

Regional Vice Presidents

Jo Ann Stevens, PMN
2020 RVP Liaison
2018 National President
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Purpose of the Region

Provide a strong, organized link between the State Network and the National Women's Council of REALTORS®

- Know your State Presidents and Governors
- Know Local Presidents in areas with no State Network
- Focus efforts on Local Networks with no State Network
- Contact these leaders on a regular basis so they know you
- Attend events in the States in your Region
- You are a resource to ALL Networks in your Region

Women's Council Regions

Region I

Kentucky
North Carolina
Tennessee
Virginia
West Virginia

Region II

Illinois
Indiana
Michigan
Ohio
Wisconsin

Region III

Iowa
Minnesota
Missouri
North Dakota
Nebraska
South Dakota

Region IV

Arizona
Colorado
Montana
Nevada
Utah
Wyoming

Region V

Connecticut
Massachusetts
Maine
New Hampshire
Rhode Island
Vermont

Region VI

Delaware
Maryland
New Jersey
New York
Pennsylvania
Dist. of Columbia

Region VII

Alabama
Florida
Georgia
Mississippi
South Carolina

Region VIII

Alaska
California
Hawaii
Idaho
Oregon
Washington

Region IX

Arkansas
Louisiana
New Mexico
Oklahoma
Texas

2020 Regional Vice Presidents

Region	Name	State	Phone	Email
I	Cynthia Saady	West Virginia	804-387-6771	cnsaady@gmail.com
II	Katie Weaver	Michigan	586-850-2241	reallivingkatie@gmail.com
III	Angela Starks	Nebraska	402-553-5744	angel@nebraskarealty.com
IV	Tammy Marasia	Colorado	303-875-5900	tammymarasia@gmail.com
V	Marion Cheney	New Hampshire	603-312-3137	macheney@comcast.net
VI	Christina Carroll	Maryland	301-633-1842	ccarroll@homesale.com
VII	Tammy Noll	Georgia	404-843-2500	nolltammyj@gmail.com
VIII	Fiona Theseira	California	858-344-2213	fiona@sddreamhome.com
IX	Jerri Little	Louisiana	318-470-5455	jeri@littlerealtyinc.com

Major Responsibilities

- Attend State/RVP Network 360 Leadership Conference
- Serve on the National Nominating Committee | Nov 2019 | San Francisco
- Act as liaison between National Leadership Team and Officers in the Region
- Facilitate interaction and idea sharing among Officers in the Region
- Prepare for and conduct Regional Caucus Meetings | May and November 2020
- Actively participate as a member of the 2020 National Governing Board

2019 Timeline

May	Elected to serve at Midyear Meeting
August	Attend Network 360 Leadership Conference
September	Develop Regional Budget
October	Submit Budget to National
November	Serve on National Nominating Committee
	Attend Inaugural – Your Installation

2020 Timeline

Feb Contact State Presidents, Governors and Local President where there is no State Network to assist as needed

April Follow up on unpaid Special Assessments

Remind State President's of Caucus Reports to include:

- ~ State membership numbers
- ~ Outstanding programming ideas
- ~ Notable Fundraising ideas
- ~ Declaration of National Candidates

May Attend Midyear Meeting May 14-16 in Washington D.C.

2020 Timeline, continued

June Contact State Presidents, Governors and Local President where there is no State Network to assist as needed

July Attend Regional Conference if applicable

Aug Incoming National Liaison to attend Network 360 Leadership Conference

Nov Attend National Conference November 11-15 in New Orleans

Remind State President's of Caucus Reports to include:

- ~ State membership numbers
- ~ Outstanding programming ideas
- ~ Notable Fundraising ideas

2021 National Liaisons' to serve on National Nominating Committee

Midyear Meetings ~ May 2020

What to Attend

- Regional Caucus
- Caffeinate & Connect
- Midyear Business Meeting | Election of 2021 National Officers
- Executive Committee / RVP Meeting immediately prior to Governing Board
 - ** Turn in top copy of RVP's Regional Caucus Report
 - ** Turn in attendance sheets
- Report on Regional issues
- Governing Board Meeting
- Regional Networking Events, if any

Sample Agenda for May 2020



WOMEN'S COUNCIL OF REALTORS® REGION 1 SAMPLE CAUCUS AGENDA

Date & Time: Thursday, May 14, 2020
Location: Washington Hilton Hotel
Chair: Cynthia Saady, 2020 Regional Vice President

Call to Order/Welcome/Introductions RVP

1. Appointment of Secretary to Record Actions Taken RVP
2. Approval of Regional Committee Report from Last Meeting. RVP
3. Financial Report, including Regional Conference if applicable RVP

Action Needed: Review regional account and determine funds available RVP

4. Hear statements from possible Regional Candidates for 2021 National Treasurer. RVP

Action Needed: Make recommendations, if any to Nominating Committee
(special note: see addendum for meeting guideline)

5. Hear statements from possible Regional Candidates for 2021 National Liaison RVP

Action Needed: Make recommendations, if any to Nominating Committee
(special note: see addendum for meeting guideline)

Candidates should have:

- Been a Women's Council member for at least 8 years
- Completed a term as local network president*
- Completed a term as a state network president or state governor*
- Served on the Regional Committee within the past three years
- Attended at least 2 of the previous 4 national meetings *(This requirement is in the bylaws and cannot be waived)*

**A member may substitute these requirements with significant local or state REALTOR® association and/or civic experience.*

6. Discuss allocation of funds to draw down regional accounts - Foundation RVP
7. Regional Vice President Debrief RVP
8. State President or Governor Debrief (2 minutes) RVP

9. New Business

RVP

The Regional Caucus may discuss anything relevant to Council regional affairs, however, is empowered to act only on matters within its scope, as set out in the Regional Guidelines.



Regional Caucus

What is a Caucus?

- A group gathered to make decisions
- An assembly

Who is the Presiding Officer?

- Regional Vice President

Who Attends?

- All members of the Region
- All members participate in discussions
- All members eligible to vote, if registered

Regional Caucus, continued

What is the Meeting format?

- Theater style seating
- Meeting is run in accordance with Robert's Rules of Order

What business is conducted at the Meeting?

- Minutes are taken
- Financials reviewed
- Hear from National Candidates
- Discussions of Regional issues
- State reports

Leadership Qualities for National Officers

- Understands and is aligned with the Council's Mission and Values
- Leadership ability to advocate the Council agenda and influence members and other REALTORS®
- Open to new ideas and concepts, even when taking a new direction that may involve risk-taking
- Leadership ability to further the Council's goals and objectives
- Support systems in place for personal business
- Financially capability to cover un-budgeted expenses
- Public speaking proficiency
- National experience; are they known as a leader outside of their State or Region
- Ultimate Professionalism

Sample Agenda for November 2019

WOMEN'S COUNCIL OF REALTORS®
2019 NATIONAL CONFERENCE
REGION 1

Chair: 2020 RVP Cynthia Saady, PMN
Thursday, November 5, 2020

Women's Council of
REALTORS®

NETWORK 360°
Leadership Conference

430 North Michigan Avenue
Chicago, IL 60611
800-245-8512 | wcr.org

REGION 1 SAMPLE CAUCUS AGENDA

1. Call to Order/Welcome/Introductions RVP
2. Appointment of Secretary to Record Actions Taken RVP
3. Approval of Regional Caucus Report from Last Meeting RVP
4. Financial Report, including Regional Conference if applicable RVP

Action Needed: Estimate needed funds to complete year and decide allocation of the balance. Consider Women's Council Foundation.

5. Regional Vice President Debrief RVP
6. State President or Governor Debrief RVP
7. New Business RVP

The Regional Caucus may discuss anything relevant to Council regional affairs, however, is empowered to act only on matters within its scope, as set out in the Regional Guidelines.

National Conference November 2020

What to Attend

- Welcome Breakfast – General Assembly
- Regional Caucus
- Inaugural Banquet – ticketed event, encourage your region to attend
- Meeting with Executive Committee before Governing Board
 - ** Turn in top copy of RVP's Regional Caucus Report
 - ** Turn in attendance sheets
- Report on Regional issues
- Governing Board Meeting
- Regional or State Networking Events, if any

Planning a Regional Conference

- Plan a zero-based budget – this is a self-supporting event
- Assemble a project team to assist
- Select an interesting / fun destination in your Region
- Obtain Strategic Partners
- Invite National Officer(s)
- Incorporate innovative speakers and intentional networking
- Registration information to National four months in advance
- This is optional.

Regional Finances

Budgeted Items May Include

- Travel to Network 360 Leadership Conference
- Travel to Midyear Meeting
- Travel to National Conference
- Travel to State/Local Network Meetings
- Support for Regional National Candidate
- Support for Regional Conference
- Travel for National Leadership Team to attend Conference

Debbie Coda

National VP Finance and Operations



REGIONAL VICE-PRESIDENT ELECT INFORMATION – FOR NATIONAL OFFICE-

August, 2019

Debbie Coda – VP, Finance & Operations of the National Office.

Email: dcoda@wcr.org Telephone: 312-329-8645

RESPONSIBILITY of the VP, Finance & Operations of the National Office

1. Provide the Regional Caucus Agendas for the May and November meetings
2. Prepare and distribute Minutes to the RVP
3. Update budget/actual worksheet and standing rules
4. Process deposits and expenses. (receipts required for \$35 and over)
5. Prepare budget template for distribution
6. Provide instructions on completing the budget template
7. Create Assessment Invoices and distribute. (member count as of December 31st of current year)
8. Provide new budget/actual worksheets for the following year
9. Send worksheets to RVP starting in June of current year.
 - Send budget/actual worksheets on a quarterly basis unless a need arises for monthly statements. (ex: Conference - if applicable)
10. Set-up new conferences in the Women's Council of REALTORS® database with the assistance of our staff. Note: Receiving detailed information in a timely manner is key to a successful set-up.
 - Provide conference registration lists to RVPs.
11. Send any information requested by the RVPs.



Helpful Hints:

1. Any vendor payments require the attached W-9 form. (Note: this is usually for conference vendors)
2. Expense form is needed for all expense reimbursements. Receipts need to be attached to the expense form for any amount of \$35 and over
3. If an expense amount is over the existing budget amount; I will need approval from the National Leadership Team.

PLEASE SEE THE ATTACHED FORMS FOR REFERENCE

Note: All forms are subject to change. National office will send new forms if applicable.

The challenge of leadership is
to be strong, but not rude;
be kind, but not weak; be bold,
but not a bully; be thoughtful,
but not lazy; be humble, but
not timid; be proud, but not
arrogant; have humor,
but without folly.

~Jim Rohn



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