**COMMITTEES OF THE STATE CHAPTER**

(According to model bylaws)

Standing Committees: Bylaws, Education and Program, Finance and Budget, National Focus\*, Nominating, Strategic Planning, International, Marketing and Ways & Means (these last four at the option of the Chapter.)

Suggested Special Committees: Convention, Newsletter, Chapter Excellence Awards

**\*National Focus Information and Guidelines - The State Chapter as Leadership Developer**

One of the essential roles of all state chapters is Leadership Development. The state chapter provides mentoring and coaching support to local chapters and their leaders. In all of its activities, the state chapter should provide networking opportunities, forums, etc. for local leaders to learn from each other, share information, work on issues of concern, etc. The state chapter is part of the leader identification and cultivation process for local, state and national leadership positions.

* Use tools developed by national (e.g., leadership criteria, systems, checklists, etc.), consult with local chapters on leadership development processes and strategies
* Create a ‘swat’ team that can help local chapters address critical issues
* Observe emerging leadership – act as a talent scout for future leaders at any level of the organization via the state’s National Focus Committee\*
* Coach for individual achievement (develop a strategy over time to provide individual coaching for local leaders)
* Ensure that any event held by the state includes tangible opportunities for networking and relationship building

**National Focus is a State Chapter Standing Committee\***

The Committee Chairman and a minimum of two REALTOR® members are appointed by the State Chapter President. The incoming State Chapter President reports the name of the Chair to the national VP of Membership each year in December. The Chairman & the members should have extensive Women’s Council knowledge & experience (local, state and national).

The Committee is responsible for:

1. Exploring ways to gain national prominence for the state, through networking and participation, and to keep members informed of national issues and opportunities.

2. Identifying, developing and positioning qualified members for national leadership roles, insuring that National has a strong, talented cadre of members for volunteer opportunities and leadership positions.

3. Encouraging attendance and participation at State and National Meetings.

*How the State National Focus Committee “Connects” to National WCR*

4. Submit Recommendations to National WCR by May 1 of each year using the 2 page Resume form provided by national.

(a) The benefits of WCR membership increase with involvement. The Committee should develop a system to insure that members know about the current national opportunities and how to participate. We have included a list of opportunities on page 2 with the approximate number of members needed each year. Some opportunities are open to any interested member, however many are appointments. Also note that the amount of experience and skills needed for the opportunities varies greatly. For example, volunteering at the Annual Business Meeting is a great way for less experienced members to start their involvement. It’s also a great opportunity for members who are looking for a one time, short term commitment. Appointments to Chair a Steering Committee or to facilitate a workshop or instruct at Academy require a mix of extensive organizational knowledge, instructional skills and qualitative teaching experience.

Appointments are not limited to state recommendations; however they are given first priority whenever appropriate. Appointments to Steering and Program Committees, Executive and Finance and Budget are made by the National Line officers each June. Other appointments and invitations to participate take place throughout the year. In addition, National Staff uses the recommendations for many opportunities including learning labs, panels at Forums, speaker introduction opportunities, annual election, etc.

Each state has a set number of recommendations they may make each year, based on the number of REALTOR® members in their state as of 11/1 of each year.

1. 50 – 200 members - may make up to three recommendations

2. 201 – 500 members - may make up to five recommendations

3. 501 -1000 members - may make up to seven recommendations

4. 1001 or more members - may make up to ten recommendations

States do not have to re-submit recommendations for anyone who is/was on Executive Committee or has held a Steering Committee or Program Committee chair or vice-chair appointment.