

NATIONAL LINE OFFICERS

PRESIDENT

The office of President demands time, energy, ingenuity, patience and understanding.

It requires self-sufficiency and good health and physical condition.

It requires flexibility in mind and thought, with the ability to communicate effectively.

It requires adaptability to change and to custom in real estate throughout the country.

As President of the WOMEN'S COUNCIL OF REALTORS®, she is the leader and spokesperson for women REALTORS® and for all Council members throughout the United States, to the media and to the membership.

She must be knowledgeable concerning the problems and progress of the real estate industry. The President's comments should reflect WCR's as well as NAR's views, not personal opinions, on all matters, especially on controversial issues.

During her year of office, she will be asked to speak to WCR members, REALTORS® and outside organizations. As the official representative of the WOMEN'S COUNCIL OF REALTORS® to the public at large, she will have the full trust of the members in speaking and acting wisely on the behalf of her profession.

In accepting the office, she dedicates herself to work for the welfare of all members in the Council, as well as for her Local Board, State Association and NATIONAL ASSOCIATION OF REALTORS®.

As President, she will observe and enforce the REALTOR® Code of Ethics and adhere to the current bylaws, policies and procedures of the WOMEN'S COUNCIL OF REALTORS®. The President should be thoroughly versed in all phases of WCR procedures, especially bylaws, as well as parliamentary procedure.

In all her acts, she must be governed by the principles of honesty, justice and fair play, and in every manner possible endeavor to promote and safeguard the best interests and the welfare of the WOMEN'S COUNCIL OF REALTORS®. The President must be an arbitrator/peace-maker and protect and uphold the good image of WCR.

With the help of her Line Officer Team and the Executive Committee, she establishes the goals and objectives of the Council during her year, incorporating WCR's mission statement and objectives. Through and with national staff, she develops and implements programs at all WCR levels enabling goals and objectives of the membership to be achieved and sustained.

The President presides at the meetings of the WCR Governing Board, Executive Committee and Annual Business Meeting.

The President and Line Officer Team appoint all national committee chairmen and committee members (except the Nominating Committee) subject to approval of the Governing Board.

She appoints Executive Committee members in compliance with the national WCR bylaws, and recommends WCR members to serve as liaisons to NATIONAL ASSOCIATION OF REALTORS® committees. The President is an ex officio member of all committees EXCEPT the Nominating Committee.

The President has the privilege to appoint a parliamentarian to serve at the Annual Business Meeting and Governing Board meetings, subject to approval of the Governing Board.

Staff coordinates all President's invitations to attend WCR meetings, conferences and state conventions plus meetings of NAR, Institutes, Societies and Councils, whenever possible.

The President reviews the annual budget prepared by the Executive Vice President before submission to the Executive Committee and Governing Board for approval. She also reviews quarterly financial statements of the Council, recommending to the Executive Committee and the Governing Board any necessary adjustments (increase or decrease) in expenditures.

PRESIDENT-ELECT

The President-elect performs the duties of the President in the event that the President is unable to serve or is absent.

The President-elect is guided by the mandates set down in this *Leadership Policy & Procedure Manual* for the President.

The President-elect leads the Line Officer Team in appointing national committee chairs, vice-chairs and committee members, usually by June.

When the President-elect substitutes for the President at the request of the President or Executive Committee, her expenses will be reimbursed on the same basis as the President from the President's expense account.

The President-elect chairs the General Assembly at national meetings.

The President-elect may also be called upon to serve as a WCR spokesperson to the media on WCR and real estate industry issues.

The President-elect attends as many of the meetings of WCR national committees as possible as an observer and receives all information and communication that is directed to the President by the WCR staff.

RECORDING SECRETARY

The Recording Secretary determines that a quorum is present at meetings of the Governing Board and Annual Business Meeting, and, with the President, approves minutes prepared by WCR staff.

The Recording Secretary is responsible for delegate credentials at the Annual Business Meeting and chairs the Bylaws Committee.

FINANCIAL SECRETARY

The Financial Secretary chairs the National Finance & Budget Committee and reviews quarterly financial statements and the annual budget as prepared by the Executive Vice President. She submits budget for the following year to Governing Board for approval at the National Conference in November.