

Project Teams

Events Team

Scope of Duties: Work alongside Program Director to plan and develop Industry events, along with networking/relationship building events that deliver maximum value to our members.

Responsibilities:

- Gather and present the details of all events to board including, but not limited to, guest speaker, location, food and beverage, etc.
- Present all proposed event costs to budget team/treasurer to be presented to board
- Ensure all aspects of the event are decided on at least 60 days prior to event so promotion of event can start at least 30-60 days prior to event date.
- Collaborate with Marketing Team, Ways and Means, along with Sales Team on event details
- Communicate with all vendors and other committees prior to event and up to event date to ensure a successful event
- Welcome attendees to event, especially those that have not attended a Women's Council event previously
- Event Team to meet twice a month. Invite other project team leaders to attend meeting for input

Criteria/Qualifications:

- Must be a REALTOR, National Affiliate or Strategic Partner in good standing

Budget Team

Scope of Duties: Work alongside the Treasurer to help ensure strategies and systems are in place to support the financial health and integrity of the network.

Responsibilities:

- Work with Treasurer and Governing Board to develop proposed annual budget
- Collaborate with Ways and Means Team on budget for each event
- Help to assist Treasurer with ensuring property reporting and network compliance
- Budget Team to meet twice a month. Invite other project team leaders to attend meeting for input

Criteria/Qualifications:

- Must be a REALTOR, National Affiliate or Strategic Partner in good standing

Marketing & Design Team

Scope of Duties: Design and create high quality print and online marketing materials that showcase the network, along with our partners and sponsors, while ensuring materials meet network standards/guidelines.

Responsibilities:

- Collaborate with Board, Individual Event Teams, along with Membership to produce materials as needed
- Design and develop print and online materials for the network
- Marketing pieces for the network and network's partners, event print and visual, Social Media graphics, etc.
- For any materials which require expense, team will present the cost to the budget team/treasurer and must be approved prior to allocating cost
- Marketing & Design Team to meet twice a month. Invite other project team leaders to attend meeting for input
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Criteria/Qualifications:

- Must be a REALTOR, National Affiliate or Strategic Partner in good standing

Online Presence Team

Scope of Duties: Ensure the network is providing maximum value to members by consistently maintaining the networks online presence on all platforms.

Responsibilities:

- Consistently work with design team in taking the images/graphics they've created uploading them to networks website and/or social media accounts
- Maintain website content
- Schedule consistent social media post to ensure content is being displayed consistently
- When future events are scheduled, promote ticket sales on our social media platforms as needed
- Online Presence Team to meet twice a month. Invite other project team leaders to attend meeting for input
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Criteria/Qualifications:

- Must be a REALTOR, National Affiliate or Strategic Partner in good standing

Strategic Partnership Team

Scope of Duties: Help ensure both the networks financial security and build value for membership by networking and partnering with partners and sponsors.

Responsibilities:

- Solicit and secure annual strategic partners and paid sponsorships for events
- Collaborate with strategic partners prior to each event in seeing if they would like to take advantage of additional marketing opportunities by either or, donating a raffle prize, sponsoring a portion of the event, or purchasing tickets to the event, etc.
- At each event, announce raffle prizes and target goal, sell tickets at ways and means chair and announce winners!
- At the end of each event, add up raffle prize proceeds and meet with Treasurer to exchange funds and collaborate on sales.
- Strategic Partnership team to meet twice a month. Invite other project team leaders to attend meeting for input
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Criteria/Qualifications:

- Must be a REALTOR, National Affiliate or Strategic Partner in good standing