



Application Checklist

- Read and sign Consent to Serve
- Complete and sign Candidate Application
- Obtain a “member in good standing” letter from MetroTex or ARBOR

To obtain the letter please contact:

MetroTex 214-637-6660

ARBOR 817-701-2490

Ask for the Membership Department

Submit the above documents on or before close of business day, Monday, May 15, 2023 to:

Denise Ross, Candidate Review Chair

972-948-3676

deniseross@kw.com

Documents for Network Information

- Officer Job Descriptions - Attached
- Bylaws- Refer to separate attachment
- Standing Rules- Refer to separate attachment

Important Dates to Attend

Elections: June 8, 2023

State Orientation Cruise: October 16-21, 2023



LOCAL NETWORK CONSENT TO SERVE & CANDIDATE APPLICATION

I agree to serve as a Governing Board member of the Women's Council of REALTORS® Ellis County for 2023. I acknowledge and accept my fiduciary obligation to act in the best interests of the Network as follows:

- 1.) Duty of Care: I will use the care that a reasonably prudent person would exercise in a like position and under similar circumstances. This means that I agree to attend meetings ask questions to gain information I reasonably need to make a decision and exercise independent judgment.
- 2.) Duty of Loyalty: I will advance the best interests and well-being of the Network over any individual or local interests, and I will refrain from using my position of trust to further my own interests in a way that conflicts with the interests of the Network.
- 3.) Duty of Obedience: I will accept, support and implement Governing Board decisions, even if I voted against them. I will follow the Bylaws of the Network and comply with all Standing Rules relating to Network activities.
- 4.) Travel & Time: I understand the time and travel requirements for the position that I have been elected/appointed to serve. I may need to fund myself, depending on network budget for this travel. I will make every effort to give of my time to meet the requirements of this position.
- 5.) Duty of Confidentiality I will not speak or act for the Network unless specifically authorized to do so. I will not present opinions about Network business unless these opinions are clearly expressed as personal opinions not necessarily the views of the Network.

My signature below acknowledges that I agree to be bound by the terms of consent above.

Signature: _____ Date: _____

Local Network Candidate Application

Name: _____

Designations: _____

Firm: _____

Address: _____

Cell Phone: _____ Email: _____

Current Position, if any, at Women's Council of REALTORS®: _____

Applying for elected positions: President-elect: _____ *Treasurer: _____

Interested in appointed positions: *Membership Director: _____ Program Director: _____ First Vice President (Secretary): _____

Other appointment(s) of interest: _____

(*National Affiliate Members eligible for Treasurer and Membership Director)

Answer Yes or No to following questions. Circle or underline your answer.

- Yes / No Are you a REALTOR® or REALTOR®-Associate in good standing with a local Board/Association of REALTORS®?
 - Attach documentation of membership in good standing from Board/Association.
- Yes / No Are you a National Affiliate Member in good standing with a local Board/Association of REALTORS®?
 - Attach documentation of membership in good standing from Board/Association.
- Yes / No I Commit to attend Board meetings, appropriate Project Team and Women's Council events and programs.
- Yes / No I have read the job description for this position and am qualified to be a candidate.

Signature: _____ Date: _____

***MUST be returned on or before Monday, May 15, 2023 to
Denise Ross, Candidate Review Chair
972-948-3676
deniseross@kw.com***

POSITION | Local President

General Oversight/Scope of Duties:

Provides leadership and direction for the Network, keeping her team focused on the mission of the Council and the Network business plan. Acts as the local voice for the Women's Council brand, articulating the value of the Network, representing the Network with related groups, and setting the tone for active member involvement.

Major Responsibilities:

- Preside over focused, productive meetings of the Governing Board and membership
- Work with the Governing Board to develop, implement and monitor the Network Business Plan
- Encourage and inspire members to get involvement, and recognize contributions
- Cultivate development of future leaders for the Network
- Mentor, train, support and provide leadership opportunities for the President-elect to facilitate a smooth transition in leadership
- Build and maintain relationships with the Local Association and related industry and community groups
- Work with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular, quality Network programs and services
- Support Event Director and Membership Director in delivering quality events and building and retaining a solid base of REALTOR® members
- Appoint the Event Director and Membership Director, with ratification by the Governing Board
- Appoint an Event Chair and/or Membership Chair, as needed to support the Event and Membership Directors, with ratification by the Governing Board
- Ensure compliance with all State and National reporting requirements
- Represent the local Network at State and National meetings

Important Relationships – INTERNAL

- Network membership
- Network Strategic Partners
- State Network leadership
- Governing Board
- Project Team leaders
- President-elect

Important Relationships – EXTERNAL

- Local REALTOR® Association Executive and elected leadership
- Related real estate organization leadership
- Appropriate staff/leadership of community groups

Criteria/Qualifications

- Must be a REALTOR® member in good standing

Ideal Skills/Experience

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

POSITION Local President-elect

General Oversight/Scope of Duties:

Supports the President in fulfilling her duties, builds leadership skills and prepares to assume the presidency. Develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for Network activities.

Major Responsibilities:

- Fulfills duties of the President as needed, and assists with running efficient and productive meetings.
- Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
- Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
- Appoints the Secretary, with ratification by the Governing Board.
- Supports accomplishment of Network Business Plan goals and priorities.
- Encourage and inspire members to get involved, and recognize contributions
- Cultivate development of future leaders for the Network
- Attends Women's Council Leadership Academy as part of preparing to take on the presidency
- Attends National and State Women's Council Meetings, depending on budget and personal finances.
- Works with the incoming President-elect to ensure a smooth transition in leadership

Important Relationships – INTERNAL

- President
- Governing Board
- Network membership
- Project Team leadership
- Strategic Partners
- State Network leadership

Important Relationships – EXTERNAL

- As needed to support the President

Criteria/Qualifications

- Must be a REALTOR® member in good standing
- Preference for members of the Local Network with a minimum of one year tenure

Ideal Skills/Experience

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

POSITION | Local First Vice President

General Oversight/Scope of Duties:

Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.

Major Responsibilities:

- Maintains Network bylaws and standing rules.
- Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women's Council by November 1 each year.
- Ensures accurate minutes are taken at each Governing Board meeting, and maintains all official records of the Network.
- Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

Important Relationships – INTERNAL

- Governing Board (regular reporting)
- State Network leadership
- Network membership
- Strategic Partners
- Project Team leadership

Important Relationships – EXTERNAL

Criteria/Qualifications

- Must be a REALTOR® member in good standing

Ideal Skills/Experience

- Planning and organizing skills
- Communication skills
- Operating as part of a team

POSITION Local Treasurer

General Oversight/Scope of Duties:

Ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.

Major Responsibilities:

- Maintains Network financial records, tracks transactions, and reports regularly on Network financial performance.
- Handles receipts and disbursements, ensuring proper controls in place.
- Works with the Governing Board to develop proposed annual budget.
- Ensures Network state and federal taxes are filed annually, and provides full support for Network financial reviews.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

Important Relationships – INTERNAL

- Governing Board (regular reporting)
- State Network leadership
- Network membership
- Strategic Partners
- Project Team leadership

Important Relationships – EXTERNAL

- CPA/tax professionals

Criteria/Qualifications

- REALTOR® or National Affiliate member in good standing

Ideal Skills/Experience

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

POSITION Event Director

General Oversight/Scope of Duties:

Ensures the development and delivery of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large.

Major Responsibilities:

- Produces four Network industry events.
- Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
- Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
- Produces a minimum of two additional events focused on member networking and relationship building.
- Manages Event Chair and Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all programs and events and reports to the Governing Board.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

Important Relationships – INTERNAL

- Governing Board
- Project Team leadership
- Network membership
- State Network leadership
- Event Chair

Important Relationships – EXTERNAL

- Local REALTOR® Association, other real estate related groups, community groups (for collaborative programming)
- Potential speakers

Criteria/Qualifications

- REALTOR® member in good standing

Ideal Skills/Experience

- Planning and organizing skills
- Networking and communication skills
- Environmental scanning
- Delegation
- Program development
- Operating as part of a team

POSITION Membership Director

General Oversight/Scope of Duties:

Conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members.

Major Responsibilities:

- Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
- Supports and follows through on all National Council membership marketing campaigns.
- Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan.
- Oversees implementation of a new member welcome and orientation strategy, as well as a first-year member communication strategy, using tools and resources provided.
- Oversees implementation of a member communication 'drip' system, using tools and resources provided.
- Monitors and supports development of Strategic Partner benefits packages.
- Manages Membership Chair and Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board.
- Monitor membership reports received from National Women's Council for accuracy, and follows up on any discrepancies.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

Important Relationships – INTERNAL

- Network new members
- Network renewing members
- Governing Board
- State Network leadership
- Project Team leadership
- Membership Chair

Important Relationships – EXTERNAL

- Prospective members
- Local REALTOR® Association

Criteria/Qualifications

- REALTOR® or National Affiliate member in good standing

Ideal Skills/Experience

- Planning and organizing skills
- Networking and communication skills
- Delegation
- Strategy development
- Operating as part of a team