



2022 POLICY & PROCEDURE MANUAL

2022 LEADERSHIP TEAM

WOMEN'S COUNCIL OF REALTORS® TEXAS

Approved February 1, 2022

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1. OFFICERS

Officers shall:

- Perform all duties set forth for them in the Bylaws, Standing Rules, and this Procedure Manual.
- Submit written reports to Leadership Team within 30 days after meetings, conferences, and visits.
- Attend Texas REALTORS® welcome reception, installation, and committee meetings that do not conflict with Women's Council activities.

1.1 - President

- a. Presides with a well-planned agenda at regular and special meetings of the Governing Board and at all regular and special meetings of the Network.
- b. Appoints each Committee/Project Team Chair, except Nominating and Finance and Budget Committees. All appointments shall be subject to the approval of the Governing Board. These appointments shall be ratified at the Winter Meeting for the current year.
- c. Oversee State Network operations, ensuring the development and achievement of goals and priorities, and compliance with State Network operating standards.
- d. Encourages and inspires member involvement and ensures a structure is in place to engage volunteers in meaningful work and to support accomplishment of the State Network purpose and goals.
- e. Serves as an ex-officio member of all Committees/Project Teams except the Nominating Committee.
- f. Attends and represents the State Network at all National Women's Council of REALTORS® meetings and serves as a voting member of the National Governing Board. In addition, is a member of the National Liaison's Team in the Region along with the State Liaison.
- g. Oversees communication with members and strategic partners.
- h. Appoints a Past President or prior Credentials Chair to oversee counting of election and voting ballots.
- i. Presents Nominating Project Teams slate of candidates ~~report~~ in writing to the general membership at least thirty (30) days before the election meeting.
- j. Sends Proxy for voting Delegates to each Local President at no less than seven (7) days prior to the election meeting.
- k. Provides the financial institutions, not later than December 15 of the year preceding their term of office, all information required to be signatory for the accounts.
- l. Signs the prepared tax return for the year served as President.
- m. Assigns Leadership Team Officers as liaisons to Standing Committees and Project Teams.
- n. Reviews and approves all reimbursement requests.
- o. Updates social media [access](#) editors at the beginning of each year and as necessary.
- p. The President is encouraged to visit as many Local Networks as possible and/or at the invitation of the Local Network.
- q. Builds and maintains a positive relationship with the State Association of REALTORS®
- r. Ensures focus on State Network strategic plan to direct network action and use of resources.
- s. Works with the Governing Board to evaluate network progress and performance
- t. Mentors, trains, support and provide leadership opportunities for the President elect and ensures a smooth transition in leadership.
- u. Cultivates development of future leaders for the State Network
- v. Ensures compliance with all National Council reporting requirements.
- w. Manages storage unit contents.
- x. Orders Strategic Partner banners.

1.2 - President Elect

- a. In the absence of the President, presides at all meetings and performs the necessary duties of the office.
- b. Submits appointments to the President for Vice Chairs/Team Leads of all the Committees prior to the Winter Meeting.
- c. Hosts a State Leadership Orientation for State and Local leaders, and members.
- d. Assists the President as needed.
- e. Prepares to assume the role of President, ensuring a smooth transition with the President.
- f. Attends National Women's Council Network 360 as part of preparing for the presidency.
- g. Conducts a planning retreat prior to taking on the presidency to develop the State Network Strategic Plan.
- h. Assist the President in tracking State Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the State Network Strategic Plan in the coming year.
- i. Appoints the following years State Liaison (ratified by the Governing Board) before the election and no later than June 1st.
- j. Provides the financial institutions, not later than December 15 of the year preceding their term of office, all information required to be a signatory for the accounts.
- k. Submits venue contract and budget for orientation to the Leadership Team for approval, then to the Finance and Budget Committee at least 10 days prior to the Winter Meeting.
- l. Creates Leadership Team online calendar and adds Leadership Team meetings and Nominating Committee deadline dates.
- m. Prepares the annual network budget in conjunction with the Leadership Team for Governing Board presentation and approval.

1.3 – First Vice President

- a. Takes the minutes at Governing Board meetings, Leadership Team meetings, Installation and Awards ceremonies keeping accurate record of all motions made and their disposition, and action items. Timely submits Governing Board minutes to Leadership Team for approval, then to Minutes Review Team Lead for review. Revises according to Minutes Review Team Lead with approval of Leadership Team. Final Governing Board minutes should be posted to website within 30 days after meeting.
- b. In the absence of the President and President Elect, presides at meetings and appoints another member to take the minutes of that meeting.
- c. After meetings, reviews motions passed and brings to the attention of the President actions required and any motions that necessitate Bylaws or Standing Rule changes.
- d. Submits to National Women's Council of REALTORS® and Texas REALTORS® the names, addresses and telephone numbers of newly elected Officers immediately after their election; and during the year, submits any changes to this information.
- e. Maintains State Network Bylaws and oversees updates as necessary and notifies National Women's Council of REALTORS® of any change in the amount of State dues.
- f. Maintains and safeguards all official records of the State Network, including, state officer reports, and the officers' attendance at all required meetings.
- g. Sets up and maintains online storage files for state and local documents. Invites District Vice Presidents to online storage and sets up folders for each Network.
- h. Assists Leadership Team in revising/updating and/or creating materials and templates for Local Networks as well as Local Leadership Orientation(s).

- i. Revises the Standing Rules according to approved motions from Governing Board Meetings and submits to Leadership Team and Bylaws Committee for review.
- j. Furnishes each Officer and Chair/Lead copies of the Bylaws and Standing Rules, and a copy of their duties as outlined in the Procedure Manual.
- k. Revises Policy and Procedure Manual as approved by Leadership Team.
- l. Notifies all recipients of Past President's Scholarships immediately after the names have been provided from Past President's Advisory Committee as to the time frame for use of the Scholarship and their award.
- m. Provides Credentials Project Team with a list of the Nominating Committee members prior to the Winter Meeting, and a list of elected members and alternates who served prior to the Annual Conference.
- n. Notifies each Local President of election voting procedures, of the number of weighted votes for their Network, and of the deadline for Credentials to be returned to the Credentials Lead. Provides Credentials Project Team with number of voting cards and ballots to prepare at least 30 days prior to Governing Board Meetings.
- o. Orders OTY plaques and brings to Awards Luncheon.
- p. Sends local network Standing Rules to Bylaws Project Team as received

1.4 - Treasurer

- a. In the absence of the President and President Elect and 1st Vice President, presides at meetings.
- b. Pays, in accordance with the procedures outlined herein, only the items adopted in the budget.
- c. Maintains accurate records of all receipts and disbursements and works with CPA and/or bookkeeper to ensure proper accounting controls and systems are in place.
- d. Disburses funds only when proper documentation has been received and approved by the President
- e. Conducts training on "Budget Planning" for District Vice Presidents as needed.
- f. Prepares a financial report for each Governing Board meeting and a monthly update to the Leadership Team.
- g. Submits the books to the Audit Project Team quarterly and by mid-January of the following year.
- h. Maintains three (3) reserve accounts to be called General Reserve, Education Reserve, and the National Reserve, and provides investment report to the Leadership Team as requested by the President.
- i. Deposits into the Reserve Accounts the amounts of money specified in the Standing Rules.
- j. Leadership Team is allowed to make deposits of cash and checks received. Documentation to be sent to the Treasurer withing 24 hours of deposit.
- k. Initiates the process of changing signatories for the accounts and debit cards by providing the required information to the financial institutions not later than December 15th.
- l. Oversees and directs District Vice Presidents responsibilities of setting up, locations, and taking down banners.
- m. Chairs the Finance and Budget Committee.
- n. At State and National meetings deposits all cash, checks and credit card receipts in the hotel safe immediately following each event with all amounts to be receipted by the Treasurer and verified by another Leadership Team Officer.
- o. Verifies by May 30th the timely submission of each local Network's federal tax return.
- p. Maintains financial records on an online accounting system.
- q. Requests and receives Local Networks' approved budget (may be assigned to District Vice Presidents), 990 Tax Returns (or verification of submittal), Franchise Tax Return, Sales Tax Return and Tax Exemption Letter from Local Treasurers and uploads to Local Folder in the State online storage file.

- r. Contacts Annual Strategic Partners prior to each meeting and/or event to determine who and how many representatives will be attending on behalf of the company, and determine tickets needed and provide Leadership Team with the information. Purchases Strategic Partner and VIP tickets as approved by the President.
- s. Introduces Strategic Partners at meetings and events. This can be delegated to the Strategic Partner Relations Team.
- t. Provide separate report on all investment accounts and CDs to the Leadership Team by the 10th of each month.
- u. Calculates year end transfers and submits to the immediate past President for approval prior to January 15th.
- v. Sends sympathy flowers or plants from the Network in accordance with Standing Rules. Sends sympathy cards to other members on behalf of the Network.
- w. Updates and sends Past Presidents Scholarship instruction letter to Past Presidents Advisory Committee Chair at least 7 days prior to each Governing Board meeting. This letter will be sent by the committee to the award recipients along with the Scholarship Award Certificate.

1.5 – State Liaison

- b. Reports to the President.
- c. Oversees Local Network compliance, including development of an annual strategic plan and budget and provides support where needed.
- d. Acts as the first contact to resolve local operating issues or conflicts.
- e. Communicates all correspondence and materials received from National Women’s Council of REALTORS® office, including National Meeting reports, and keeps the Officers and Committee/Project Team Chairs informed of communications that are applicable to their duties throughout the year.
- f. Coaches Local Network Leaders to improve network performance
- g. Is a member of the Leadership Identification and Development Committee.
- h. Is a member of the National Liaison’s team (along with the President).
- i. Facilitates two-way communication between National and the Local Networks and Members at Large in the State. Sends Roadmap to Members at Large when received.
- j. Is a member of the State Leadership Team and the National Governing Board.
- k. Attends National Women’s Council Network 360 prior to taking office.
- l. Identifies potential new Local Networks and follows procedure to initiate.
- m. Supports District Vice Presidents and maintains consistent communications.
- n. Updates District Vice President duties, training list and timeline as approved by the Leadership Team.

1.6 - District Vice President – **to be reviewed, see attached for 2022**

- a. Reports to the State Liaison.
- b. Works with the State Liaison to visit Local Networks and conduct, or assist with, Local Leadership Orientation (including Project Team Leads), including the “newly elected” Local Officers for the following year.
- c. Attends training/retreat before becoming involved with the Local Networks.
- d. Attends training on “Budget Planning” with the incoming State President or incoming State Treasurer at Orientation.
- e. Works with the Director of Events in their assigned area on how to hold and plan mission focused income generating Industry Events that are consistent with their Local Budget.

- f. Provides field training and support to Local Project Teams.
- g. Works with the State Membership Chair and First Vice President to plan and implement the State Membership Contest.
- h. Works closely with Director of Membership to help Local Networks successfully recruit and retain members.
- i. Works with Membership Team to facilitate a sharing session at Annual Conference on recruiting ideas and successes, including the First Year Communication Plan.
- j. Works with Local Event Directors to facilitate a sharing session at the Annual Conference on planning and program ideas and successes.
- k. Serves as a resource to enable Local Networks to provide consistent value to their members.
- l. Assists Leadership Team in identifying members with ability to travel and provide field support.
- m. Be proficient at navigating both State and National website.
- n. Communicates the availability of information, tools and templates, both State and National to Local Leadership and train the Leaders how to understand and find them on State and National websites.
- o. Assists Leadership Team in identifying future leadership talent.
- p. Assists Leadership Team in identifying training courses needed by members, including the Leadership Orientation.
- q. Submits timely, written reports to Leadership Team.
- r. Reports per District Vice President Reporting Requirements (determined by Leadership Team)
 - 1) Winter Meeting – within 30 days
 - 2) District Meeting – within 30 days
 - 3) Annual Conference – report required within 30 days
 - 4) Local Training – report due within 2 weeks of training
 - 5) Local Visit(s) – report due within 2 weeks of visit
 - 6) Quarterly newsletter article – due February 1st, May 1st, August 1st and November 1st
- s. Expense reimbursements will be tied to timely reports as stated in paragraph above.
- t. Promotes, attends, and participates at all State Meetings/Programs as well as the assigned District meeting(s).
- u. In conjunction with the Leadership Team analyzes the needs of each Local Networks in their area and determines how State can assist with improving their performance.
- v. In conjunction with the Leadership Team, articulates to Local Leaders how the Business Plan benefits the Local Networks and assists them to develop and implement their Business Plan for a successful year.
- w. Attends and participates at the State Leadership Orientation after being elected to office (Note: unless District Vice President is a “current” state officer, the cost to attend this meeting is at “newly elected” expense unless specified in budget and as approved by the Leadership Team.)
- x. Encourages the Local Leadership/Membership to get involved at Texas REALTORS® and National Association of REALTORS® and participate after the Women’s Council of REALTORS® function/meetings have concluded.
- y. Encourages Local Leadership in their areas to attend and participate at other meetings and functions.
- z. Assists Local Networks to update the websites in their assigned area.
- aa. Encourages Local Officers to keep their profiles updated on wcr.org with current photo and contact information.
- bb. Ensures Industry Events and/or activities are listed on their assigned Network microsite by January 31st.
- cc. Gathers information from Local Networks to include in the quarterly Newsletter and submits it to the Newsletter Project Team Lead prior to the deadline.

- dd. Reminds Local Networks at the end of every month to reconcile their membership numbers with the roster provided by National.
- ee. Communicate the importance of adding local network events to each network's website at National so it auto-populates to the state network's website.
- ff. Assists and serves on the Education and Program Project Team.
- gg. Greeters and ticket collectors at events.
- hh. Assists Leadership Team during all meetings and events.

1.7 - Parliamentarian

- a. Appointed by the President.
- b. Assists the President in preparing the agenda and podium manual for each Governing Board meeting, assists with Bylaws and Standing Rules changes-
- c. Attends Leadership Team meetings as requested by the President.
- d. Is seated next to the President at each meeting to advise and assist, as necessary.
- e. Serves on Bylaws Project Team.

2. COMMITTEES/PROJECT TEAMS

2.1 - Leadership Team

- a. The President serves as Chair of the Leadership Team which consists of the President, President Elect, First Vice President, Treasurer, and State Liaison. The Parliamentarian serves in an advisory capacity.
- b. Meets monthly and additionally at the call of the President or upon request of any three of its members.
- c. Conducts the necessary business of the Network between Board meetings in accordance with Governing Board's approval.
- d. Three members of the Leadership Team shall constitute a quorum.
- e. Develops new programs and reviews existing ones for the purpose of better serving the Membership.
- f. Establishes the District boundaries.
- g. Submits to the Marketing Project Team all information or systems, related to development and/or training to be posted to the microsite within 10 days of receipt.
- h. Within 15 days of the Governing Board Meeting, approves and submits minutes to Minutes Review Project Team.
- i. Secures Annual Strategic Partners and Event Partners to meet or exceed budgeted revenue.
- j. Maintains contact with Annual Strategic Partners throughout the year to foster positive long-term relationships. Works with Strategic Partner Relations Team.
- k. Maintains library of systems, timelines, guides and clarifies support available to state and local networks.
- l. Survey the attendees of the Leadership Orientation training at the end of the meeting to determine the effectiveness of modules taught.
- m. Conduct a follow-up survey in February of all local networks to evaluate how their networks are operating and implementing the training offered at orientation.
- n. Determine the number of District Vice Presidents needed to efficiently support the Local Networks in the following year
- o. Annually selects an Affiliate Member of the Year no later than 30 days prior to the Annual Conference.

2.2 - Presidential Advisor(s)

This (these) position(s) is(are) appointed and given duties as required by the President.

2.3. Standing Committees

a. Finance and Budget

Chair: Cathy Heshmat, Treasurer

Officer Liaison: Claudia Gaytan, President Elect

Actions Needed:

- 1) Review budgets from local networks and provide feedback to State Leadership Team.
- 2) Reviews, approves the Leadership Orientation Budget prior to the Winter Meeting.
- 3) Reviews, approves and presents the Annual Budget to Governing Board for approval at the Annual Conference.
- 4) Reviews the State investment portfolio and makes recommendations and investment suggestions to Leadership Team to ensure the best use and protection of the membership monies.

Note: Committee Members include: Team Lead, Past State President appointed by the President, 2 Local Network Presidents appointed by the President, 2 General Members appointed by the President.

b. Leadership Identification and Development Committee

Chair: Sheryl Hunter **Vice Chair:** Sharon Eddings

Officer Liaison: Patti St. Louis, President

Actions Needed:

- 1) Treasurer for committee's funding and budgeted expenses including National Officer candidates campaign expenses, members serving as presenters, facilitators, instructors, those appointed or elected to National Governing Board, Committees, Work Groups or Leadership Institute.
- 2) Any member considering a National elected position (Leadership Team and/or National Liaison) is requested to first declare to the Leadership Identification and Development Committee and request State support prior to announcing candidacy.
- 3) All members receiving funding from the Leadership Identification and Development budget shall submit a written report to Leadership Team Committee and to the Chair of the Leadership Identification and Development Committee within 30 days of any National meeting attended. Funding will be commensurate with duties and level of responsibility as determined by committee.
- 4) Leadership Identification and Development Candidate Qualifications: Members being considered for National Leadership Team Officer should have a significant combination of the following experience: (1) have completed term as Local President; (2) have completed term as State Leadership Team Officer; (3) have completed term as State Governor and preferably served as Regional Vice President; (4) have had multiple appointments local and State committees; (5) have had multiple appointments to National Committees; including Chair and Vice Chair positions, (6) have served on the National Nominating Committee and/or the National Leadership Team Committee. **Review and update this section**
- 5) Chair to be funded from Texas National Future Leadership Account according to annual budget as approved by Governing Board.

- 6) The Committee will maintain the lists of members serving each year as a State Officer, Committee Chair, Vice Chair, those members serving at National, on National Association of REALTORS® Committees, and those members that can provide valuable contacts as a resource for pathways to leadership opportunities and submits to First Vice President for online storage. **Please provide this list**
- 7) Any member serving in a Nationally elected position shall provide a report at State Governing Board meetings.
- 8) Texas members participating in Leadership Institute shall deliver an oral report on their experience at Governing Board during the following Winter Meeting, which will be included in the first quarter newsletter. Notify and prepare the 2021 participants Kylee Garza and Renae Pretty.
- 9) Create a plan that will help members be better prepared to seek leadership positions and/or have more visibility within the industry and the community (systems knowledge, timeliness, etc.). Create a Women's Council Resume' video In January, 2022. Facilitate a session on Effective Leadership/Conflict Management at 2022 Winter Meeting. Develop and facilitate a Summer 2022 Zoom session with Texas REALTORS®.
- 10) Create a plan to remind and encourage members to apply for the Leadership Institute now offered at National. 2022 submission period is June 1 – 30, on Texas calendar. Announce in Women's Council Weekly.
- 11) Continue and enhance mentorship program. Promote sign ups at 2022 Winter Meeting.
- 12) Develop a marketing strategy, based on the statistics gathered on state members such as income, involvement in local, state and national associations, etc., and utilize those statistics to gather visibility and support from strategic partners as well as local and state associations. **Was this completed in 2021?**
- 13) Create an Excel spreadsheet of member expertise. Gather information from members at 2022 in person Winter Meeting. Data to be used to help identify emerging leaders, and pools of experts to assist local networks and serve on state committees and teams.
- 14) Review number of committee members and requirements in Standing Rules and propose revisions regarding number of Past Presidents (in 2023 there will be 3 Past National Presidents from Texas that will automatically serve) and including Leadership Institute students when appointing General Members.

c. Nominating

Chair: Peggie Pentecost **Officer Liaison:** Patti St. Louis, President

Actions Needed:

- 1) Chair delegates committee duties
- 2) Leadership Team to update the Consent to Serve form.
- 3) Seek input regarding candidates from President and Leadership Identification and Development Chair.
- 4) Consider and seek input regarding nominee's attendance at events, training and meetings including conference call meetings.
- 5) Obtain venue for Nomination interviews. If costs are to be incurred, forward to Leadership Team for approval.
- 6) Obtains vendor/sponsor for breakfast and lunch for the scheduled meeting.
- 7) Identify hotel accommodations within close proximity to the venue.

- 8) Obtain the current member roster to verify candidates are Active Members in good standing at the time they are nominated to interview and at the time they are interviewed.
- 9) President Elect to add Nominating Committee deadlines to State Officer's calendar:
 - Minimum of 60 days prior to election: Establish committee, committee members sign confidentiality agreement, committee members review qualifications and job descriptions for elected positions. Call for Nominations distributed as written by Chair and approved by President, including date and location of interviews. Sends Applications/Questionnaires, duties and Consent to Serve to candidates immediately following the close of nominations.
 - 30 days prior to elections: Applications and Consent to Serve due from candidates.
 - 14 days prior to elections: Nominating Committee conducts interviews and validates that candidates meet requirements. Nominating Committee slates at least one qualified candidate for each position. Slate is provided to the President for publication the same day interviews are conducted.
 - Submits written report to President with feedback on candidates that were interviewed, including recommendations from committee to each candidate, within 3 days after interviews.
 - 7 days prior to elections: Nominating Committee review any candidates who wishes to run that is not on the slate.
 - Email all committee members 6 months in advance and nominees 60 days prior in advance regarding the date, location, hotel accommodations etc.

d. Past Presidents Advisory

Chair: Marti Pattinson **Vice Chair:** Sheila Moran
Officer Liaison: Patti St. Louis, President

Actions Needed:

- 1) Review criteria for Past Presidents' scholarships and make any necessary updates.
- 2) Select three (3) members to be awarded Scholarships at the Winter Meeting and seven (7) members to be awarded Scholarships at the Annual Conference.
- 3) Prepare scholarship award certificates for Presidents signatures and present or mail to recipients with instruction letter (provided by Treasurer). Provide copies of both to President and Treasurer.
- 4) Identify the four (4) active Past Presidents in order of service to be highlighted with a written article in quarterly newsletter and submit to Newsletter Team Lead by February 1st, May 1st, August 1st and November 1st.
- 5) Review and be familiar with the current local and state models.
- 6) Provide video testimonials on the benefits of membership from Past Presidents, at least one Past President per month beginning in February 2022.
- 7) Draft an Emergency Response Guide outline for assisting Local Networks by March 1st. (Leadership Identification and Development Committee is identifying pool of experts)
- 8) Review Leadership Orientation and Annual Budgets and provide feedback to the President and President Elect.

e. Strategic Planning**Chair:** Mary Ann Jeffers **Vice Chair:** Jo Ann Stevens**Officer Liaison:** Claudia Gaytan, President Elect**Actions Needed:**

- 1) Strategic Planning Committee to consist of the following Texas members: Leadership Team, the Immediate Past President, Committee Chairs, District Vice Presidents, Past National Presidents, members serving on the National Executive Team, ~~one or~~ two local presidents and ~~one or~~ two other emerging or past leaders as appointed by the President ~~desired~~.
- 2) Facilitate the Strategic Planning meeting.
- 3) Obtain venue for Strategic Planning meeting. If costs are to be incurred over budgeted amount, submit to Governing Board for approval to use Reserves.
- 4) Gather information and conduct surveys as needed per Facilitator.
- 5) Obtains vendor/sponsor for breakfast and lunch for the scheduled meeting.
- 6) Identify hotel accommodations within proximity to the venue.
- 7) Email all committee members regarding the date, location, hotel accommodations, etc. no later than 90 days prior to meeting. Committee meeting date will be announced at the Winter Meeting
- 8) Invite the “slated officer candidates” to observe.
- 9) Submit “draft” Plan to committee members for final review/approval within 14 days after planning meeting.
- 10) Submit Final Plan to Leadership Team within 30 days after planning meeting for review/approval after receiving input/approval from committee members.
- 11) Submits final plan to Governing Board for approval at the Annual Conference.
- 12) Prepare and send final survey to committee members within 2-weeks after receiving the Final Plan.

2.4. Project Teams**a. Audit****Lead:** Lynne McCarthy**Vice Lead:****Officer Liaison:** Sharon Eddings, State Liaison**Actions Needed:**

- 1) Perform quarterly audit of all accounts and sends reports to the Leadership Team within 5 days of audits.
- 2) Present audit report at Winter Meeting and Annual Conference Governing Board Meetings.
- 3) A minimum of 3 Project Team members to be appointed by the President, including a Past President.
- 4) Review and update audit forms and procedures as needed, submit to Leadership Team for approval.

b. Bylaws**Lead:** Amy Karns**Vice Lead:** Kim Miller Perry**Officer Liaison:** Claudia Gaytan, President Elect**Actions Needed:**

- 1) Review State Network Bylaws and Standing Rules and make recommendations to the Leadership Team for updates and additions prior to July 31st.

- 2) Review Standing Rules from each local network against the “Local Network Operating Manual” and make recommendations to local networks for updates and additions prior to the Annual Conference. First Vice President will provide Standing Rules as received from local networks.
- 3) Create and maintain a Checklist for reviewing local network Standing Rules.
- 4) Reviews and presents proposed Standing Rules revisions to Governing Board, after reviewed by Leadership Team.

Note: Parliamentarian is a member of this Project Team

c. Credentials

Lead: Tracy Hurst **Vice Lead:**
Officer Liaison: Sharon Eddings, State Liaison

Actions Needed:

- 1) Maintain and update credentials instruction manual as needed and submit to Leadership Team as changes are made.
- 2) Review Election procedure and make recommendations for improvements.
- 3) Prepares for voting at two State Meetings in accordance with credentials instruction manual, which is overseen by the President and State Liaison.
- 4) Assigns duties to the Education and Program Project Team members for additional assistance during Governing Board.
- 5) Escorts or directs those sitting at reserved tables during events.
- 6) Members receiving credentials packages at Governing Board must be wearing a conference badge.

Note: Nominating Committee members, Governing Board Members and those running for office shall not serve.

d. Education and Program

Lead: Linda Ferguson **Vice Lead:** Charmaine Byers
Officer Liaison: Cathy Heshmat, Treasurer

Actions Needed:

- 1) Continue to identify all tools and resources available through the State Network and National websites. After approval from Leadership Team, provide to Marketing Committee for posting and/or links.
- 2) Prepare and execute educational component of Networking Events at Winter Meeting and Annual Conference as approved by Leadership Team.
- 3) Deliver a money-making industry event at the 2 state meetings with project details and budget to be approved by Leadership Team prior to entering into any contractual agreements. All contracts will be signed by the President.
- 4) Meets or exceeds budget revenue.
- 5) Committee members include District Vice Presidents. Local Event Directors are invited to serve.
- 6) Eligible members will attend the Credential Project Team meetings and assist during Governing Board meetings as needed.
- 7) Offer our Annual Strategic Partners additional advertising at our events before offering it to others.
- 8) All activities and budgets to be approved by the Leadership Team.

e. Entrepreneur of the Year**Chair:****Officer Liaison:** Jenn Huereca, First Vice President**Actions Needed:**

- 1) Annually selects an Entrepreneur of the Year no later than 30 days prior to the Annual Conference.
- 2) The Project Team will be comprised of 6 Local Presidents from 6 separate Districts, to be appointed by the President.
- 3) No Local Network will be represented on the committee two years in a row.
- 4) Award to be based on their contribution to their business, the industry and the community throughout the current year.
- 5) Gift to be as follows: \$100.00 allotment for plaque, up to 2 guest lunch tickets and remaining budgeted allotment in the form of a check. The recipient will be recognized at the Annual Conference, and prior recipients will be asked to stand and be recognized.
- 6) Project Team Leader will be the most recent recipient willing to serve.

f. Marketing**Lead:** Tyniqua Miller**Vice Lead:****Officer Liaison:** Cathy Heshmat, Treasurer**Actions Needed:**

- 1) Assist other Project Teams by creating marketing pieces, as needed or at the discretion of the President.
- 2) Work closely with Texas President Elect, Newsletter Project Team and Member Achievements Project Team to create postings on multiple platforms about Local Networks highlighting achievements of members.
- 3) Encourage members and officers to take pictures and post to social media, focusing on the business, mission and benefits of Women's Council.
- 4) Be the delivery vehicle of any message from the Leadership Team to Membership via various media tools (Facebook, Twitter, YouTube, Instagram, WhatsApp, etc.) at the direction of the President.
- 5) Publish social media posts as directed by the President Elect.
- 6) Send surveys to membership at the direction of the President Elect.
- 7) Communicate and/or broadcasts current Women's Council members in their roles as leaders in organized real estate, industry, business, and the community, including new PMN designees at the direction of the President Elect.
- 8) Runs projector at the Installation and Awards Luncheons and Educational events as needed.
- 9) Recommend existing platforms and systems for local network use, such as: Survey Monkey, Eventbrite, Quick Books, BillHighway, Mail Chimp, Constant Contact, etc.

f.1 - Newsletter**Leader:** Lizeth Smith**Vice Lead:** Martha Perez**Actions Needed:**

- 1) Solicit written articles for the newsletter from State Officers.
- 2) Coordinate with Membership, Education and Program, Member Achievements, Strategic Partner Relations, Marketing, Past Presidents and Leadership Identification and Development for content.

- 3) Requests from the Past Presidents Committee, 4-Past State Presidents to be spotlighted, one each quarter in the newsletter, on microsite and Facebook page. Coordinate with Social Media Team to post on microsite and social media.
- 4) Texas members participating in Leadership Institute shall deliver an oral report on their experience at Governing Board during the following Winter Meeting, which will be included in the first quarter newsletter.

f.2 – Social Media

Lead: Claudia Gaytan

Vice Lead:

Actions Needed:

- 1) Post, update or create links to the microsite of all tools and resources
- 2) Create a training library on YouTube using what is available at National and State specific training videos.
- 3) Post training videos to YouTube. Maintain log of videos for easy reference.

f.3 – Mailchimp/Zoom

Lead: Natalie Henshilwood

Vice Lead:

Action Needed

- 1) Proficient in ZOOM and video conferencing and broadcasting as well as other applications that may need to be integrated to facilitate scheduled events including YouTube, Video editing, graphic uploading and sound delivery.
- 2) Work with Leadership Team to establish delivery of scheduled virtual events including Training, Presentations, Break-out Sessions, Happy Hours, etc.
- 3) Upload and send out quarterly Newsletter to membership via Mailchimp as presented and designed by the Newsletter Team.
- 4) Design and send out Women’s Council Wednesday weekly publication to the membership via Mailchimp every Wednesday at the same optimum time. President will proof and approve each publication.
- 5) Monitor State calendar for items to include in weekly publication.
- 6) Hold a contest to name the weekly publication.
- 7) Direct members to the YouTube training and resources library via the weekly publication.

f.4 – Technology

Lead: Claudia Gaytan and Jenn Huereca

Vice Lead:

Actions Needed

- 1) Add events, documents, etc. to microsite.
- 2) Add Strategic Partners logos with their website links to microsite.
- 3) Add state events to microsite.
- 4) Run PowerPoint at Awards Luncheons and Installations and Educational events as needed.
- 5) Maintains YouTube Channel.
- 6) Proficient in ZOOM and video conferencing and broadcasting as well as other applications that may need to be integrated to facilitate scheduled events including YouTube, Video editing, graphic uploading and sound delivery.

g. Member of the Year**Lead:****Officer Liaison:** Jenn Huereca, First Vice President**Actions Needed:**

- 1) Annually selects a Member of the Year no later than 30 days prior to the Annual Conference. Submits award recipient's name to National by December 1st.
- 2) The balance of the Committee shall be made up of one Past President, one District Vice President and one Local President, who are appointed by the President.
- 3) Recipient to be selected based on contribution to State throughout the current year
- 4) Gift to be as follows: \$100.00 allotment for plaque, up to 2 guest lunch tickets and remaining budgeted allotment in the form of a check. The recipient will be recognized at the Annual Conference, and prior recipients will be asked to stand and be recognized.
- 5) Project Team Leader will be the most recent recipient willing to serve.

h. Membership**Lead:** Shirley Jackson**Vice Lead:** Carie Dallman**Officer Liaison:** Jenn Huereca, First Vice President**Actions Needed:**

- 1) Works with District Vice Presidents to facilitate a sharing session at Winter Meeting between local network leaders on recruiting ideas and successes, including the First Year Communication Plan.
- 2) Plans a contest for winter membership drive from February 1st – March 31st, summer membership drive from June 1st – August 31st, including prizes for winners within budget. Reports monthly membership numbers to President during the contest. Awards to be presented via Zoom (as determined by the Leadership Team) for the winter contest and at the Annual Conference Awards Luncheon for the summer contest.
- 3) Evaluate and/or revamp the State Membership contest to determine risks vs. reward to our local networks.
- 4) Promote "Membership in a Box" provided by National (2022).

Note: Committee includes all Local Membership Directors are invited to serve.**i. Strategic Partner Relations (NEW in 2022)****Lead:** Aaron Lee**Vice Lead:****Officer Liaison:** Cathy Heshmat, Treasurer**Actions Needed:**

- 1) Develop a program and system (spreadsheet, timeline, etc.) to promote our Annual Strategic Partners and help them to utilize their partner benefits to the fullest, with purposeful gratitude and special treatment. Communicate with partners on a regular basis, informing them of upcoming events and meetings and offering them opportunities to sponsor events outside of their partner benefits.
- 2) The Texas Treasurer will assist the team and purchase tickets that partners agree to use per their benefits package. In 2022, the Texas President will order partner banners.
- 3) Ask Strategic Partners to contribute their expertise on creating personal and professional development training videos for members. Submit to Leadership Team for approval, then coordinate to collect videos for Leadership Team to review for social media and YouTube library posting.
- 4) Works with Treasurer to maintain contact with Annual Strategic Partners throughout the year to foster positive long-term relationships.

j. Ways and Means (NEW in 2022)**Lead:** Natalie Henshilwood**Vice Lead:****Officer Liaison:** Jenn Huereca, First Vice President**Actions Needed:**

- 1) Propose additional sources of revenue including logistics and estimates to the Leadership Team. Procure and manage once approved.

k. Member Achievements (NEW in 2022)**Lead:** Jennifer Lish**Vice Lead:****Officer Liaison:** Sharon Eddings, State Liaison**Actions Needed:**

- 1) Develops systems to capture achievements of our members and ways to recognize them.
- 2) Promotes National's Recognizing Your Movers & Shakers throughout the year.
- 3) Develop and implement a system to recognize Women's Council Texas Members on the Swanepole list. Provide list of members to the Leadership Team by January 31st for possible use at the Winter Meeting Awards Luncheon.

l. Leadership Orientation**Lead:** Lizeth Smith**Officer Liaison:** Claudia Gaytan, President Elect**Actions Needed:**

- 1) Works with the President Elect to organize the Leadership Orientation.

m. Minutes Review**Lead:** Adriana Pesina**Vice Lead:** Ojas Tasker**Officer Liaison:** Patti St. Louis, President**Actions Needed:**

- 1) Attends Governing Board meetings and takes notes
- 2) Reviews Governing Board Minutes for accuracy and makes recommendations to President within one week after receipt.
- 3) The team members are appointed by the President, including one Past Texas President and two other members.

3. EXPENSE REIMBURSEMENT

3.1 - President, President Elect, First Vice President, Treasurer, State Liaison and Parliamentarian

Travel expenses will be reimbursed in accordance with the annual amount budgeted and is encouraged to attend State and National Meetings, and Local Network/District Masterminds.

- 1) Leadership Team Officers will complete their own registration and hotel reservations (with the exception of Winter Meeting and Annual Conference at which a suite will be reserved for the Team) for all meetings.
- 2) Personal incidentals paid by the Network will be immediately reimbursed to the Network
- 3) Expense Reimbursement for with documentation must be submitted to the Treasurer and President within 30 days after meeting attendance. Written report will be due withing 30 days after meeting attendance.
- 4) Leadership Team Officers may request immediate reimbursement for airfare and registration. If the Officer fails to attend, the Officer will immediately reimburse the Network.

3.2 - District Vice President **Review after Winter Meeting.**

Will receive reimbursement up to the amount budgeted each year based on the following guidelines (partial reimbursement may be paid after June 1 depending on duties completed):

- 1) Reimbursements will be based on attendance, participation and a written report to the following meetings:
 - a) Officer & Leadership Orientation – 25%
 - b) Winter Meeting – 20%
 - c) Annual Conference – 20%
 - d) District Meetings, if necessary, 15%
 - e) Local Orientations/Visits – 20%
- 2) Percentage amounts indicate percentage of requested reimbursement eligibility for each completed attendance/report. Example, if someone turns in a \$1,000 reimbursement request and only completes 80% of their duties, they are only allowed 80% of the \$1,000 requested. Full reimbursement may be approved due to extenuating circumstances and upon written request to the President at the discretion of the Leadership Team.

3.3 - National Participant

- 1) Any member serving at the National level as Chair, Vice Chair, or as a member of the Leadership Team Committee, Strategic Forums, Work Groups, Task Force or Presenter may be eligible for partial reimbursement of their expense and will receive reimbursement for hotel based on double occupancy, early airfare and early registration fees only, not to exceed the total amount approved annually in the budget by the Leadership Identification and Development Committee and the Governing Board.
- 2) Leadership Identification and Development Chair shall have an individual allocation and Vice Chair, other committee members and/or presenters at a National meeting shall share equally in the total amount annually allocated for this purpose.
- 3) Funds to be disbursed after attendance to a National meeting and at the direction of the Leadership Identification and Development Committee. Proper receipts and request for reimbursement must be sent to the Treasurer no later than July 15th for the May Mid-Year Meeting and December 15th for the November National Conference.
- 4) The funds will come from the National Future Leadership Reserve Fund.

3.4 - National Officers and National Officer Candidates

- 1) Should any National Officer be invited by the President to a State meeting they will be reimbursed for airfare, registration and one night's lodging (to include meals) out of the proceeds/budget of the event budget.
- 2) Should any National Officer be invited by the President Elect to the Leadership Orientation-they will be reimbursed for their transportation, registration, lodging and meals during the course of event out of the proceeds/budget of the Leadership Orientation-
- 3) Campaign Expenses, not to exceed \$5000 per year will be allocated to approved national candidates from the National Future Leadership Fund, over and above any donations/sponsorships received on behalf of the candidate.

3.5 – Committees, Project Teams and Leadership Team

- 1) Expense related to meetings and supplies for their meetings shall be reimbursed according to yearly budget amounts, with prior approval from Leadership Team.
- 2) To be considered for reimbursement all approved receipts and completed reimbursement form must be received by the Treasurer within 30 days of expenditure and no later than December 15th. Each receipt must include notations to identify the individual requesting reimbursement their position and the meeting to which the expenses relate. Reimbursement checks will be distributed within 30 days.

4.RECORDS RETENTION POLICY

The Network shall maintain all paper and cloud based (currently on Box.com) financial and corporate records for seven (7) years after the end of the fiscal year.

5.FORMS AND MANUALS The following will be kept updated and available on cloud based storage.

5.1 - Forms

- a. Affiliate Member of the Year Nomination Form
- b. Alternate Credentials Proxy Form
- c. Committee/Project Team Report Form
- d. Community Leadership Award Application
- e. Confidentiality Agreement
- f. District Vice President Reporting Form
- g. Of the Year Nominating Forms
- h. Funding Disclosure
- k. President Visit Request Form
- l. Past Presidents Scholarship Application
- m. Reimbursement Form
- n. Strategic Partner Forms
- o. Team Commitment

5.2 - Credentials Manual

5.3 - Strategic Plan

5.4 - Bylaws

5.5 - Standing Rules

5.6 - State Model

5.7 – Of the Year Award Applications

ATTACHMENT**2022 District Vice President Timeline
Training and Reporting**

Liaison/District Vice President Meeting Dates = 1st Tuesdays, 9am-10am
Written Reports due to Liaison on Meeting Dates

District Vice President Major responsibilities

Oversees local Network compliance, including development of an annual plan and budget, and provides support where needed.

Reviews District Vice President Timeline, Training and Report regularly.

Acts as first contact to resolve local operating issues or conflict.

Identifies Emerging Leaders

Network Visits to Observe Governing Board Meeting

Attend Governing Board Meeting (in person or virtual) by end of March.

Ask to be added to Agenda. (near the end, after all Network business)

Observe procedures, reports and business, and provide feedback to Board members. (at your place on Agenda)

Provide written report to Liaison within 5 days of visit.

Trainings

Provide written report to Liaison within 5 days of Trainings.

Include all Network Board members when providing Training.

State Meetings

Written report for Governing Board due to Leadership Team 2 weeks prior to meeting.

Written report of meeting attendance and request for reimbursement due to Treasurer within 30 days of meeting.

District Meetings-"Network Mastermind"

Encourage Network Mastermind with District networks, and offer Training/Collaboration with Texas Leaders.

Consider combining District Meeting with Network Mastermind.

Newsletter Articles

Submit to Newsletter Chair and Leadership Team

Monthly

Verify events on FB and on Network Microsite

Provide Date/Topic of Network trainings/visits/communications
 Positive feedback on Network operations/leaders
 Report concerns/critical issues as they arise, within 24 hours
 Identify Training Courses needed by members
 Remind networks to reconcile their membership numbers with National roster
 Report vacancies-Leadership Team, Project Teams immediately
 Review that each Network is in compliance with the 20% rule of National REALTOR® vs Affiliate(< than 20%)
 Provide Membership count for each Network
 Confirm National Roadmap is read by 3 officers bi-weekly. Provide live overview of Roadmap. (all)
 (Monitored by National for Certification)
 Review Certification progress.

11/16/21

Create a WhatsApp group for their 3 network, to include all Board positions for each Network.
 Advise 2022 Boards to meet with 2021 Board, to promote smooth transition.
 Request Networks include all Texas Officers (District Vice Presidents and Leadership Team) in all electronic communications. (provide email addresses)
 Join Network social media sites, review for brand compliance and current information.
 Confirm Network Planning Retreat dates. Request State Liaison, local or state Past President, member of Texas. Leadership Team and/or District Vice President to facilitate.
 Verify 2022 Budget in process. Goal to complete by January.

12/7/21

Direct Leadership to view Microsite Training On Demand video.
 Conduct Training on how to navigate the WCR.org website, to obtain the availability of information, tools and templates.
 Confirm Microsite contents:
 President Welcome Message, Mission Statement, Logo, Strategic Partner logos/links, Officer photos, Events (by 12/31) Calendar, Standing Rules, Budget (asap or by 12/31, Network not allowed to spend \$ until approved Budget)
 Review Microsite info sheet with Networks.
 Review Network Standing Rules, Budgets, Events, Calendars.
 Confirm who is managing Microsite. 3 Admins are allowed, advise to give the responsibility to one person.
 Confirm Industry Events meet requirements for Certification.
 Confirm signers on bank accounts are updated according to local Standing Rules. (Treasurer, PE and President)
 Confirm Network type of electronic file share system (cloud storage) for locally created documents.
 Confirm electronic registration platform and systematized communications in place.
 Verify Budget submitted to TX Treasurer and State Liaison.
 Verify Planning Retreat dates set, facilitator secured.
 Review on-boarding systems for new members.
 Encourage leaders to keep their profiles updated.

Review how to join online.
Verify Audits completed by local Networks.

1/4/22

Provide Training on National vs Affiliate member, 1st year follow up, new member orientation plan, membership section, Retention, reaching inactive members, successful and ongoing Recruiting and Retention plan.

Reinforce National Recruitment and Retention contests. Constantly remind them that Membership is everyone's responsibility.

Discuss Membership Goals, discuss State/National contests. Encourage participation and local contest.

Discuss Network relationship and activities with local REALTOR® Board.

Invite President Patti for Official Visit-Utilize form.

1st Q Newsletter article due by 2-1-22. Provide Network highlights, 2-3 sentences per Network and any photos available.

Follow up on missing items from 12-1-21 list.

Encourage Scholarship submission (5th-15th).

Prepare for Winter Meeting presentation.

2/1/22

Provide Training on Network Project Teams/Task Forces, and the importance to growth of leaders and membership.

Report on Project Team/Task force activity. Do they have at least 3 members per Project Team, are they reviewing charges, goals, etc.

Confirm # registered for Texas Winter Meeting.

Progress on National Recruitment and Retention numbers.

1st Q Newsletter article submitted by 2-1-22.

Follow up on missing items from 1-4-22 list.

Two minute report due for Winter Governing Board Meeting. Due to Leadership Team 2 weeks prior to Governing Board meeting.

3/1/22

Verify Network Tax Return in process. 4-15-22 deadline.

Report on progress on National Recruitment and Retention contest numbers.

Follow up on missing items from 2-1-22 list.

Mid-Year meeting registration opens soon-Provide overview on who/why to attend. Encourage reporting to the membership after meeting attendance.

4/5/22

Confirm # registered for National conference. Review roles of attendees.

Network Tax Returns due 4-15-21, provide copy to TX Treasurer.

5/3/22

Provide Training on National Protocol- overview on who attends meetings and why.

Report on Project Team/Task forces activity, at least 3 members per, charges/goals, etc.

Share emerging leader names with Liaison.

Totals- National Recruitment and Retention contest.

2nd Q Newsletter article submitted.

Prepare leaders for State Membership Contest.

Start working with Networks to form Candidate Review Team for Election, and begin process.

Begin preparing President Elect for Network 360. (registration, hotel)

6/7/22

Reinforce Texas Recruitment/Retention contest, goals. Encourage participation and local contests.

2023 State Officers Nominations open.

Monitor Networks Candidate Review Team progress.

7/5/22

Begin preparation for Local Network Of the Year Awards.

Report on progress on Texas Recruitment/Retention contest.

3rd Q Newsletter article due by 8-1-22.

Confirm President-Elect registered for Network 360.

Monitor Networks Candidate Review Team progress.

8/2/22

Verify progress on Texas Recruitment/Retention contest.

3rd Q Newsletter article submitted.

Confirm # registered for Texas Annual Conference. Review roles of attendees.

Encourage Scholarship submission. (10th-20th)

Confirm Election meeting date set.

Report Officers to National upon completion of Elections.

Explain importance of attendance by members at 2023 Leadership Orientation.

Monitor Networks Candidate Review Team progress.

Begin promoting and discussing Annual Conference, and importance of Network participation.

Prepare for Annual Conference presentation.

9/6/22

Provide Training on 2023 Planning Retreats, why, who attends, how to, using National planning outline.

Two minute report due for State Governing Board Meeting. (by 9-1-22)

Totals Texas Recruitment/Retention contest numbers.

Confirm # registered for TX Leadership Orientation. Review roles of attendees.

Confirm # registered for National Conference. Review roles of attendees.

Confirm 2023 Budget, Calendar, Events, Planning Retreat plans progressing.

10/4/22

4th Q Newsletter article due 11-1-22

Confirm plans for local Planning Retreat for 2023 incoming board.

Confirm Installation plans in action.

Confirm Certifications submitted.

Report 2023 Officers to National. (through Roadmap link)

11/1/22

Prepare leaders for Passing the Baton.

Follow up on missing items from past months. (Certification, Installation, Planning Retreat, etc)

4th Q Newsletter article submitted.

Confirm Network Officers submitted to National by deadline.

Additional PPM duties at State Meetings-President will advise

Works with Membership Team Lead to facilitate a sharing session at State Meeting on recruiting ideas and successes, including first Year Communication Plan.

Works with Program director to facilitate a sharing session at State Meeting on planning and program ideas and successes.

Works with Leadership Team in identifying members with ability to travel and provide field support.