

POSITION 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



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.