

POSITION Secretary

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:

- 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.
- Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.
- 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

Criteria/Qualifications

- Must be a REALTOR® member in good standing

Ideal Skills/Experience

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