

Women's Council of REALTORS™

# Network Governance and Management

Barbara Clemons – California  
Carrie J. Little - Illinois

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Women's Council of REALTORS™

*Mission Statement:*  
We are a network of successful REALTORS®, advancing women as professionals and leaders in business, the industry and the communities we serve.

## GOVERNANCE STRUCTURE

**WHAT'S NEW:**

- Streamlined Governance Process
- More relevant officer positions
- Job Descriptions
- Activity

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Women's Council of REALTORS™

### Governance Structure

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      President["President  
REALTOR®  
Automatically advances from President-elect"]
      President --> PE["President-elect  
REALTOR®"]
      President --> Secretary["Secretary  
REALTOR®"]
      President --> Treasurer["Treasurer  
REALTOR® or  
National Affiliate"]
      President --> PD["Program Director  
REALTOR®"]
      President --> MD["Membership Director  
REALTOR® or  
National Affiliate"]
      PD --> EC["Education Chair  
REALTOR® or  
National Affiliate"]
      MD --> RRC["Recruitment & Retention Chair  
REALTOR® or  
National Affiliate"]
      EC --> PT1["Project Team  
• Past President Advisory  
• Candidate Review"]
      EC --> PT2["Project Team  
• Budget & Finance  
• Fundraisers"]
      RRC --> PT3["Project Team  
• Member Ambassadors  
• Industry Outreach"]
      RRC --> PT4["Project Team  
• Marketing  
• Strategic Partner Outreach"]
  
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**PROJECT TEAM EXAMPLES:**

- Project Team: Past President Advisory, Candidate Review
- Project Team: Budget & Finance, Fundraisers
- Project Team: Member Ambassadors, Industry Outreach
- Project Team: Marketing, Strategic Partner Outreach

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Women's Council of REALTORS<sup>®</sup> Governance Structure

<b>President</b> REALTOR <sup>®</sup> Member	Elected as President-elect, automatically moves up One-year term
<b>President-elect</b> REALTOR <sup>®</sup> Member	Elected by membership One-year term
<b>Secretary</b> REALTOR <sup>®</sup> Member	Appointed by incoming President-elect (ratified at last Governing Board prior to year taking office) One-year term
<b>Treasurer</b> REALTOR <sup>®</sup> or National Affiliate Member	Elected by the membership One-year term
<b>Program Dir.</b> REALTOR <sup>®</sup> Member	Appointed by incoming President (ratified at last Governing Board Meeting prior to year taking office)
<b>Membership Dir.</b> REALTOR <sup>®</sup> or National Affiliate Member	Appointed by incoming President (ratified at last Governing Board Meeting prior to year taking office)

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Women's Council of REALTORS<sup>®</sup> Governance Structure

**Governing Board Meetings**

- Minimum of four (4) times a year
- Quorum is four (4) board members
  - MUST include either President or President-elect



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Women's Council of REALTORS<sup>®</sup> Activity

Do you know your leadership Team?



**VOLUNTEER**

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Shift from Committees to Project Teams  
 "Local Affiliates" to "Strategic Partners"  
 Increased revenue to local Network



# THE SHIFT

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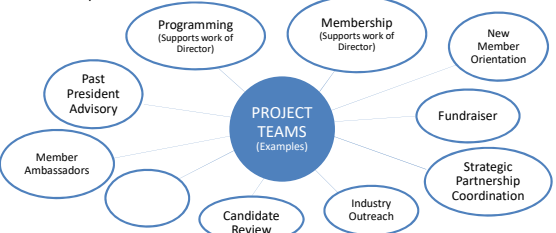
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## Project Teams

**Project Teams**

- Used for a defined period of time
- Disband at end of project
- Members and outside support as needed
- Ratified by Governing Board
- Examples:



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## ELECTIONS

**WHAT'S NEW:**

- Candidate Review Project Team
- No slate of nominated candidates
- Officers do not automatically move up – only President-elect to President



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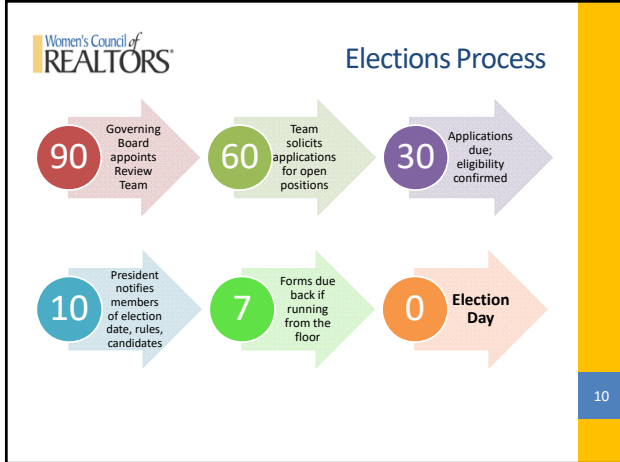
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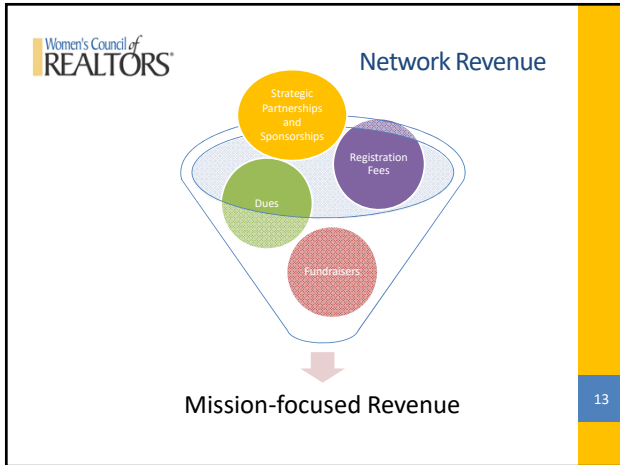
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**Women's Council of REALTORS®**

**Strategic Partnerships**

Women's Council Annual Strategic Partnership Opportunities

Benefits	Partnership Levels				
	Platinum \$2,400 [example only] Suggested dollar amount = 2x Gold Amount	Gold \$1,200 [example only] Suggested dollar amount = 2x Silver Amount	Silver \$600 [example only] Suggested dollar amount = 2x Bronze Amount	Bronze \$300 [example only] Suggested dollar amount = 2x Basic Amount	Basic \$150 [example only]
Certificates for complimentary Network meeting attendance*	8	4	2	1	Admission at Member Rate
Certificates for complimentary Network meeting attendance for REALTOR® guests	4	3	2	1	
One 2-minute presentation at a Network meeting	*	*			
Recognition on meeting promotional materials	*	*			
Company materials on display table at Network meetings	*	*	*		
Display of banner at Network meetings**	*				
Recognition on Network website	*	*	*	*	*
Live link to Company website on Network website	*	*			
PowerPoint recognition at Network meetings (if available)	*	*	*	*	
Mailing list of Network members	*	*			
First opportunity to sponsor education event when speaking	*				

Find it at: [wcr.org](http://wcr.org) > Network Tools > Network Business Planning

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### Activity – Project Team

Your governance team has a budget of \$20,000 for the 2018 year. Your project (project team) is to fund the budget with strategic partners. Your start date is October 1, – December 31<sup>st</sup>, 2017.

- In your binders is a sample project team worksheet.
- Look at your worksheet
- You are tasked with building your team
- The duration of the project
- Who will you recruit for team members
- What is your objective

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**Project Team Name**

**Start Date:**

**End Date – Report back to Network Leadership**  
 Date:

**Team Members**  
 1. Team Leader—REALTOR® or National Affiliate  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_  
 \*The size of the team will depend on the project

**How will you accomplish the task?**  
 Timeline:  
 to there an ask:

**Objectives of the group**

**Project Team Outcome**

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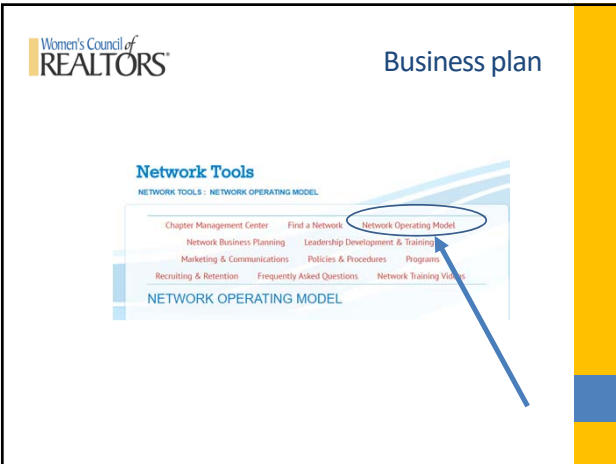
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Women's Council of REALTORS<sup>®</sup> Business plan

Goal: To provide Consistent Today Communication & Networking to Members and Prospects	How?	Timeline to accomplish: Start Date, Completion Date	Who is responsible?	Resources Required	Define Success	When Done
<b>COMMUNICATION/MARKETING</b>						
<b>Strategies</b>						
Produce a quarterly print or electronic newsletter						
Send newsletters prior to every industry and social event.						
Post network event information on wcr.org website & program event search for new program ideas.						
Network website at wcr.org has a message from current Network President						
Post photos of Members/events on wcr.org network website						
Schedule a minimum of 8 educational meetings and promote topic/quote at least 3 months in advance						
Provide network events to non member REALTORs						
<b>Additional Goals</b>						

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## Budget sample

**Network Tools**  
NETWORK TOOLS - NETWORK OPERATING MODEL

Chapter Management Center Find a Network **Network Operating Model**  
 Network Business Planning Leadership Development & Training  
 Marketing & Communications Policies & Procedures Program  
 Recruiting & Retention Frequently Asked Questions Network Training Videos

NETWORK OPERATING MODEL

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## Budget sample

**Planning Your Budget**  
Budget Planning Tool

Revenue	Budget Targets	Last Year's ACTUAL Revenue
Surplus from Last Year Carried Forward	\$	\$
Membership (e.g. 35 Members x \$20.00)		
Monthly Sponsorships (e.g. 8 x \$300)		
Ways & Means (e.g. Silent Auction)		
Local Affiliate Membership (e.g. 5 x 150)		
<b>TOTAL INCOME</b>	\$	\$

Expenses		
Awards		
Bank Service Charges		
Discretionary Fund		
Education		
Leadership Orientation		
Meeting Programs		
Membership Pins		
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## Network Name Change Process

Networks filing Form 990 or 990-EZ report the change on your 2017 annual return.

Networks filing Form 990-N, the e-Postcard, report the change by letter or fax only (not by phone). Information is all online at

- <https://www.irs.gov/charities-non-profits/charitable-organizations/change-of-name-exempt-organizations>

The particular supporting documentation required to report a change of name depends on your incorporation status.

If Your Network Is	The Request Must Include
Incorporated	A copy of the amendment to the Articles of Incorporation, and proof of filing with the appropriate state authority.
Unincorporated	A copy of the amended Bylaws showing the effective date of the change of name and signed by at least two officers.

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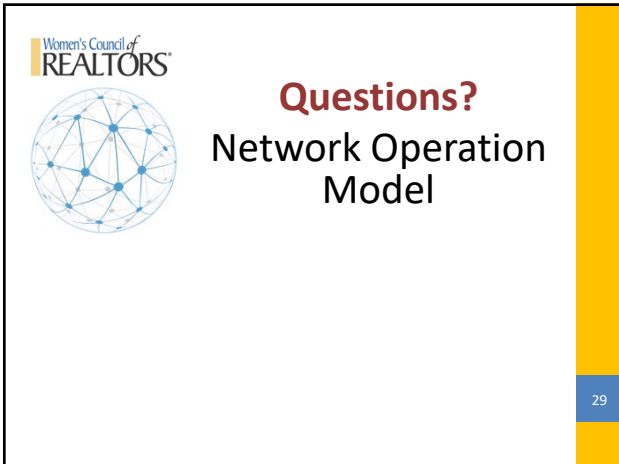
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