



## Women's Council of REALTORS® Meeting Protocol GENERAL INTRODUCTION PROTOCOL

***\*Always introduce yourself first as President when leading the meeting.  
Address in order below from least to most importance within the Council***

### **NO HEAD TABLE:**

Community Leaders: City Employees, Council Member, Vice Mayor, Mayor  
Sponsors/Strategic Partners: If not including in another part of the program  
Out of Area Realtor Association(s): Guests (employees), Directors, Officers, AE  
Local Realtor Association: Guests (employees), Directors, Officers, AE  
CAR: Directors, Chairs and Vice Chairs, Officers: Treasurer, President Elect, President, AE  
(Option to stand for CAR President introduction)  
NAR: Directors, Chairs and Vice Chairs, Officers: RVP's, First VP, VP, President  
(If NAR President in attendance protocol is to stand for introduction)  
WCR: Visiting Local Chapter Presidents & accompanying Chapter Officers  
Past State President(s) in attendance by year served, most recent year last  
Current State DVPs in attendance  
Current State Governors in attendance  
Current State Officers in attendance -Treasurer, Secretary, President Elect  
Current State President in attendance  
Regional Vice Presidents in attendance  
National Guests - such as candidates for national office or visitors  
Past National Presidents in attendance  
Current National Officers - RVP's, Executive Committee Members, Treasurer, First VP, Pres-Elect  
Current National President - (If National WCR President in attendance protocol is to stand for introduction.

### **IF HEAD TABLE:**

If Speaker/Presenter if seated at head table - identify as speaker, name only  
(save introduction for presentation)  
Pledge and Inspiration speakers if seated at head table  
Parliamentarian (if used)  
Local Officers - Event Director, Membership Director, Secretary, Treasurer President-Elect  
Visiting State or National Officer seated at head table

**MIXER/SOCIAL EVENTS:**

Sponsors: Event sponsors and Strategic Partners

VIPs

**INDUSTRY EVENTS:**

\*Introduce yourself first (President) when opening the Meeting

**GUESTS IN ATTENDANCE:**

Community Leaders: City Employees, Council Members, Vice Mayor, Mayor

Sponsors/Strategic Partners

Out of Area Realtor Association(s): Directors, Officers, AE

Local Realtor Association: Guests (Employees), Directors, Officers, AE

CAR: Directors, Committee Chairs & Vice Chairs, Officers: Treasurer, President-Elect, President, AE ( Option to stand for CAR President introduction)

NAR: Directors, Committee Chairs & Vice Chairs, Regional Vice Presidents, Officers: Treasurer, First Vice President , President (Stand for President)

WCR: Other Local Network Presidents

Past Presidents-Local Network

\*\* optional Current Network Entrepreneur of the Year Awardee

\*\* optional Current Network Affiliate of the Year Awardee

\*\* optional Current Network Realtor of the Year Awardee

**IF HEAD TABLE:**

If speaker or presenter is seated at head table - identify as speaker, name only ( save introduction/Bio for presentation)

Pledge and Inspiration speakers if seated at head table

Parliamentarian (if used)

Local Network Officers: Event Director, Membership Director, Secretary, Treasurer, Pres-Elect State or National Officers seated at head table

**IF NO HEAD TABLE:**

Current Network Officers- Event Director, Membership Director, Secretary, Treasurer, President-Elect

Past State President(s) by year, most recent year last

Current State DVPs in attendance

Current State Governors in attendance

Current State Officers in attendance - Treasurer, Secretary, President Elect

Current State President in attendance

Regional Vice Presidents in attendance

National Guests - such as candidates for national office or visitors

Past National Presidents in attendance

Current National Officers in attendance - Treasurer, First Vice President, President-Elect

Current National President in attendance - (If National WCR President in attendance protocol is to stand for introduction)