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## Preamble

The "Policies & Procedures" (formerly known as Standing Rules) establish the Network's administrative and business policies for continuity from year to year and serve as the Network's operating manual. In case of conflicting information, the Bylaws, which can only be amended by National membership, take precedence. The Governing Board may adopt, amend, or rescind Policies & Procedures with a majority vote. Regular updates to Policies & Procedures should be communicated to the membership.

## Definitions

- A MEMBER is a REALTOR® or a National Affiliate who;
  - pays membership dues to the Women's Council of REALTORS® Central Oregon Network, and
  - is a member, in good standing, with the Central Oregon Association of REALTORS®
- A Strategic Partner is not a *Member*. It is a business that has an affiliate relationship with the real estate industry and wishes to invest in the local Network.
- A SPONSOR represents a business that may, or may not, be affiliated with real estate industry but wishes to invest in the local Network
- The Network aka the Women's Council of REALTORS® Central Oregon network
- Governing Board: Members of the Women's Council of REALTORS® Central Oregon Network recognized by the Network's Bylaws to conduct the business and financial affairs of the Network.
- Leadership Team: Governing Board Members, Project Team Leaders and active Past Presidents

## General Policies

- Board members begin their duties on the first business day after the National Women's Council of REALTORS® conference each calendar year.
- Board members must familiarize themselves with Bylaws, Policies & Procedures, Local Network Operating Standards, and position job descriptions.
- Board members and project team chairs should attend local, state, and national events/meetings whenever possible.
- Marketing must follow National Branding Guidelines.
- The Network's mailing address is the Central Oregon Association of REALTORS®.
- The Women's Council is a non-profit, not a tax-exempt 501c3. Contributions may be deductible as a business expense, not a charitable deduction.
- The Network supports the community through participation and fundraising, not monetary contributions. Donors should make checks payable directly to the supported charity to preserve tax deductibility.
- Collection of donated goods is allowed but the Network cannot handle monetary donations for another charity."

### Privacy Policy

Women's Council of REALTORS® Central Oregon Network adheres to NAR's privacy policy. All governing board members will familiarize themselves with the Nar policy and follow it to the best of their ability.

### Diversity, Equity and Inclusion (DEI) Statement

The Women's Council of REALTORS® Central Oregon Network strives to remain an inclusive organization in which it stands with others for equity and justice and while rebuking racism, intolerance, and exclusion. We understand that taking a stand is not enough but will continue to take measures to evolve and grow, further educating both ourselves and our member affiliates. We will continue to embrace diversity, equity, and inclusion as organizational values in a way to intentionally make space for positive outcomes. We want the Women's Council of REALTORS® to be regarded as a membership organization of choice that encourages all individuals to be involved. We believe in treating all people with respect and dignity. As an organization we are committed to critical reflection and continuous learning.

### Communication Policy

When, what and how the Network communicates with members is a critical part of member retention. Developing systems to ensure this communication is developed and distributed on a regular basis is essential to success. Therefore, the Membership Director will ensure the production and distribution of a branded electronic newsletter with meaningful news and information for the general membership on a monthly basis.

All Leadership Team members will seek approval from the President before sending any outbound emails, newsletters, or other "official" communications.

All outgoing emails, on behalf of the Network, will be cc'd to [cowomenscouncilofrealtors@gmail.com](mailto:cowomenscouncilofrealtors@gmail.com) to ensure retention of information for current and future Boards.

### Paperless Policy

Whenever possible the Network and its Leadership team will strive to reduce the usage of paper and printing.

- All Network documents will be created, shared digitally, and stored electronically on the official google drive linked to [cowomenscouncilofrealtors@gmail.com](mailto:cowomenscouncilofrealtors@gmail.com).
  - Folder names will clearly describe folder contents
  - Document title will clearly describe the document's contents.

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- Documents will clearly be labeled “Sample”, “DRAFT” or “Proposed” until officially adopted for use.
- Historical and/or digital files used by previous administrations will be moved to a “Archive” Folder
- The use of online forms and QRcodes will be utilized for all events, meetings

## Membership Policy

Membership Application Process - New Members shall be encouraged to use the wcr.org online application process when submitting their application. If, under extreme circumstances, that is not possible then the Membership Director shall collect the completed application and a check, made payable to Women’s Council of REALTORS®, and forward those to the National Women’s Council of REALTORS® office within one business day.

The Membership Director shall verify that each new Member is a member in good standing with the Central Oregon Association of REALTORS® and if not shall inform the new member of that obligation.

As per our Bylaws; National shall determine the percentage of National Affiliate membership in each Network. The Membership Director shall monitor the ratio and provide a report at each Governing Board Meeting.

## Meetings/Events Policies

All Network Events/Meetings will adhere to the Network’s Bylaws, these policies and procedures and the guidelines provided in the Local Network Operating Standards.

## Fee Policy

ALL Women’s Council (Local, State and National) Members and all local Strategic Partners will enjoy Member Pricing for all Network events. Guests & Non-Members may attend in accordance with the Guest Policy and will pay the higher, future-member or non-member price, as applicable. Partners from other networks will pay non-member pricing. The Event Director, working with the Treasurer, will ensure that all registration fees are paid.

All fee-based events will have tiered pricing including but not limited to: member vs. future member/non-member, early bird vs. last minute registration, etc.

All fee based events shall have a published Registration Policy.

- Registrations are a financial obligation to be paid. No refunds.
- If a Member wishes to attend a ticketed event without a reservation, they shall be accommodated on a space-available basis only and “At the Door” charges will apply regardless of membership status.

Early Bird pricing will be available to Members and Partners for two weeks after the event is first published on Social Media.

Event ticket sales will remain open until the start of the event. However, paying with cash or check on site will not be an option. Late attendees must register and pay the "At the Door" price, which will be invoiced by the COAR. The Membership Director or another designated member of the Leadership team will follow up to make sure all invoices have been paid in full.

Speakers, National and State Officers when attending in official capacity, receive a complimentary meal for their contribution, when applicable.

Members attending a ticketed function shall be charged for the meal/refreshments whether they eat or do not eat.

**Minimum** Ticketed Event Fee shall be as follows:

- Early Bird, available to Members and Partners only \$5
- Current Member & Partners \$15
- Future-Member \$25
- Public & At The Door Pricing \$35 (regardless of membership status)

### **Guest Policy for Fee-based Events**

Prospective Members are welcome to attend up to three (3) fee-based events or meetings per year as a "future member" at the reduced rate. However, to continue attending events at this reduced rate, they must submit a membership application and have it approved. Exceptions to this rule include family members or special guests of members, as long as they are not eligible for council membership themselves.

The Membership Director will send a membership application and corresponding information to all qualified prospective members after their attendance at two (2) events in a given calendar year. A follow-up call will also be made to encourage their application submission and commitment to membership.

### **Guest Policy for Free Events**

This policy affects individuals who have not been registered as a Member or official representatives of Strategic Partners.

Free events are open to all, however, guests may attend a maximum of two (2) events per calendar year. To continue attending free events or meetings beyond that, they must apply for either Membership or Strategic Partner status and have their application approved.

## Governing Board Meeting Policy

### Time and Place

Regular Governing Board Meeting shall be held the Third Thursday of every other month starting in January 2023. Meetings to be held at Central Oregon Association of REALTORS® unless in direct conflict with a Central Oregon Association of REALTORS® events or State/National Women's Council of REALTORS® Meeting or Conference, which at such time shall be rescheduled to the next available date. Zoom meetings can be held in lieu of in-person meetings.

### General Board Meeting Procedures and Protocols:

- Board Meetings are Closed Meetings - only Board Members, Project Team Leaders and invited guests may be present. Project Team Leaders are expected to attend the Governing Board Meetings, either physically or via virtually on screen, when items of discussion pertaining to their areas of expertise are being discussed.
- Board Meetings will start on schedule.
- Individuals who arrive late should enter the room discreetly and proceed to take a seat, creating as little disturbance as possible.
- Any changes to the original meeting schedule are to be noticed to the Board 30 days in advance, whenever practical.
- The purpose of the Governing Board Meetings shall be for the purpose of reviewing plans and progress toward Goals and voting on measures necessary for the proper functioning of the local Network.
- Governing Board meetings shall be managed according to Robert's Rules of Order.
- When a member of the Governing Board has two (2) or more absences it will be assumed they have resigned from the Governing Board. In that event, the President and the Governing Board will determine the necessary action if any, following procedures in our Bylaws.

### Board Meeting Agenda Preparation Policy

Purpose: This policy outlines the procedures for preparing the agenda for the board meetings

Submission Deadline: The leadership team should send, via email, all items requiring action or discussion by the board to the President and First Vice President, no later than 10 days prior to the meeting.

- Reports: The agenda must include financial statements and [After Action Reports](#).
- Agenda Additions: Any new business to be discussed at the meeting.
- Motions: Motions should be limited to one issue or idea per motion and should include supporting rationale.

**Review and Approval:** The President will review all submissions and make necessary updates to the agenda. The final agenda will be distributed, by the First Vice President, to board members 24 hours prior to the meeting.

**Responsibility:** The President is responsible for ensuring that the agenda preparation policy is followed and that all necessary reports, additions, motions, and rationale are included in the agenda.

**Review:** This policy will be reviewed annually to ensure it remains relevant and effective.

### **Board Meeting Preparation Procedures and Protocols**

Adherence to this policy will ensure that all attendees are ready to contribute effectively to the topics on the meeting agenda.

**Board Packet:** The First Vice President, working in partnership with the President, shall prepare and distribute, no later than 7 days before the meeting, a board packet that includes the following items:

- Agenda
- Minutes from the previous meeting
- Reports from the Leadership team
- Financial statements provided by the Treasurer
- Proposed motions or resolutions
- Any additional supporting materials or documents
- Other relevant information that will eliminate ineffective use of time during the board meeting

### **All participants shall:**

1. **Review Agenda:** All attendees should review the agenda and familiarize themselves with the items that require discussion or action.
2. **Review Materials:** Attendees should review any materials or documents related to the agenda items, such as reports, financial statements, or proposed motions.
3. **Prepare Contributions:** Attendees should prepare any contributions or questions they wish to bring to the meeting, including discussion about proposed motions or resolutions.
4. **Communication:** Attendees should communicate any absences or concerns about the meeting to the First Vice President in advance.
5. Attendees should arrive 15 minutes prior to ensure a seamless start. This will give adequate time to address any technical issues and allow attendees to get settled and prepared for the meeting to start on schedule. Being punctual shows consideration for everyone's time and helps maintain focus and productivity during the meeting.
6. **Professionalism:** Attendees should conduct themselves in a professional manner and actively participate in the meeting. Attendees will silence and put

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away all electronic devices during the meeting, this includes phones, laptops and tablets, unless otherwise directed by the President.

### Meeting Minute Procedures and Protocols

- The First Vice President shall take Meeting Minutes unless otherwise arranged in advance.
- Board meeting minutes shall be distributed by the First Vice President as soon as possible after the meeting, but no later than 15 business days after the Meeting, so board members have sufficient time to review them and make corrections before voting to approve them.
- Any meeting participant shall respond to the First Vice President, within 5 business days with any corrections.
- The First Vice President will upload a pdf of the Meeting Minutes to the Network's share Google Drive Meeting Minutes folder within 5 days *after approval* by the Governing Board.

### Annual Election Meeting Policy

#### Time and Place

The Annual Election Meeting shall be conducted in accordance with Bylaws, and the Women's Council Network Election Procedures, taking place on and date and time approved by the Board unless in direct conflict with either Central Oregon Association of REALTORS®, or National Women's Council of REALTORS® event, in which case it will be rescheduled to the next available date. Zoom meetings can be held in lieu of in-person meetings.

### Installation Meeting Policy

#### Time and Place

The Installation Meeting shall be conducted in accordance with Bylaws, and the Women's Council Network Election Procedures, taking place on and date and time within three weeks of the elections approved by the Board unless in direct conflict with either Central Oregon Association of REALTORS®, or National Women's Council of REALTORS® event, in which case it will be rescheduled to the next available date. Zoom meetings can be held in lieu of in-person meetings.

### Fall Business Planning Session

#### Time and Place

The Fall Planning Session shall be held within the first month after the new Board is elected at a location designated by the incoming President. Zoom meetings can be held in lieu of in-person meetings.



## **Financial Policies**

This policy is to ensure that the Network has a policy of regularly preparing and sharing financial information to ensure transparency, foster accountability, demonstrate compliance with financial policies, and enable a monthly review of network finances by the Governing Board, Central Oregon Association of REALTORS<sup>®</sup> and members of the National Leadership Team.

### **Financial Roles and Responsibilities**

The President, President Elect and Treasurer, shall be bonded signatories on all bank accounts of the Network. Two signatures will be required to authorize any and all expenses.

The President shall ensure Conflict of Interest statements are obtained from all members of the Leadership Team which describe any conflicts or potential conflicts of interest.

Incoming Governing Board, in accordance with Bylaws and Network Operating Standards, shall:

- Decide who shall receive access to the accounting systems
- Decide who will be issued a Women's Council Prepaid Debit Card aka Debit Card. Outgoing Treasurer will ensure that appropriate training is provided to the individual before the Card will be issued.

All Leadership Team Members shall:

- Ensure that prior to entering into any contractual or vendor relationships with related parties, the proposed transaction shall be brought to the attention of the Governing Board for approval.
  - All Contracts (venue rentals, catering, speaker's etc) must be submitted to the Governing Board, for review, 60 days prior to the event.
  - All members of the Leadership team will acknowledge any existing or potential relationships with said vendors.
  - The contract can not include language that would require the Council to have any liability should there be any financial, legal or other issues to arise at the event.
  - Approved contracts will be signed by the President and Treasurer. In the event the President and Treasurer are unavailable to sign, the President-Elect may sign such a contract.
  - The Treasurer will be responsible for deposits and bill payment regarding Contracts.

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- Submit an itemized budget report to the Governing Board, for approval, 60 days prior to the expected expenditure, unless the expenditure was approved by the Board and included on annual budget.
- Ensure that all expenses are paid only as approved, do not exceed the budgeted/authorized amount and only as cash flow allows.
- Submit an "[After Action Report](#)" in accordance with Board Meeting Policy and Procedures

The Treasurer will;

- Ensure that all checks are deposited to the Network's accounts within one business day.
- All expenses for reimbursement are recorded in a timely manner with receipts attached.
- Compile a Monthly Financial Report with a cover [sheet](#) summarizing financial activity for the previous calendar month. The Monthly Financial Report will contain each of the following sub-reports:
  - [Balance Sheet](#)
  - [Income Statement](#)
  - [Check Report](#)
  - [Prepaid Card Report](#)
  - [Scheduled Payment/Send Money Report](#)
  - [Budget Variance Report](#)
- Upload financial reports in PDF format to a subfolder labeled "Year (INSERT CURRENT YEAR)" within the "Financial Reports" folder on official Google Drive by the 10th of the following month (e.g. January report by Feb 10th).
- The Treasurer will notify the Governing Board and the Central Oregon Association of REALTORS® point of contact (POC) once all the reports have been uploaded and ready for review.

Each member of the Governing Board will:

- Review the reports promptly. Upon their review, a Governing Board member may request, in writing to the Treasurer and President, that modifications be made to our records and, working in partnership with the President, the Treasurer will need to re-compile and re-submit the reports. The Treasurer will respond promptly to any of their questions or requested modifications.

Each authorized user of a Network Prepaid Card acknowledges:

- That this card is a prepaid debit card, not a charge card.
- May only be used for expenses authorized by the current Governing Board.
- Request for Authorization to load funds onto the prepaid cards shall be the responsibility of the Card holder and will be in accordance with National Guidelines.

- All purchases made on Network's debit cards must be supported by invoices or receipts and include information regarding the business purpose, name(s) of attendees for the transaction on the Expense Report Form. The individual card holders are responsible for reconciling and substantiating (with original receipts) all expenses within two weeks of the expense date.
- For any cards issued, the following uses are strictly prohibited:
  - To purchase personal items
  - To obtain a cash advance for personal or business purposes
  - To secure credit on a personal basis
  - For payment travel or travel-related expenses, unless such approval is provided within these Policies and Procedures or as an approved exception by the Governing Board in writing.
- It is the responsibility of the individual issued the card to safeguard and monitor the use of these cards.

## **Budget**

Per Bylaws, and to allow the Treasurer to perform their duties, the budget shall be approved by the governing board no later than the first governing board meeting of the calendar year.

The [Budget](#) shall include the following (as permitted by Estimated Revenue):

1. Funds for production of local Women's Council Events.
2. Funds for a local Women's Council Fall Planning Meeting for all elected/appointed Line Officers, Directors and Project Team Leaders.
3. Funds for President and President Elect to attend all Women's Council State and National meetings, Conferences and Leadership Summits. All other officers whenever the budget is available.
4. Funds to support next year's incoming Board

Items listed in the Approved Annual Budget do not require further Governing Board approval.

All items in excess of budgeted amounts will be presented to the Governing Board for approval prior to the expenditure.

## **Travel Policy**

### **Responsibilities**

Before making any travel arrangements or registering for conferences for Network purposes, travelers are required to check with the Treasurer to verify the availability of funds for reimbursement and confirm their expenses are eligible for reimbursement

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according to the guidelines. They must also ensure that their expenses do not exceed the [budgeted](#) amount, as exceeding the budget may result in the denial of reimbursement by the Network. Failure to comply with these requirements may result in denial of reimbursement.

Travelers will be responsible for making their own airline, conference and lodging reservations, using personal funds, as soon as possible once conference registration opens.

Travelers must register Women's Council as their primary affiliation at events in order to qualify for reimbursement. The budgeted amount for travel expenses will not be exceeded and efforts will be made to save costs.

Travelers are expected to attend the events in their entirety and [share their learnings with the membership after returning](#). Failing to fulfill the report obligation may result in the traveler reimbursing the Network for all travel/event expenses.

Business-related banquets or meals that are paid as part of the conference registration can be paid with the registration fees; however, such meals must be deducted from the traveler's Meals & Incidental allowance. See *Meals & Incidentals* for more detail.

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs.

- Coach class or economy tickets must be purchased for domestic or international flights with **flight time** totaling less than five consecutive hours.
- A less-than-first-class ticket (i.e., business class) may be purchased, if approved by the Governing Board, for domestic or international flights with *flight time* exceeding five consecutive hours.
- Travel Insurance is not approved from Network funds
- For conferences lasting more than four meeting days, and only for flights that do not include a checked bag in the price, the Network will pay for one checked bag. Any additional baggage fees will be the responsibility of the traveler and will not be reimbursed.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety.

**Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources.** If a circumstance arises that is not specifically covered in the travel policy, the most conservative course of action should be adopted.

In all cases where a traveler is unable to attend an event and no substitution can be made, the Traveler must seek a refund from the vendor. If no refund is made, and the traveler's failure to attend the event was caused either by the Board's decision or for reasons beyond the Traveler's control that are acceptable to the Network, e.g.,

unforeseen illness or emergency, then the Network must absorb the advanced payment. If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed inexcusable by the Network, the traveler must absorb the forfeited fees.

Travelers must submit a detailed reimbursement request, within 7 calendar days, after the trip, including substantiating (with original receipts) receipts. Tips not shown on the receipt should be documented separately. Except under extraordinary circumstances, credit card statements do not suffice as receipts due to lack of detail. The report will be reviewed by the Governing Board to ensure that expenses are reasonable, necessary, and were incurred in accordance with the policy before reimbursement will be authorized.

### **Lodging**

Hotel rooms must be shared with another Women's Council member whenever possible. If a member chooses single room occupancy, or chooses to share with their spouse or personal guest, then the member will be responsible for half of the charged rate.

For State meetings (and other required meetings) that are less than three hours away, and starting after 10:00 a.m. and ending before 6:00 p.m the Network will not cover the cost for lodging.

Hotel nights reimbursed by Network begin the evening of the first meeting day and end the night before the last meeting day as designated by the official registration.

If the total travel time and event hours on the first and last day of the event adds up to more than eight hours, if the event starts before noon or ends after 6pm, then the Traveler may request additional travel days and expenses from the Governing Board. However, it is the responsibility of the Traveler to make this request before making any travel arrangements. The approval of additional days and expenses will be decided by the Governing Board .

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### Meals & incidental

Meal & Incidental rates are based on the U.S. General Services Administration Guidelines, which vary by city/location. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be paid for. More Info can be found here:

<https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>

Meals & Incidentals = Breakfast + Lunch + Dinner + Incidentals.

Travelers will use the GSA per diem tool to calculate Meals & Incidental allocation for each event and verify the results, in writing with the Treasurer, prior to departure, to ensure the amount budgeted have not been exceeded. When Lodging expenses are already covered by the Network, only the Meals & incidental calculation will be used (second tab). The GSA Perdiem Tool can be found here:

<https://www.gsa.gov/travel-resources>

### Additional Travel Expenses not considered “Meals & Incidentals”

In all cases, the Traveler should research potential additional travel expenses and seek approval from the Board, in order to request additional funds be added to the assigned Network Prepaid Debit Card.

Such addition travel expense may be, but are not limited to:

- **Business expenses.** Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls.
- **Parking, Tolls**
- **Miscellaneous transportation.** Such as taxi, bus, subway, metro, ferry and other modes of transportation required for business purposes
- Transportation to and from hotels and airports is reimbursed only when free hotel shuttle service is not readily available. Every attempt should be made to share transportation. If your flight arrives within one hour of other members, wait and travel together.

### **VACATION IN CONJUNCTION WITH BUSINESS TRAVEL**

In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, and/or lodging must be clearly identified on the Travel Reimbursement form. The Network will not pay any personal expenses.

Requests for reimbursements of travel-related expenses are submitted on a Travel Reimbursement form. This form must be accompanied by supporting documentation. If the requested reimbursement exceeds pre authorized expenses, the reimbursement must be approved by the Board.

### **Extraordinary Event or Circumstance**

In the event of a delayed, changed, or canceled travel due to an extraordinary event or circumstance beyond the traveler's control (i.e., inclement weather, state of emergency, acts of God, major illness/death in the family, etc.), reimbursement for additional expenses may be approved by the Board. Travelers should notify the Governing Board as soon as possible of flight or travel cancellations which impact Network travel expenses. Travelers should work directly with the hotel and airlines regarding rebooking of canceled or delayed travel and make every attempt to mitigate additional fees related to hotel cancellations or delayed arrivals.

### **Gifts/Memorials**

In the case of a death of a Network member, an appropriate memorial not to exceed an amount approved by the Board shall be selected. In the case of the death of a Network member's significant other, parent or child, an appropriate memorial not to exceed an amount approved by the Board shall be selected.

### **Audits**

The Network will follow procedures in accordance with the Bylaws and Local Network Operating Standards in regards to Annual Audits of its Financial Documents and Policies & Procedures.

### **Scholarships**

The Governing Board shall determine an amount of scholarships per year, if any.

Scholarships may be used to help cover the cost of authorized persons to attend approved Regional, State and National Conferences. All Travel Expenses policies apply.

### **Strategic Partnership Policy**

The incoming President-Elect, working in partnership with the outgoing President-Elect shall form a Strategic Partnership Development Project Team, hereafter known as the

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Partnership Project Team, and appoint a Project Team Leader as soon as possible after Elections.

The Partnership Development Project Team shall

- Review annually the benefits being offered through the current Partnership Program and submit any changes to the program to the Governing Board for approval no later than the first Governing Board meeting of the new Board.
- Secure financial support for the local Network from those organizations and individuals willing to invest in the Network.
- Be responsible for maintaining contact with the Strategic Partners & Sponsors throughout the entire calendar year, fostering positive, long-term relationships between the Partners, the Network, and members.
  - Ensure Strategic Partner & Sponsors are aware of their Benefits
  - Coordinate with the Event Director, Membership Director, and Marketing Chair to ensure proper recognition is given each Strategic Partner and Sponsor (through marketing, and at events and determine any ticket and/or special seating needs are met)
  - Ensure Strategic Partner Logos and live links are added to the Microsite and updated as needed
- Have a representative of the Leadership Team introduce each Partner at all applicable network meetings and events (depending on event and food sponsorships).

See [2023 Partnership Program](#) for this year's proposed Partner Program details

## Awards

### New Member of the Year

The New Member of the Year will be a Member of the Women's Council of REALTORS® Central Oregon Network and a Central Oregon Association of REALTORS® member, will have been a REALTOR® for less than one year and will be an individual selected for recognition by the Local Network. New Member of the Year will be announced at the annual Installation meeting and the recipient will be suitably honored.

### REALTOR® Member Of The Year

The member of the year will be a member of the Women's Council of REALTORS® Central Oregon Network and a Central Oregon Association of REALTORS® member, will have been a REALTOR® for a minimum of one (1) full year and will be an individual selected for recognition by the Local Network. To avoid any possibility of this award going automatically to the Local Network President, that individual will be ineligible to receive the award during or within one (1) year after the term of office. This does not preclude Past Presidents or other governing board members or Project Team Leaders



from receiving this award. Member of the Year will be announced at the annual Installation meeting and the recipient will be suitably honored.

### **National Affiliate Member Of The Year**

The member of the year will be a member of the Women's Council of REALTORS® Central Oregon Network and a Central Oregon Association of REALTORS® member, will have been a National Affiliate for a minimum of one (1) full year and will be an individual selected for recognition by the Local Network. This does not preclude Past Presidents or other governing board members or Project Team Leaders from receiving this award. Member of the Year will be announced at the annual Installation meeting and the recipient will be suitably honored.

### **Project Team Policy**

Per our Bylaws and Local Operating Model; temporary project teams or task forces may be created to work on specific projects, as approved by the Governing Board.

Each Project Team shall submit a year-end report, including all expenses and any recommendations for the Finance and Budget Committee to consider for the following year's Budget.

All Project Team Members shall;

- be mindful of our Bylaws, Standing Rules and applicable Policies when carrying out their duties
- work together to accomplish the tasks as assigned
- will provide reports and updates at all Governing Board meetings when applicable,
- Will submit receipts for budgeted reimbursement items to the Treasurer within 30 days of completion.
- Appoint a designated Team Member to attend the transitional meeting for outgoing and incoming Governing Boards to be held for the purposes of transfer of records and information.

## Appendix

### Required/Optional Travel

Listed below are National and Regional meetings and conferences. This list shall be reviewed and updated at the Fall Planning Session each year. The Governing Board will determine who shall travel based on budget.

#### 2023 NATIONAL AND REGIONAL MEETINGS AND CONFERENCES

Title/Location/Date	Required	Optional based on Budget
Elevate Growth Conference Virtual Event February 2-3, 2023	All eligible Governing Board Members	
This online conference is designed to empower both network leaders and members business leadership success.		
2023 Mid-Year Meeting Washington DC May 9-11, 2023	President President-Elect	Remaining Governing Board members
Held in conjunction with the National Association of REALTORS® midyear legislative meeting includes a trade expo, networking events, governance meetings, an awards program, education sessions, and training for network leaders.		
Leadership 360 Chicago, IL August 9-11, 2023	President-Elect	Remaining incoming Governing Board members
This annual Conference provides local and state network presidents-elect an in-depth chapter management training so that they are prepared to work with their teams to position the local network as a business resource in the REALTOR® community.		
National Conference (Women’s Council & NAR) Anaheim, CA November 12 - 16, 2023	Incoming President Incoming President-Elect	Remaining incoming Governing Board members
Held in conjunction with the National Association of Realtors® annual meeting and trade expo, this “conference within a conference” contains networking events, governance meetings, awards program, education sessions, and training for network leaders.		
Regional & State Network Meetings		As appropriate for meeting purpose