

POSITION	President
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General Oversight/Scope of Duties:

Provides leadership and direction for the Network, keeping her team focused on the mission of the Council and the Network business plan. Acts as the local voice for the Women’s Council brand, articulating the value of the Network, representing the Network with related groups, and setting the tone for active member involvement.

Major Responsibilities:

- Preside over focused, productive meetings of the Governing Board and membership
- Work with the Governing Board to develop, implement and monitor the Network Business Plan
- Encourage and inspire members to get involvement, and recognize contributions
- Cultivate development of future leaders for the Network
- Mentor, train, support and provide leadership opportunities for the President-elect to facilitate a smooth transition in leadership
- Build and maintain relationships with the Local Association and related industry and community groups
- Work with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular, quality Network programs and services
- Support Program Director and Membership Director in delivering quality programs and building and retaining a solid base of REALTOR® members
- Appoint the Program Director and Membership Director, with ratification by the Governing Board
- Appoint a Program Chair and/or Membership Chair, as needed to support the Program and Membership Directors, with ratification by the Governing Board
- Ensure compliance with all State and National reporting requirements
- Represent the local Network at State and National meetings

Important Relationships – INTERNAL

- Network membership
- Network Strategic Partners
- State Network leadership
- Governing Board
- Project Team leaders
- President-elect

Important Relationships – EXTERNAL

- Local REALTOR® Association Executive and elected leadership
- Related real estate organization leadership
- Appropriate staff/leadership of community groups

Criteria/Qualifications

- Must be a REALTOR® member in good standing

Ideal Skills/Experience

- Team management
- Communication skills
- Delegation
- Meeting management
- Previous leadership experience within or outside of Women’s Council
- Planning and organization
- Conflict resolution

POSITION	President-elect
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General Oversight/Scope of Duties:

Supports the President in fulfilling her duties, builds leadership skills and prepares to assume the presidency. Develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for Network activities.

Major Responsibilities:

- Fulfills duties of the President as needed, and assists with running efficient and productive meetings.
- Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
- Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
- Appoints the Secretary, with ratification by the Governing Board.
- Supports accomplishment of Network Business Plan goals and priorities.
- Encourage and inspire members to get involved, and recognize contributions
- Cultivate development of future leaders for the Network
- Attends Women’s Council Leadership Academy as part of preparing to take on the presidency
- Attends National and State Women’s Council Meetings, depending on budget and personal finances.
- Works with the incoming President-elect to ensure a smooth transition in leadership

Important Relationships – INTERNAL

- President
- Governing Board
- Network membership
- Project Team leadership
- Strategic Partners
- State Network leadership

Important Relationships – EXTERNAL

- As needed to support the President

Criteria/Qualifications

- Must be a REALTOR® member in good standing
- Preference for members of the Local Network with a minimum of one year tenure

Ideal Skills/Experience

- Team management
- Communication skills
- Delegation
- Meeting management
- Previous leadership experience within or outside of Women’s Council
- Planning and organization
- Conflict resolution

POSITION Secretary

General Oversight/Scope of Duties:

Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.
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Major Responsibilities:

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| <ul style="list-style-type: none">● Maintains Network bylaws and standing rules.● Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women's Council by November 1 each year.● Ensures accurate minutes are taken at each Governing Board meeting, and maintains all official records of the Network.● Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.● Attends National and State Women's Council Meetings, depending on budget and personal finances. |
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Important Relationships – INTERNAL	Important Relationships – EXTERNAL
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| <ul style="list-style-type: none">● Governing Board (regular reporting)● State Network leadership● Network membership● Strategic Partners● Project Team leadership | |
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Criteria/Qualifications	Ideal Skills/Experience
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| <ul style="list-style-type: none">● Must be a REALTOR® member in good standing | |
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| | <ul style="list-style-type: none">● Planning and organizing skills● Communication skills● Operating as part of a team |
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POSITION Treasurer

General Oversight/Scope of Duties:

Ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.

Major Responsibilities:

- Maintains Network financial records, tracks transactions, and reports regularly on Network financial performance.
- Handles receipts and disbursements, ensuring proper controls in place.
- Works with the Governing Board to develop proposed annual budget.
- Ensures Network state and federal taxes are filed annually, and provides full support for Network financial reviews.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

Important Relationships – INTERNAL

- Governing Board (regular reporting)
- State Network leadership
- Network membership
- Strategic Partners
- Project Team leadership

Important Relationships – EXTERNAL

- CPA/tax professionals

Criteria/Qualifications

- REALTOR® or National Affiliate member in good standing

Ideal Skills/Experience

- Bookkeeping/accounting background and/or related experience
- Planning and organizing skills
- Communication skills
- Operating as part of a team

POSITION Program Director	

General Oversight/Scope of Duties:

Ensures the development and delivery of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large.

Major Responsibilities:

- Produces four Network industry events.
- Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
- Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
- Produces a minimum of two additional events focused on member networking and relationship building.
- Manages Program Chair and Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all programs and events and reports to the Governing Board.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

Important Relationships – INTERNAL

- Governing Board
- Project Team leadership
- Network membership
- State Network leadership
- Program Chair

Important Relationships – EXTERNAL

- Local REALTOR® Association, other real estate related groups, community groups (for collaborative programming)
- Potential speakers

Criteria/Qualifications

- REALTOR® member in good standing

Ideal Skills/Experience

- Planning and organizing skills
- Networking and communication skills
- Environmental scanning
- Delegation
- Program development
- Operating as part of a team

POSITION | Membership Director

General Oversight/Scope of Duties:

Conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members.

Major Responsibilities:

- Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
- Supports and follows through on all National Council membership marketing campaigns.
- Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan.
- Oversees implementation of a new member welcome and orientation strategy, as well as a first-year member communication strategy, using tools and resources provided.
- Oversees implementation of a member communication 'drip' system, using tools and resources provided.
- Monitors and supports development of Strategic Partner benefits packages.
- Manages Membership Chair and Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board.
- Monitor membership reports received from National Women's Council for accuracy, and follows up on any discrepancies.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

Important Relationships – INTERNAL

- Network new members
- Network renewing members
- Governing Board
- State Network leadership
- Project Team leadership
- Membership Chair

Important Relationships – EXTERNAL

- Prospective members
- Local REALTOR® Association

Criteria/Qualifications

- REALTOR® or National Affiliate member in good standing

Ideal Skills/Experience

- Planning and organizing skills
- Networking and communication skills
- Delegation
- Strategy development
- Operating as part of a team



Special Project Teams Addendum

❖ Marketing/Promotions Team

- Call on REALTOR® offices in Montgomery County to promote Women's Council of REALTORS®, delivering event materials for each event
- Work hand in hand with the Strategic Partners Liaison
- Prepare flyers advertising Special Events and Fundraising Events
- Review Women's Council of REALTORS® National marketing and social network tools, and assist with implementation

❖ Strategic Partner Liaison Team

- Schedule and/or coordinate affiliates to be the “highlighted” strategic partner for each applicable meeting and follow up after the event
- Incoming Strategic Partner Liaison Project Leader to conduct meeting in December, prior to the year of service, with Strategic Partners for feedback on previous year in order to plan upcoming year in coordination with the President-Elect.
- Be a member of the Program/Event Team
- Gather bio, picture and logo for each Strategic Partner

❖ Hospitality Team

- Greets all members at each meeting
- Coordinate implementation of ice-breaker before each meeting
- Directs new member guests and members to Membership Director

❖ Parliamentarian

- Attends all Governing Board and Network Meetings
- Retains vote at general membership meetings, not at Governing Board meetings
- Serves as a member of the Bylaws and Standing Rules Team

❖ Holiday for Heroes Team

- Identifies and coordinates event honoring our military and service professionals

❖ Audit Team

- Appointed by the President with the approval of the Governing Board
- Conducts a quarterly and annual audit to ensure proper procedures are followed
- Current Treasurer is present at the meeting for clarification

Note: Job duties subject to change based on the needs of the current network.

(Approved August 2021)