local Network Treasurers
- Strategic Partners
- Project Team Leaders (as appropriate)

## Important Relationships – EXTERNAL

- CPA/tax professionals

## Criteria/Qualifications

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two (2) years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on State Network Committee, Project Team and/or equivalent
- PMN designation encouraged

## Ideal Skills/Experience

- Bookkeeping/accounting background and/or related experience
- Planning and organizing skills
- Communication skills
- Operating as part of a team

# POSITION State Liaison

## General Oversight/Scope of Duties:

Monitors and supports Local Network and ensures compliance with Local Network operating standards. Acts as an important conduit of information between Local, State and National on network issues, trends and accomplishments. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

## Major Responsibilities:

- Oversees Local Network compliance, including development of an annual plan and budget, and provides support where needed
- Acts as the first contact to resolve local operating issues or conflicts
- Coaches Local Network leaders to improve network performance
- Is a member of the Leadership Identification and Development Committee
- Is a member of the National Liaison's team (along with the President)
- Facilitates two-way communication between National and the Local Networks and Members-at-Large in the state
- Is a member of the State Network Leadership Team
- Member of the National Governing Board
- Attends National Women's Council Network 360
- Identifies potential new Local Networks and follows procedures to initiate
- \*Supports District Vice Presidents
- Oversight:
  - Local Network Support
  - Local Network Compliance

\*[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.]

## Important Relationships – INTERNAL

- Local Network Leaders
- State Leadership Team
- Leadership Identification and Development Committee
- State Governing Board (regular reporting)
- \*District Vice Presidents

## Important Relationships – EXTERNAL

- National Liaison
- National Governing Board

## Criteria/Qualifications

- Is a REALTOR® member in good standing
- Has served as a Local Network President (or equivalent leadership experience) and understands the current Local Network minimum operating standards/model
- Attended two (2) National meetings in the last two (2) years

## Ideal Skills/Experience

- Coaching and mentoring
- Communication skills
- Collaboration and relationship-building
- Operating as part of a team
- Conflict resolution/mediation

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| <ul style="list-style-type: none"><li>● Additional requirements in states with a State Network:<ul style="list-style-type: none"><li>○ Has knowledge of the current roles and responsibilities with a State Network</li><li>○ Has served on the State Network Governing Board in a capacity other than Local Network President (e.g., Leadership Team member, Leadership Identification and Development Committee Chair, Nominating Committee Chair, etc.)</li></ul></li><li>● Preferred qualifications:<ul style="list-style-type: none"><li>○ Has attended leadership training programs (any credible source)</li><li>○ Has attended conflict resolution/ mediation training (any credible source)</li><li>○ Holds the PMN designation</li><li>○ Has attended network operations session at National meetings in the last twelve (12) months</li></ul></li></ul> |  |
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<b>POSITION</b>	<b>District Vice President</b> (large states only/8 or more local networks)
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**General Oversight/Scope of Duties:**

Monitors and supports Local Networks and ensures compliance with Local Network minimum operating standards/model. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women’s Council.

**Major Responsibilities:**

*For local networks assigned:*

- Oversees Local Network compliance, including development of an annual plan and budget, and provide support where needed
- Acts as the first contact to resolve Local Network operating issues or conflicts
- Coaches Local Network leaders to improve network performance
- Facilitates Local Network planning sessions as requested
- Provides new leader mentoring and support
- Initiates contact with each Local Network on a regular basis
- Encourages collaboration between Local Network and with local Industry Related organizations (Local Association of REALTORS®, Young Professional Network etc.)
- Member of the State Governing Board

[Note: one District Vice President for every three Local Networks in the State]

**Important Relationships – INTERNAL**

- Local Network leaders
- State Leadership Team
- State Governing Board

**Important Relationships – EXTERNAL**

- None

**Criteria/Qualifications**

- Is a REALTOR® member in good standing
- Has served as a Local Network President or Membership Director
- Must be a member of Women's Council for at least two (2) years
- PMN designation encouraged

**Ideal Skills/Experience**

- Conflict resolution/mediation
- Planning and organizing skills
- Communication skills
- Operating as part of a team