

# POSITION | BRN 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 Program Director and Membership Director in delivering quality programs and building and retaining a solid base of REALTOR members
- Appoint the Program Director, with ratification by the Governing Board
- Appoint a Program Chair and/or Membership Chair, as needed to support the Program 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
- Must have been a member of the Local Network for a minimum of one year

## 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 | BRN 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 Membership Director, with ratification by the Governing Board.
- Supports accomplishment of Network Business Plan goals and priorities.
- Encourage and inspire members to get involvement, and recognize contributions
- Cultivate development of future leaders for the Network
- Plans all trips including State and National conventions
- Attends Women's Council Leadership Academy as part of preparing to take on the presidency
- 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
- Must have been a member of the Local Network for a minimum of one year

## 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

<b>POSITION</b>	<b>BRN Secretary</b>
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**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:**

- Ensures Network state and federal taxes are filed annually, and provides full support for Network financial reviews.
- 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.

**Important Relationships – INTERNAL**

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

**Important Relationships – EXTERNAL****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** BRN 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.
- Maintains Network bylaws and standing rules.

## **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**

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

# **POSITION** | BRN Program 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 education 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 Program Chair and Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all programs and events and reports to the Governing Board.

## **Important Relationships – INTERNAL**

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

## **Important Relationships – EXTERNAL**

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

## **Criteria/Qualifications**

- REALTOR member
- Minimum of two years in real estate

## **Ideal Skills/Experience**

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

<b>POSITION</b>	<b>BRN Membership Director</b>
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**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.

**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

**Ideal Skills/Experience**

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

# **POSITION** | BRN Strategic Partner Director

## **General Oversight/Scope of Duties:**

Creates and implements an aggressive outreach strategy to communicate the value of partnering with the Network and the Women's Council brand.

## **Major Responsibilities:**

- Obtains all Strategic Partner sponsorships for the year.
- Engaging prospective, new and renewing strategic partners at each level.
- Reviews existing Strategic Partner TriFold brochure with incoming Board for any changes prior to new year.
- Sets a goal with Board for amount of sponsorships.
- Ensure that tickets are given to the SPs appropriate to their level at the beginning of the year for the luncheons.
- Contacts the SPs prior to the monthly luncheons to remind them to bring promotional materials if they choose.
- Help maintain relationship with Network Strategic Partners and act as liaison to the board.
- Help as needed with Project Teams for Event specific Strategic Partners.

## **Important Relationships – INTERNAL**

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

## **Important Relationships – EXTERNAL**

- Real Estate related businesses
- Local REALTOR Association, other real estate related groups, community groups

## **Criteria/Qualifications**

- REALTOR or National Affiliate member in good standing

## **Ideal Skills/Experience**

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

# **POSITION** BRN Technology Director

## **General Oversight/Scope of Duties:**

Conducts an aggressive outreach strategy to communicate the value of partnering with the Network and the Women's Council brand, engaging prospective, new and renewing strategic partners at each level.

## **Major Responsibilities:**

- Creates all event flyers for Women's Council Delta
- Maintains FaceBook, Youtube and social media accounts
- Implements promotional schedule for all events
- Uploads events in Eventbrite to start registration for events
- Sends event announcements through MailChimp program
- Assists President and Membership Director with maintaining email lists in MailChimp, including Membership, Strategic Partners, local Ambassadors and general group list

## **Important Relationships – INTERNAL**

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

## **Important Relationships – EXTERNAL**

- As needed to support the Board

## **Criteria/Qualifications**

- REALTOR or National Affiliate member in good standing

## **Ideal Skills/Experience**

- Basic computer skills
- Working knowledge of social media
- Communication skills
- Operating as part of a team



# **POSITION** BRN Newsletter Project Leader

## **General Oversight/Scope of Duties:**

Creates a quarterly newsletter that is emailed to our membership.

## **Major Responsibilities:**

- Creating a quarterly newsletter.
- Forming Committee as needed to collect articles photos etc.
- Coordination with Technology Director for delivery

## **Important Relationships – INTERNAL**

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

## **Important Relationships – EXTERNAL**

- Local REALTOR Association

## **Criteria/Qualifications**

- REALTOR or National Affiliate member in good standing

## **Ideal Skills/Experience**

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

# **POSITION** BRN Hospitality Director

## **General Oversight/Scope of Duties:**

Ensures all members and potential member feel welcome at Women Council functions

## **Major Responsibilities:**

- Greets all members at Women's Council events, especially monthly luncheons.
- Forming Committee as needed
- Works closely with Membership to ensure that all new members or potential new member guests are welcomed and introduced to the Board upon arrival.

## **Important Relationships – INTERNAL**

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

## **Important Relationships – EXTERNAL**

- Local REALTOR Association, other real estate related groups, community groups

## **Criteria/Qualifications**

- REALTOR or National Affiliate member in good standing

## **Ideal Skills/Experience**

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

# **POSITION** BRN Budget & Finance Project Leader

## **General Oversight/Scope of Duties:**

Oversees the reimbursements of funds to members by being one of the approving parties on the approved Women's Council reimbursement form.

## **Major Responsibilities:**

- Oversees the reimbursements of funds to members
- Assists the Treasurer as needed.
- Forms Audit project team typically 4-6 members
- Conducts an audit in March of the previous year's financials
- Serves as Project Leader for Audit project team

## **Important Relationships – INTERNAL**

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

## **Important Relationships – EXTERNAL**

- Local REALTOR Association

## **Criteria/Qualifications**

- REALTOR or National Affiliate member in good standing

## **Ideal Skills/Experience**

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