



NATIONAL LINE OFFICERS

PRESIDENT

The office of President demands time, energy, ingenuity, patience and understanding. It requires self-sufficiency and good health and physical condition.

It requires flexibility in mind and thought, with the ability to communicate effectively. It requires adaptability to change and to custom in real estate throughout the country.

As President of the Women's Council OF REALTORS®, she is the leader and spokesperson for women REALTORS® and for all Council members throughout the United States, to the media and to the membership.

She must be knowledgeable concerning the problems and progress of the real estate industry. The President's comments should reflect THE WOMEN'S COUNCIL's as well as NAR's views, not personal opinions, on all matters, especially on controversial issues.

During her year of office, she will be asked to speak to THE WOMEN'S COUNCIL members, REALTORS® and outside organizations. As the official representative of the Women's Council OF REALTORS® to the public at large, she will have the full trust of the members in speaking and acting wisely on the behalf of her profession.

In accepting the office, she dedicates herself to work for the welfare of all members in the Council, as well as for her Local Board, State Association and NATIONAL ASSOCIATION OF REALTORS®.

As President, she will observe and enforce the REALTOR® Code of Ethics and adhere to the current bylaws, policies and procedures of the Women's Council OF REALTORS®. The President should be thoroughly versed in all phases of THE WOMEN'S COUNCIL procedures, especially bylaws, as well as parliamentary procedure.

In all her acts, she must be governed by the principles of honesty, justice and fair play, and in every manner possible endeavor to promote and safeguard the best interests and the welfare of the Women's Council OF REALTORS®. The President must be an arbitrator/peace-maker and protect and uphold the good image of THE WOMEN'S COUNCIL.

With the help of her Line Officer Team and the Executive Committee, she establishes the goals and objectives of the Council during her year, incorporating THE WOMEN'S COUNCIL's mission statement and objectives. Through and with national staff, she develops and implements programs at all THE WOMEN'S COUNCIL levels enabling goals and objectives of the membership to be achieved and sustained.

The President presides at the meetings of the THE WOMEN'S COUNCIL Governing Board, Executive Committee and Annual Business Meeting.

The President and Line Officer Team appoint all national committee chairperson and committee members (except the Nominating Committee) subject to approval of the Governing Board.

She appoints Executive Committee members in compliance with the national THE WOMEN'S COUNCIL bylaws, and recommends THE WOMEN'S COUNCIL members to serve as liaisons to NATIONAL ASSOCIATION OF REALTORS® committees. The President is an ex officio member of all committees EXCEPT the Nominating Committee.

The President has the privilege to appoint a parliamentarian to serve at the Annual Business Meeting and Governing Board meetings, subject to approval of the Governing Board.

Staff coordinates all President's invitations to attend THE WOMEN'S COUNCIL meetings, conferences and state

conventions plus meetings of NAR, Institutes, Societies and Councils, whenever possible.

The President reviews the annual budget prepared by the Executive Vice President before submission to the Executive Committee and Governing Board for approval. She also reviews quarterly financial statements of the Council, recommending to the Executive Committee and the Governing Board any necessary adjustments (increase or decrease) in expenditures.

PRESIDENT-ELECT

The President-elect performs the duties of the President in the event that the President is unable to serve or is absent.

The President-elect is guided by the mandates set down in this *Leadership Policy & Procedure Manual* for the President.

The President-elect leads the Line Officer Team in appointing national committee chairs, vice-chairs and committee members, usually by June.

When the President-elect substitutes for the President at the request of the President or Executive Committee, her expenses will be reimbursed on the same basis as the President from the President's expense account.

The President-elect chairs the General Assembly at national meetings.

The President-elect may also be called upon to serve as a THE WOMEN'S COUNCIL spokesperson to the media on THE WOMEN'S COUNCIL and real estate industry issues.

The President-elect attends as many of the meetings of THE WOMEN'S COUNCIL national committees as possible as an observer and receives all information and communication that is directed to the President by the THE WOMEN'S COUNCIL staff.

FIRST VICE PRESIDENT

The First Vice President determines that a quorum is present at meetings of the Governing Board and Annual Business Meeting, and, with the President, approves minutes prepared by THE WOMEN'S COUNCIL staff.

The First Vice President is responsible for delegate credentials at the Annual Business Meeting and chairs the Bylaws Committee.

TREASURER

The Treasurer chairs the National Finance & Budget Committee and reviews quarterly financial statements and the annual budget as prepared by the Executive Vice President. She submits budget for the following year to Governing Board for approval at the National Conference in November.

NATIONAL LIAISON

The National Liaison is elected to oversee the work of the National Women's Council in their respective region (West, Central, East). The position acts as the representative of the National Leadership Team in such matters as may be assigned to them. The National Liaison attends two annual meetings of the National Women's Council and chairs the regional caucus meetings to conduct regional business affairs and exchange information. The position identifies opportunities and/or challenges within the region and assist wherever possible, serves on National Executive Committee and nominating committee and attends any regional meetings (as needed - however, not required).

