

# POSITION | State Liaison

## General Oversight/Scope of Duties:

Monitors and supports Local Network and ensures compliance with Local Network operating standards. Acts as an important conduit of information between Local, State and National on network issues, trends and accomplishments. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

## Major Responsibilities:

- Oversees Local Network compliance, including development of an annual plan and budget, and provides support where needed
- Acts as the first contact to resolve local operating issues or conflicts
- Coaches Local Network leaders to improve network performance
- Is a member of the Leadership Identification and Development Committee
- Is a member of the National Liaison's team (along with the President)
- Facilitates two-way communication between National and the Local Networks and Members-at-Large in the state
- Is a member of the State Network Leadership Team
- Member of the National Governing Board
- Attends National Women's Council Network 360
- Identifies potential new Local Networks and follows procedures to initiate
- \*Supports District Vice Presidents
- Oversight:
  - Local Network Support
  - Local Network Compliance

\*[Note: in larger states/8 or more local networks with District Vice President positions, the State Liaison role is focused less on network compliance, oversight and support, and more on other duties above.]

## Important Relationships – INTERNAL

- Local Network Leaders
- State Leadership Team
- Leadership Identification and Development Committee
- State Governing Board (regular reporting)
- \*District Vice Presidents

## Important Relationships – EXTERNAL

- National Liaison
- National Governing Board

## Criteria/Qualifications

- Is a REALTOR® member in good standing
- Has served as a Local Network President (or equivalent leadership experience) and understands the current Local Network minimum operating standards/model
- Attended two (2) National meetings in the last two (2) years

## Ideal Skills/Experience

- Coaching and mentoring
- Communication skills
- Collaboration and relationship-building
- Operating as part of a team
- Conflict resolution/mediation

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| <ul style="list-style-type: none"><li>● Additional requirements in states with a State Network:<ul style="list-style-type: none"><li>○ Has knowledge of the current roles and responsibilities with a State Network</li><li>○ Has served on the State Network Governing Board in a capacity other than Local Network President (e.g., Leadership Team member, Leadership Identification and Development Committee Chair, Nominating Committee Chair, etc.)</li></ul></li><li>● Preferred qualifications:<ul style="list-style-type: none"><li>○ Has attended leadership training programs (any credible source)</li><li>○ Has attended conflict resolution/ mediation training (any credible source)</li><li>○ Holds the PMN designation</li><li>○ Has attended network operations session at National meetings in the last twelve (12) months</li></ul></li></ul> |  |
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