

POSITION 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



LOCAL NETWORK CONSENT TO SERVE & CANDIDATE APPLICATION

I agree to serve as a Governing Board member of the Women’s Council of REALTORS® _____ for (*insert year*). 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: _____ 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 to Candidate Review Team Chair Ginny Nobbe no later than 30 days prior to election date.