**STATE NETWORK PRESIDENT**

The State Network President is a REALTOR®/REALTOR ASSOCIATE® nominated by the State Network Nominating Committee and elected at the State Network election meeting.

**Major Responsibilities**

* Conduct the business of the State Network
* Submit State Network Annual Report.
* Develop membership in the state through local Network recruiting and retention programs (includes new

 Network formation when appropriate)

* Host a State Orientation for Local and State Network Officers
* Actively participate as a member of the State Network Governing Board
* Actively participate as an officer of the Regional Committee
* Actively participate as a member of the WCR National Governing Board
* Meet with Local officers and help them deliver officer and new member orientations

**The Difference Between Governor and State Network President Responsibilities**

* The State Network President oversees local Network operations, such as recruiting, retention & new Network formation. She manages, supervises, and ensures compliance with Local and State Network standards.
* The Governor oversees local Network performance, such as meeting standards, business plan goal setting, analyzing membership results. She encourages, coaches and provides wise counsel.

**General Knowledge Required**

* Business planning and budgeting
* WCR mission, vision, values and goals
* Effective meeting management

**STATE NETWORK PRESIDENT-ELECT**

The President-elect (a REALTOR®/REALTOR-ASSOCIATE®) works closely with the President in order to learn: preparing agendas, presiding at portions of meetings, planning the orientation, installations, etc. In the absence of the President, the President-elect presides at meetings and performs the necessary duties of the office.

Additionally, the President-elect should automatically serve on all governance-related committees, such as Finance & Budget and Strategic Planning, as well as participate in Network visitations when possible.

The President-elect is expected to attend the State Leadership Academy in Chicago in August. In late summer or early fall, the President-elect should plan and preside at a planning retreat to coordinate and implement plans for the following year. This includes setting retention and new member goals as well as sponsorship and/or fundraising targets in the Network business plan. All programming should support the WCR mission.

**STATE GOVERNOR**

The State Governor is a REALTOR®/REALTOR-ASSOCIATE® nominated by the State Network Nominating Committee and elected at the State Network election meeting.

**Major Responsibilities**

* Coach local Networks to improve their performance (as defined in the Business Plan)
* Actively participate as a member of the State Network Governing Board
* Actively participate as an officer of the region and as a member of the Regional Committee.
* Actively participate as a member of the WCR National Governing Board

**The Difference Between the Governor and State Network President’s Roles**

* The State Network President oversees local Network operations, such as recruiting, retention & new Network formation. She manages, supervises, and ensures compliance with Local and State Network standards.
* The Governor oversees local Network performance, such as meeting standards, analyzing membership results and participating in the Network Business Plan development. She encourages, coaches and provides wise counsel.

**Specific Responsibilities**

* Attend WCR state and national meetings
* Help Local Networks understand and complete the online Annual Report.

**General Knowledge Required**

* Network Business Plan
* Network Program Recognition
* Electronic Reporting
* WCR mission, vision, values and goals

 **STATE NETWORK SECRETARY**

The Secretary shall take the minutes of each Network meeting and each Governing Board meeting and keep an accurate record of all motions made at these meetings.

The suggested format for minutes of meetings is included in section on duties and responsibilities of the Local Network Secretary.

Original copies of all minutes shall be kept in a PERMANENT NETWORK MINUTES BOOK and one copy shall be mailed to the Network President and the Regional Vice President of WOMEN’S COUNCIL OF REALTORS®.

A major responsibility of the State Network Secretary is to send in to National WCR the names and the addresses of newly elected officers immediately upon election. Also, should there be any changes during the year (name and/or address of Network members), these changes should be sent in to National WCR as soon as possible.

**STATE NETWORK TREASURER**

Prepares year’s budget and keep books. (Review duties of the Local Network Treasurer.)