

## STATE NETWORK PRESIDENT

The State Network President is a REALTOR®/REALTOR ASSOCIATE® nominated by the State Network Nominating Committee and elected at the State Network election meeting.

### Major Responsibilities

- Conduct the business of the State Network
- Submit State Network Annual Report.
- Develop membership in the state through local Network recruiting and retention programs (includes new Network formation when appropriate)
- Host a State Orientation for Local and State Network Officers
- Actively participate as a member of the State Network Governing Board
- Actively participate as an officer of the Regional Committee
- Actively participate as a member of the WCR National Governing Board
- Meet with Local officers and help them deliver officer and new member orientations

### The Difference Between Governor and State Network President Responsibilities

The State Network President oversees local Network operations, such as recruiting, retention & new Network formation. She manages, supervises, and ensures compliance with Local and State Network standards.

The Governor oversees local Network performance, such as meeting standards, business plan goal setting, analyzing membership results. She encourages, coaches and provides wise counsel.

### General Knowledge Required

- Business planning and budgeting
- Council mission, vision, values and goals
- Effective meeting management

## STATE NETWORK PRESIDENT-ELECT

The President-elect (a REALTOR®/REALTOR-ASSOCIATE®) works closely with the President in order to learn: preparing agendas, presiding at portions of meetings, planning the orientation, installations, etc. In the absence of the President, the President-elect presides at meetings and performs the necessary duties of the office.

Additionally, the President-elect should automatically serve on all governance-related committees, such as Finance & Budget and Strategic Planning, as well as participate in Network visitations when possible.

The President-elect is expected to attend the Network 360 Leadership Conference in Chicago in August. In late summer or early fall, the President-elect should plan and preside at a planning retreat to coordinate and implement plans for the following year. This includes setting retention and new member goals as well as sponsorship and/or fundraising targets in the Network business plan. All programming should support the Council mission.

## **STATE GOVERNOR**

The State Governor is a REALTOR<sup>®</sup>/REALTOR-ASSOCIATE<sup>®</sup> nominated by the State Network Nominating Committee and elected at the State Network election meeting.

### **Major Responsibilities**

- Support & how to questions for local Networks specifically under Specific Responsibilities
- Actively participate as a member of the State Network Governing Board
- Actively participate as an officer of the region and as a member of the Regional Committee.
- Actively participate as a member of the National Governing Board

### **The Difference Between the Governor and State Network President's Roles**

- The State Network President oversees local Network operations, such as recruiting, retention & new Network formation. She manages, supervises, and ensures compliance with Local and State Network standards.
- The Governor oversees local Network performance, such as meeting standards, analyzing membership results and participating in the Network Business Plan development. She encourages, coaches and provides wise counsel.

### **Specific Responsibilities**

- Attend state and national meetings
- Help Local Networks understand..
  - Updating name as defined with National
  - Annual tax reporting
  - Online Quarterly reporting due to National.
  - Website assistance using the National template.

### **General Knowledge Required**

- Network Program Recognition
- Electronic Reporting
- Council mission, vision, values and goals

## **STATE NETWORK SECRETARY**

The Secretary shall take the minutes of each Network meeting and each Governing Board meeting and keep an accurate record of all motions made at these meetings.

Original copies of all minutes shall be kept in a PERMANENT NETWORK MINUTES BOOK (online) and one copy shall be mailed to the Network President and the Regional Vice President of WOMEN'S COUNCIL OF REALTORS<sup>®</sup>.

A major responsibility of the State Network Secretary is to submit online to National the names and the addresses of newly elected officers and appointed directors immediately upon election. Also, should there be any changes during the year (name and/or address of Network members), these changes should be sent in to National as soon as possible.

## **STATE NETWORK TREASURER**

Prepares year's budget and keep books. Presents financial statements at each Governing Board meeting for review.