

Your Commitment to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter Leadership Team

* We are all part of the same team and each member should feel comfortable asking the President, other officers and board members as well as retiring officers for help – we all commit to helping each other to achieve success in his or her position
* We will prepare our successors for success by providing copies of materials used and keeping in touch as a support resource
* Each officer should select at least one *special committee* (Entrepreneur of the Year, \_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_) to participate in and act as *support person* for the committee chair
* Each team member will promote the value of Women’s Council of REALTORS® membership throughout the real estate community, be familiar with its *Mission and Vision* and be prepared to provide application materials to prospects.
* Each team member should be familiar with the local chapter web site and national web site [www.WCR.org](http://www.WCR.org) , have their member expertise profile on the national site completed as well as be familiar with the Chapter Tools and Message Boards
* Each officer should be familiar with their job description and the corresponding section of the Leadership Policy and Procedure Manual (LPPM)
* All Governing Board members should make it a priority to attend monthly programs
* To keep communication flowing as smoothly as possible, please check emails daily and return emails and telephone calls as soon as possible but no later 24 hours

MEETINGS

* We will be on time for all meetings and start on time because we value each other’s professional and person commitments
* We will be prepared for all meetings by reviewing previously circulated agenda and supporting materials
* Each board member will submit written reports via email at least 24 hrs. prior to the meeting to all Governing Board members
* It will be a goal of this Governing Board to be environmentally responsible by being paperless.
* Bringing your laptop or other electronic device is highly encouraged
* The secretary will electronically circulate minutes of meetings as soon as possible after the meeting but no later than 1 week following

OFFICER TRAVEL

* Attendance at national and state meetings for those eligible is beneficial to our chapter because of the leadership and educational skills you will acquire through attendance – our members fund our travel and it is our obligation to return the benefits to them
* Our trips are business functions and team building opportunities and all officers should make it a priority to participate not only in meetings but also be a part of the local team’s social events and planning sessions, including the final “wrap-up” session

I hereby acknowledge my commitment to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_Chapter as a member of the 20\_\_ Leadership Team:

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President President Elect

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VP Membership Treasurer

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Secretary

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Chair Chair

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Chair Chair

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Chair Chair

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Chair Chair