



STANDING RULES

I. General Rules

- A. The responsibilities of the Officers and Chairpersons shall commence on the first Tuesday after the National Women's Council of Realtors (herein referred to as Council) conference ends on the Tuesday following the National Convention in November.
- B. The Governing Board shall meet as defined by our By-Laws a minimum of three times a year. These meetings shall be designated Winter, Spring, and Fall.
- C. The Ohio Network will provide a banner to every new Local Network and present same at a State Network meeting.
- D. Authority shall rest with the Governing Board for the expenditure of funds for gifts or gratuities that are in order during the year for any visits by a National Council Officer, speaker, or co-sponsorship of Ohio REALTORS[®] educational classes.
- E. All members interested in a leadership position at the State Network level must sign the "Before You Apply Know What's Expected from You" form.
- F. Each Governing Board member shall sign the "Onboarding Checklist" before becoming a candidate for office.
- G. All Officer Candidates shall sign the Consent to Serve form yearly, prior to the election.
- H. All Officer Candidates (President, President-Elect, Treasurer, 1st Vice-President and State Liaison) shall provide a letter in good standing annually from their primary Realtor[®] Association prior to the election. No candidate may run for election or be seated without this document.
- I. All Officer candidates (President, President-elect, Treasurer, 1st Vice-President and State Liaison) shall provide a letter of recommendation annually from their local primary WCR Network prior to election. No candidate may run for election or be seated without this document.

NOTE : Refer to Candidate Review document in the ATTACHMENTS SECTION of this Standing Rules Document.

- J. Each Governing Board member is encouraged to use our Strategic Partners wherever and whenever possible. Ohio may establish a competition to reward members for utilizing the services of any Strategic Partner.
- K. Standing Rules are subject to change or modification by a majority vote of the Governing Board. All changes take effect immediately unless otherwise specified.
- L. Follow the Council's Network Guidebook and Glossary, State Network Operating Model, Brand Guidelines, and By-laws.

II. The President shall:

A. Conduct the business of the Network:

- 1. Plan meetings, prepare agenda and preside at the Network Governing Board and General Membership meetings.
- 2. Appoint Project Team chairpersons (except Candidate Review Project Team) to carry out Network goals.
 - a) Chairpersons will be provided with an outline of their respective duties plus suggestions and objectives for the year.
 - b) Standing Project Team chairpersons shall be National Affiliate Members (no more than two) or REALTOR[®] Members, preferably not currently serving as Local Network Presidents.

B. Submit State Network Certification by Council deadline.

C. Sign and submit the Affiliation Agreement by due date.

D. Develop membership in the state through local network recruiting and retention programs.

E. Assist in the development of new networks.

F. Work with the State Liaison counseling Local Networks.

G. Attend all State, and National Meetings and actively participate in the Governing Board meetings.

H. Utilize Certification preparation worksheet as a guideline to reach benchmarks set forth by the Council, which can be found on the Council website.

III. The President-Elect shall:

- A. Fulfill the duties of the President in the event the President is unable to serve.
- B. Present a Leadership training event for all incoming State and Local Network officers, chairpersons, and vice-chairpersons to be given during the fourth quarter of the calendar year. This training shall emphasize the duties and responsibilities of each position.
- C. Coordinate the Installation, including assisting with the coordination of room set up, menu, and program with the Ohio Association of REALTORS[®].
- D. Serve as a member of the Education and Scholarship Project Team.
- E. Coordinate the Spring Meetings and assist the Education and Scholarship Project Team in identifying Luncheon Speakers. Provide sufficient copies of the luncheon programs at Network expense.
- F. Attend all State and National Meetings and actively participate in the Governing Board meetings.
- G. Purchase a plaque and/or gift for the retiring President. The cost shall not exceed the budgeted amount.
- H. Stress the importance of using the Council's Website and tools.
- I. Assist in recruiting new members to all Local Networks.
- J. Assist in the development of new Local Networks.
- K. Order badges for the Past President, President, President-Elect, Treasurer, Secretary, and State Liaison_for their year.
- L. All other duties as assigned by the President.

IV. The Treasurer shall:

- A. Maintain accurate financial records of all funds, including reconciling all bank statements and documenting all deposits and expenditures.
- B. Reimburse monies within 7 days upon receipt of bills and the State Expense Form as approved in the budget.
 - 1. Treasurer is responsible for updating State Expense Form and distributing to Officers and Chairpersons.

- C. Prepare a written financial report, including an updated budget, at each Governing Board and General Membership Meeting. Remind members to print and bring copies of these reports to all meetings for those in attendance.
 - 1. Post a monthly, written financial report, including an updated Budget, by the 15th of each month for the previous month into the Governing Board's Dropbox or other electronic storage capability.
- D. Submit a final Treasurer's report to the Finance and Budget Project Team, as well as the Audit Project Team, no later than December 1.
- E. Submit a "projected budget" together with incoming Treasurer for the upcoming year at the fall meeting for Governing Board approval.
- F. Be responsible for securing a bond policy for an amount to be determined by the Governing Board. This bond shall be reviewed annually.
- G. By December 31, distribute the financial report form used by Local Networks who participate with the Ohio Network in filing with the Internal Revenue Service. Said report shall be returned to the Treasurer by the Winter Meeting. There shall be a one hundred dollar (\$100) per month penalty in the event the report is not received by the Treasurer by March.
- H. Invoice Local Networks by January 15 who participate in the Ohio Network IRS filing. The invoice amount shall be a "pass through cost" divided equally among participating Networks. Network deadline for payment of said invoice is to be March 1. There shall be a one hundred dollar (\$100) per month penalty in the event the invoice is not paid to the Treasurer by March 1.
- I. Should attend all State, and National meetings and actively participate in the Governing Board meetings.
- J. All other duties as assigned by the Governing Board.

V. The First Vice President shall:

- A. Take minutes of each Governing Board Meeting and General Membership Meeting.
 - 1. All motions at these meetings shall be accurately recorded.
 - 2. Post a copy of the minutes within thirty (30) days following a meeting to the Network's Dropbox or other electronic storage capability and the Network's Webmaster for posting to the website.

3. All Governing Board members are to receive a copy of the minutes within 30 days following a meeting.
- B. Post minutes two weeks prior to any General Membership meeting to the Network's microsite. An email notification will be sent to members of this posting.
- C. Maintain the State's microsite.
- D. Remind members to print minutes and bring them to General Membership meetings.
- E. Bring the Minutes Notebook to every meeting for reference. The Minutes notebook should be cumulative.
- F. Should attend all State and National Meetings and actively participate in the Governing Board Meetings.
- G. Report newly elected officers to Council by appropriate date.
- H. All other duties as assigned by the Governing Board.

VI. The State Liaison shall:

- A. Serve as the primary liaison between the Local Networks and the State Network.
- B. Oversee and coach Local Network performances:
 1. Help Local Networks understand and complete the Network Certification Application.
 2. Attend at least one Local Network Governing Board and at least one Business Resource Meeting, and more as necessary, for each local Network.
 3. Guide Local Network officers to plan Business Resource Meetings that adhere to the Standard Operating Model and Network Certification so the Network can excel during their year of leadership.
 4. Coach and assist where necessary to work through any personality conflicts that are affecting the positive momentum of the Network.
- C. Attend all State and National meetings and actively participate in the Governing Board meetings.
- D. Serve on Project Teams as mandated in the By-Laws.

VII. Officer Reimbursement

The Officers listed in Articles II through VI of the Standing Rules (President, President-Elect, Treasurer, First Vice President and State Liaison) shall be entitled to reimbursement for expenses made on behalf of the State Network as follows:

- A. Be reimbursed for registration fees, program fees, travel and/or mileage, and meals for State and National meetings, Leadership Orientation, and Local Network visits. Total reimbursement shall not exceed the budgeted amount for the year for each position. Each officer will be responsible for any changes that exceed their travel budget or are not approved in by the Treasurer and President.
- B. Any expenditures outside of these guidelines must be approved by the Governing Board.
- C. Receipts must be submitted to the Treasurer on the State Voucher form within 2 weeks of travel.
- D. Mileage reimbursement will be based on the annual IRS Standard Mileage Rate for the appropriate year.
- E. Registration reimbursement amount shall be limited to “Early Bird” registration amounts.
- F. All officers shall make a diligent effort to purchase airfare at the lowest possible rate.
- G. Meal reimbursements for each trip will be limited to \$80 per day.
- H. Alcoholic beverages are not subject to reimbursement.

VIII. Debit Card Assignment and Usage During Transition to Bill Highway

- A. Debit Cards will be issued through Huntington Bank to the current year’s President and Treasurer only.
- B. Restricted use of the debit card may be for the following expenses and appropriately tracked through vouchers with receipts submitted no later than 30 days after use:
 - 1. State officers’ National Conference registration fees.
 - 2. Hotel reservations at National Conferences
 - 3. A deposit or payment of the meeting rooms reserved for the Winter, Spring and Fall State meetings.

4. Deposits required for State networking dinners to reserve space, which will be returned to the State's funds.
5. The card cannot be used for retail purposes or personal expenses.

IX. Bill Highway

A. All State Line Officers will receive a pre-paid debit card at the beginning of the fiscal year to be used for their year in office. This card is a pre-paid card and is NOT connected to the Women's Council of Realtors bank account.

1. Card will be used only for hotel, travel and meals.
2. Card will be loaded for each meeting/travel in the line officer's budget.
3. Officer will turn in voucher with receipts within 2 weeks of travel.
4. All charges must be approved by the President.
5. The maximum amount that can be loaded on to the card is no greater than \$1,000.
6. Before this program begins every line officer is required to attend training.

X. Central Regional National Liaison shall

A. Serve on the Ohio Network Governing Board when the Central Liaison is from Ohio.

XI. Project Teams and Their General Duties

A. This Network shall maintain the following standing Committees: Finance and Budget, Leadership Identification and Development, Candidate Review Team, Strategic Planning, and Past President.

- B. Certain tasks that have been traditionally completed by Standing Committees can be completed by Project Teams. These Project Teams shall be appointed by the President with the approval of the Governing Board. The number of members on each Project Team shall be solely to the President's discretion, although statewide representation is encouraged. Their term of service shall be determined by the President with the approval of the Governing Board. These Project Teams would include the following: By-Laws and Standing Rules, Education, Marketing, Ways and Means, Audit, Awards and Recognition, Communications, Historian, Leadership Presence Advisor, Member of the Year, Membership, Parliamentarian, Past Presidents, RPAC, Social, Strategic Partners, Sunshine, and the Task is to Ask. Any Special Project Team can function as a short-term task force or work group.
- C. All Project Teams shall be comprised of at least three (3) members, one of whom is designated as Chair. A second member shall be designated Vice Chair. It is best when all members are from different Networks and should reflect the entire statewide membership.
- D. The Committee/Project Team Chair and Vice Chair shall serve a one-year term, beginning November 1 and ending on October 31.
- E. All Committee/Project Team Chairs shall:
1. Fulfill their respective duties as detailed in our Bylaws, these Standing Rules, and as outlined by the President.
 2. Present Committee/Project Team reports and updates at all Governing Board meetings.
 3. Submit receipts with the State Expense voucher for budgeted reimbursement items to the Treasurer within 2 weeks of completion.
 4. Attend the transitional meeting for outgoing and incoming Governing Boards to be held for the purposes of transfer of records and information.
 5. Attend the Ohio Network Orientation in the fall prior to starting the term as Chair.
 6. Submit a year-end Committee/Project Team report, including all expenses and any recommendations for the Finance and Budget Committee to consider for the following year's Budget.
- F. All Committee/Project Team VICE Chairs shall:
1. Lead all Committee/Project Team actions in the absence of the Chair.
 2. Present Committee/Project Team reports and updates at all Governing Board meetings in the absence of the Chair.
 3. Attend the Ohio Network Orientation in the fall prior to starting the term as Vice Chair.

G. All Project Team Chairs and Members shall:

1. Work together to accomplish the tasks as assigned by the President in the time allotted and with the least expense incurred.
2. Report their findings and recommendations in a report to the Governing Board for their acceptance and any further action, if necessary.

XII. Committees/Project Teams and Responsibilities

A. The Finance and Budget Committee shall:

1. Be chaired by an active Member who is a Past President of the State Network and appointed by the President.
2. In addition to the Chair, the Committee shall consist of the current President, the incoming President, the current Treasurer, the incoming Treasurer, and three members of the Governing Board as voted upon by the membership at the Fall meeting.
3. Present a copy of the proposed Budget for the coming year to the Governing Board prior to the fall meeting. This Budget shall be submitted for approval at the fall meeting.
4. Review the expenses of the Officers for the previous year and adjust the budget for the coming year accordingly. Committee/Project Team expenditures shall also be reviewed for adjustments.
5. Fund any travel by an Officer in place of the President or President-Elect from the appropriate Officer's budgeted item.
6. Not reimburse expenses for any Officer if such expenses are covered by another source.

B. Leadership Identification and Development (LID) Committee shall:

1. Identify and encourage future leaders for the Ohio Network; Work to secure regional and national positions for Ohio Network members so interested; Work to elect to National office any Ohio member so interested; Work to elect to National office any other member, when there is no Ohio candidate.
2. Be appointed by the President with the approval of the Governing Board, except those who are automatically appointed because of their current or previous office.

3. Consist of the following:
 - a) All current National Officers from Ohio.
 - b) All Past National Presidents living in Ohio.
 - c) Current State Liaison from Ohio.
 - d) All past Regional Vice Presidents or Liaisons living in Ohio.
 - e) All national Executive Committee members from Ohio.
 - f) The three most recent Past Ohio Presidents able and willing to SERVE.
 - g) One (1) Local Network President; and
 - h) All current Ohio Network officers.
4. Serve for one (1) calendar year.
5. Be chaired by the Past Ohio President (three years removed from serving as Ohio President), and Vice Chaired by the Past Ohio President two years removed from serving as Ohio President.
6. Identify, develop, and position qualified members for leadership roles at all levels of the organization, including identifying and submitting member resumes to the Council for consideration for Council opportunities and appointments.
7. Maintain lists of members serving each year as an Ohio Network Officer, Committee/Project Team Chair and Vice Chair; Ohio REALTORS® Officer, Executive Committee member, Committee/Project Team chair and vice chair; local board or association Officer or director; NAR Officer, Committee/Project Team chair, vice chair, or member that can provide valuable contacts as a resource for pathways to leadership opportunities for any Ohio Network member. Any of these individuals who have been elected to their positions will be invited to offer reports at all Governing Board meetings.
8. Submit the names and biographical information of emerging leaders to the Communications Project Team for inclusion in the quarterly newsletter.
9. Support those Network members who seek National Executive Committee or National Officer positions, provided they meet the following criteria:
 - a) have completed a term as Local President, and
 - b) have completed a term as Ohio President, and
 - c) have multiple appointments to, and chaired, Local and Ohio Network Committee/Project Teams
 - d) have had multiple appointments to Council Committee/Project Teams, including Chair and Vice Chair positions, and
 - e) have served on the National Nominating Committee or National Executive Committee.

10. Recommend distributions from the Future Leadership Fund

- a) The Network shall maintain a Future Leaders Fund where transfer of at least \$500 annually is made.
- b) The Future Leaders Fund is solely for supporting financially the candidacy and term of service for any Ohio network member choosing to advance to Regional Liaison, National Executive Committee, or National Officer.
- c) Disbursements from the Fund shall be by the direction of the Governing Board.

C. Candidate Review Committee shall:

Consist of (5) five active members in addition to the Immediate Past President willing or able to serve. If the Immediate Past President is unable or unwilling to serve, a Past State President who is willing to serve can chair this Team. Two of the members shall include the State Liaison and Leadership Identification Chair. One member and one Alternate must be voted on by the Governing Board.

1. Nominees for the Committee must be Realtor[®] members and are to be elected for the following year at the Fall Governing Board/General Membership Meeting.
2. The Candidate Review Committee shall meet two (2) times each year, in person or virtually at the discretion of the Chair, to conduct interviews with each candidate.
3. The members of the Candidate Review Committee shall serve during the calendar year subsequent to their election.
4. It shall be the duty of the Candidate Review Committee to select at least one candidate for each office and to present its report in writing to the First Vice President, who shall present it in writing to the general membership at least 10 days before the Annual Election Meeting.
5. After the President has presented the Slate of Officers for the election, additional nominations from the floor may be made by any Active members before the election.
6. No name shall be placed in Nomination without the consent of the NOMINEE and the NOMINEE must complete a consent to serve.
7. The Candidate Review Committee will adhere to the points in the Candidate Review document in the ATTACHMENT SECTION at the end of the Standing Rules document.

D. The Strategic Planning Committee shall:

1. Prepare a strategic plan for the Ohio Network by consulting the membership, leadership, and strategic partners. This plan must adhere to the following: Strategic Plan of the Council but should better reflect Ohio's specific needs.
2. Annually review the existing plan and propose modifications to the Governing Board.
3. Prepare a thoroughly investigated new Plan every three years for approval by the Governing Board.
4. Be chaired by an individual appointed by the President with oversight by the President-Elect for execution during their year as President.
5. Consist of any Local Network's Strategic Planning Committee Chair, in addition to the President-Elect and the Vice Chair.

E. The Past Presidents Advisory Committee shall:

1. Serve as an advisory and consulting group, advising the President on any project(s) as needed or requested.
2. Consist of all Past Network Presidents able and willing to serve.
3. Coordinate with the Social Project Team the honoring of all Past Ohio Network Presidents at the Spring luncheon.
4. Host a State Line Officer orientation no later than September 30, annually. The orientation is to ensure consistency, knowledge of Council organization, Council operations, and understanding of governing documents.

XIII. Project Teams and Responsibilities

A. Bylaws and Standing Rules Project Team shall:

1. Review Bylaws annually, revising them as needed, or as directed by the Ohio Governing Board.
2. Submit proposed changes to the Bylaws to the General Membership for approval. All changes to the Bylaws as directed by the National Council do not require an approval by the Governing Board or General Membership.
3. Review Standing Rules annually, revising them as needed, or as directed by the Governing Board
4. Submit proposed changes to the Standing Rules to the Governing Board for approval.

5. Consist of the Bylaws and Standing Rules Project Team Chairs from each of the local networks, in addition to the Parliamentarian and all elected Ohio Officers.

B. Education Project Team shall:

1. Coordinate with the Ohio Association of REALTORS[®] to co-sponsor an education program during the State Convention that is funded from Network general operating monies.
2. Administer the Rosanna Keleciny Education Fund:
 - a) Award up to five scholarships annually, if funds are available. These scholarships shall be for any PMN, NAR-approved designation or certification course, or local, state, or national leadership course, and not to exceed \$150.00 per person per year.
 - b) Rosanna Keleciny Education Fund may be used for State Network education programs, in addition to the scholarships.
 - c) Each recipient must be a Council REALTOR[®] member in good standing.
 - d) Application deadline shall be no less than 30 days prior to the date of the course. A scholarship may be received only once annually per Council member.
 - e) Funds shall be disbursed to recipient upon proof of successful completion of course.
3. Coordinate and set up Education session for each of the State meetings.
4. Coordinate luncheon speakers for each of the State meetings in conjunction with the President-elect.
5. Consist of all Local Network's Education and Program Chairs, in addition to the Chair and Vice Chair and President-Elect.

C. Marketing Project Team shall:

1. Develop or edits brochures, marketing pieces, templates, or flyers at the direction of the Governing Board.
2. Distribute to Local Networks the edited brochures, marketing pieces, templates, or flyers for the Local Network's use.
3. Create, with the Communications Project Team, the quarterly newsletter for the Ohio Network.

D. Ways and Means Project Team shall:

1. Plan and execute fundraising programs to raise non-dues income on behalf of the Ohio Network. The specific amount to raise is derived from the annual approved budget.
2. Consist of a representative of each Local Network appointed by that Local Network President, in addition to the Chair and Vice Chair.

E. Audit Project Team shall:

2. Be appointed by the President and consist of two members from the Governing Board and two members of the General Membership that have served as Local Network President.
3. The Chair of the Project Team shall be a Past State President of the President's choosing.
4. No Audit Project Team member can be from the same Network as the Treasurer.
5. Complete audits by spring meeting and fall meetings and report the results at the spring and fall meetings. The current year's Audit Project Team shall audit the final financial records for their year and present at the winter meeting.
6. Verify all documentation for all income and expense entries for all accounts.
7. Have all Audit Project Team members sign off on each Audit.

F. Awards and Recognition Project Team shall:

1. Solicit from each Local Network the accomplishments and awards for each member beginning fourteen (14) days before each Governing Board and General Membership meeting, report these at each Governing Board and General Membership meeting and prepare recognition for display in the Network's quarterly newsletter. These awards can be for any reason, including, but not limited to, REALTOR[®] association or transaction credits.

G. Communications Project Team Chair oversees the Project Team AND the Vice Chairs who shall be responsible for the four communication areas on behalf of the network. Each area shall:

1. Microsite - Be responsible for maintaining the wcrohio.org website that shall include recommendations to the Governing Board for any changes to the website, which will enhance the member's experience.
2. Email - Be responsible for dissemination of all general Ohio Network communications via electronic communication.
3. Social Media - Be responsible for regular postings on all social network platforms that the Ohio Network maintains a presence.
4. Newsletter - Create, with the Marketing Project Team, the quarterly newsletter for the Ohio Network and distribute the quarterly newsletter to all members.

H. Historian shall:

1. Collect photographs, articles, and news releases of activities and achievements and prepare a book to commemorate the year of service of the Ohio President. This book shall be presented to the President at the Spring Governing Board and General Membership meetings.
2. Take pictures at all Meetings and events and make available for inclusion in the Ohio website and Facebook page.

I. Member of the Year Project Team shall:

1. Select annually a "Member of the Year" award recipient, chosen from nominations from each Local Network. Said recipient shall be announced at the Fall luncheon. Said recipient shall conform to the standards as disseminated to all Networks by the Council. Any Member at Large may self-nominate to the Project Team.
2. Be chaired by the most recent award recipient willing and able to serve. The balance of the Project Team shall be made up of a representative from each Local Network, preferably the Local Network President.
3. Select the recipient by reviewing each candidate's resume on a form prescribed by the Ohio Network, where labels identifying the candidate have been blacked out. Upon receiving the votes from the Project Team members, the Project Team Chair shall be the sole person knowing the actual recipient until the announcement at the Fall luncheon.

4. Submit the recipient's name to the Council office in accordance with their instructions.
5. Coordinate with the Social Project Team the honoring of all past recipients at the Fall luncheon. This honor is not to be a complimentary luncheon.
6. Arrange, at Network expense, for an appropriate award plaque, award pin, 2 tickets to the Spring luncheon, a flower for each Local Network winner, and a dozen roses for the recipient. The total cost shall not exceed two hundred dollars (\$200.00).

J. Membership Project Team shall:

1. Serve as a forum for sharing our Local Network's successes and failures while recruiting and retaining our members.
2. Plan and develop membership drive to help Local Networks recruit new members.
3. Inform Local Networks of any national recruiting or retention programs and contests during the year.
4. Plan and develop recruiting and retention recognition programs as a benefit for Local Networks.
5. Consists of each Local Network's Membership Director and the state liaison.

K. Parliamentarian:

1. Should be well-versed in Roberts Rules of Order.
2. Is appointed by the President with the approval of the Governing Board.
3. Assists the Officers in preparing the agenda for each Governing Board and General Membership meeting.
4. Serves on the Bylaws and Standing Rules Project Team and renders advice and assistance to the Project Team Chair.
5. Is seated next to the President at each meeting to render advice and assistance to the President.

L. Leadership Presence Advisor shall:

1. Arrange for at least three programs per calendar year to instruct the membership on the features and benefits of, but not limited to, professional dress, language, and communication. These programs may be held throughout the year, not just in conjunction with our Winter, Spring, and Fall meetings.
2. Assist the Officers in demonstrating materials contained in the annual professionalism program.
3. Shall be a Past President, appointed by the President-Elect, to serve with the President-Elect while President, and approved by the Governing Board.

M. Convention SOCIAL Project Team shall:

1. Assist the President-elect in planning and executing social or networking events at all State and National Council meetings for all Ohio members.
2. Ensure that expenses for any ALL such events shall not exceed the annual budgeted amount.
3. Coordinate the arrangements for the Installation with the incoming President.
4. Work with the incoming President's Local Network and/or Board or Association if they wish to recognize the President with a reception.
5. Assist the President-Elect with preparations for the luncheon at the Spring and Convention Fall meetings.
6. Act as hosts at all meetings.
7. Keep and maintain attendance records at every meeting and submit it to the 1st Vice President for inclusion with the Minutes from the meetings.

N. RPAC Project Team shall:

1. Educate all members of the Network on the value of investing in RPAC (REALTORS® Political Action Project Team).

2. Encourage a minimum investment of Twenty dollars (\$20.00) per REALTOR® member to RPAC.
3. Coordinate an annual donation from the Network to the Ohio REALTORS®' RPAC campaign.
4. Have an annual goal of one hundred percent (100%) participation by all REALTOR® members of the Network.
5. Encourage all members to respond to the REALTOR® Action Center's "Call to Action" on issues of concern to the real estate industry and property ownership.

O. Strategic Partners Project Team shall:

Review annually the benefits being offered to those who are Ohio's Strategic Partners. Any enhancements to the benefits shall be submitted to the Governing Board for approval at the Spring meeting.

1. Secure financial support for the Ohio Network from those organizations and individuals willing to invest in the Ohio Network.
2. Be responsible for maintaining contact with the Strategic Partners throughout the entire calendar year, fostering positive, long-term relationships between the Partners, the Network, and all REALTOR® members.
3. Be responsible for contact with each Strategic Partner prior to each Ohio Network meeting to determine who and how many representatives will be attending and/or speaking on behalf of the Partner, determine any ticket needs, and provide the ticket needs to the Social Project Team.
4. Coordinate with the Social Project Team reserved or special seating for all Strategic Partners at all Ohio Network meetings and events.
5. Have a representative of the Project Team introduce each Partner at all Ohio Network meetings and events.
6. Coordinate with the Marketing and Communications Project Team to ensure proper recognition is given each Strategic Partner by whatever electronic and static means and methods are at their disposal.
7. Each Governing Board member is encouraged to use our Strategic Partners wherever and whenever possible. Ohio may establish a competition to reward members for utilizing the services of any Strategic Partner.

- P. The Sunshine Project Team shall:
1. Coordinate with the Treasurer a donation on behalf of the Network whenever a Past Network President, their spouse, or child (natural, step-, or adopted) becomes deceased. Although this donation can be made to the charity of the deceased's family's choice, an IRS 501(c)(3) charity affiliated with the REALTOR® organization is preferred.
- Q. The Task is to Ask Project Team shall:
1. Be responsible for soliciting member interest in serving the Ohio Network at each regular and special Ohio Network meeting.
 2. Be responsible for solicitation of each member's interest in serving the Network in any capacity during the following calendar year.
 3. Forward these requests to the President-Elect for consideration in choosing Project Team, task force, and work group appointments.
 4. Ensure all Local Networks are communicating with all new members to ascertain their strengths and interests in support of the Ohio Network.

XIV. Reserve Policy

- A. Objective: The purpose of this Network Reserve Policy is to create guidelines for the maintenance and use of funds held on account which are over and above those funds required for the normal operation of the Ohio Network.
1. Hereinafter, the Ohio Network shall be referred to as "Network."
- B. Policy Statement: Efficient operation of the Network includes proper fiscal management. After paying for all normal Network operations, it is not unusual to have funds remaining. Hereinafter, said monies shall be referred to as "reserve funds."
1. As of December 31 of each calendar year, in accordance with Internal Revenue Service regulations, the Treasurer shall have an amount of no more than \$5,000 in the checking account. All funds in excess of this amount shall be transferred to the Network's reserve funds. Transferring such funds does not require the approval of the Governing Board. However, the Treasurer shall notify the outgoing and incoming Governing Board of the funds' transfer.

2. The reserve funds of the Network shall be held in a Reserve Fund. Reserve funds are those funds not required for the regular operation of the Network.
- C. Purpose and Authorized Use of Reserve Funds: The Reserve Fund will be used for such expenses not anticipated in the Network's annual budget.
1. Authority to withdraw reserve funds is restricted only to a vote of the Governing Board at any meeting of the Governing Board, including meeting any quorum requirements at time of the vote. The method of voting shall be in compliance with the Bylaws of the Network, including the allowance of voting via fax or electronic mail.
- D. Legal Authority: Upon approval of this policy by the Governing Board, this policy shall become a part of the Network's Standing Rules and is subject to future changes according to those Rules.
- E. Glossary
1. Governing Board: The members of the Ohio Network of Women's Council of REALTORS[®] recognized by the Network's Bylaws to conduct the business and financial affairs of the Network.
 2. Quorum: The number of members of the Governing Board necessary to be present to vote on an issue.

XV. Investment Policy

- A. Introduction: This Policy is created and adopted with the expressed purpose of guiding current and future Ohio Network members on how and where to invest monies that the Network owns, including, but not limited to, those monies necessary for the ordinary operation of the Network. Investing monies of the Network shall be conducted with the goal of creating additional income for the Network.
- B. Organizational Authority
1. The Ohio Network Treasurer is the bonded network officer responsible for all financial matters, according to the Bylaws of the Network.
 2. The Finance and Budget Committee is the Network Committee responsible for all financial planning, according to the Bylaws of the Network.

3. The Ohio Network Treasurer shall be solely responsible to certify the Network's monies are invested with financial institutions where the monies are guaranteed by the Federal Government in the event of a failure of the financial institution.
4. The Ohio Network Treasurer shall be solely responsible to certify that Network's total monies invested in any one financial institution shall be no greater than the maximum amount the Federal Government shall insure for any one financial institution.

C. Oversight Responsibility

1. It shall be the responsibility of the Network's Finance and Budget Committee to consult with the Treasurer and recommend to the Governing Board for the Board's approval the financial institutions where the monies shall be maintained.
2. The Network's Finance and Budget Committee shall review this Investment Policy annually.

D. Checking Account

1. Purpose: The Checking Account represents those monies needed by the Network for the ordinary operation of the Network. The Checking Account shall be invested in an appropriate account where the money in the account earns interest and is paid to the Network on a consistent basis, provided such account is available for organizations similar to ours.
2. Investment Objectives: The Checking Account shall be deposited with financial institutions that allow the Network to earn as much interest as possible on the monies invested, while limiting the risk of loss of value to the account.
3. Investment Guidelines
 - a) The Checking Account shall maximize the interest earned on the account.
 - b) The account shall have Federal Government insurance against loss of funds due to failure of the financial institution where the funds are deposited.

- c) There shall be a sum of five thousand dollars (\$5,000.00), or as defined by the current regulations of the Internal Revenue Service, at the start of each calendar year.
- d) There shall be no maximum amount in the Checking Account throughout the calendar year.

E. Reserve Fund

- 1. Purpose: The purpose of the Reserve Fund is to provide monies to support Network operations and special projects that are not anticipated in the preparation of the Network's annual Budget.
- 2. Investment Objectives: The investment objectives of the Reserve Fund are preservation of capital, liquidity, and optimization of the investment return within the constraints of this Investment Policy.
- 3. Investment Guidelines: Monies held in the Reserve Fund shall be in fixed or variable interest rate instruments at financial institutions that maintain Federal Government depository insurance.
- 4. Allowable Investments: The investments shall be limited to certificates of deposit.

F. Maturity: The monies in the Reserve Fund shall rollover into another similar sized and timed investment whenever the investment matures, provided the Finance and Budget Committee and Treasurer recommend and the Governing Board approves.

G. Glossary

- 1. Network: The organization recognized by the national Governing Board of the Women's Council of REALTORS[®] that operates within the State of Ohio.
- 2. Governing Board: The members of the Ohio Network of Women's Council of REALTORS[®] recognized by the Network's Bylaws to conduct the business and financial affairs of the Network.
- 3. Financial Institution: Any corporation recognized by the United States Department of Treasury to offer federal depository insurance.

4. Certificate of Deposit: An investment vehicle offered by a Financial Institution where a sum of money is deposited with the Institution and the Institution agrees to repay the sum plus interest on the sum at the end of a specified time period.
5. Federal Depository Insurance Program: This is the program of the United States Government that guarantees the monies deposited with various
6. Financial Institutions. This has historically been called “FDIC Insurance.” However, this Investment Policy recognizes the program that functions in this manner, without any specific, historical name.
7. Capital: Monies invested with Financial Institutions.
8. Liquidity: The ability of capital to be converted from deposit to cash and used by an organization for its benefit.

XVI. FINANCIAL PROCEDURES

- A. All financial accounts shall be opened and maintained in the name of “Ohio Network Women’s Council of REALTORS[®].” The mailing address of the Ohio Association of REALTORS[®] shall serve as the legal address for the Network. The Network shall secure and maintain a federal tax identification number. The federal tax identification number shall not be listed on any documentation, except as required by federal or state law or regulation.
- B. The Treasurer shall be the keeper of all documents issued by financial institutions for deposits made into any Network financial account, withdrawals from any Network financial account, or written statements detailing Network account activity. The Treasurer’s address of choice shall serve as the Network’s financial accounting address for each calendar year.
- C. The Network Treasurer shall maintain a checking account with an appropriate financial institution in compliance with the Bylaws, Standing Rules, and Policies of the Network. The account in said institution shall be an interest-bearing account, provided such account is available to organizations similar to ours. The interest generated shall be paid into the Checking Account of the Network.

- D. It is preferred that the Checking Account not move from financial institution to financial institution with the annual changing of the Treasurers. However, in the event the monies must move, the transfer shall be conducted with the knowledge and approval of the Network Governing Board, and in compliance with the Reserve and Investment Policies.
- E. The Account shall require one signature on every check issued on behalf of the Network, specifically the Network Treasurer.

XVII. Related Parties and Conflict of Interest

- A. It is the policy of this Network to identify, evaluate, and disclose all related party relationships. Related parties include Governing Board members and their immediate families, including parents and step-parents, and all natural, step, and adopted children.
- B. Prior to entering into any contractual or vendor relationships with related parties, the proposed transaction shall be brought to the attention of the Governing Board for approval.
- C. Annual conflict of interest statements shall be obtained from all Governing Board members which describe any conflicts or potential conflicts of interest. This form shall be completed, signed, and delivered to the President at the Winter Governing Board meeting.

XVIII. Records Retention and Destruction

- A. It is the policy of the Network to retain certain records as required by law and to destroy them when appropriate.
- B. The destruction of records must be approved by the Governing Board and in keeping with the legal requirements. Each Governing Board member is required to have knowledge of and keep record of the retention schedule for all types of records.

The following records shall be retained permanently:

1. Articles of Incorporation
2. Corporate resolutions
3. Determination letter from the IRS
4. Audit reports
5. Tax Returns
6. Governing Board minutes

The following records shall be retained for the following period of time:

7. Bank reconciliations and statements – 3 years
8. Deposits and receipts – 7 years
9. Contracts and leases – Length of the contract plus 7 years
10. Invoices and supportive payables and documentation – 7 years

XIX. Whistleblower Policy

- A. This Whistleblower Policy is designed to provide a mechanism for Network members and other organization leaders to raise good faith concerns regarding suspected violations of law or Network policy; to facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement or other governmental body; and to protect individuals who take such action from retaliation or any other threat of retaliation by any other member or agent of the Network.
- B. This policy applies to all Network and Governing Board members, and other organization volunteers.
- C. The Network is committed to maintaining an organization where Members are free to raise good faith concerns regarding the Network business practices. Members should be encouraged to report suspected violations of the law; to identify potential violations of Network policy, including those contained in our Bylaws and these Standing Rules; and to provide truthful information in connection with any inquiry investigation.
- D. Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The President will manage such investigation, and may request the assistance of counsel or other outside parties as he or she deems necessary. The President will prepare a report of the findings of the investigation, and submit such a report to the Governing Board.

- E. In the event that a report concerns the President, he or she shall recuse himself or herself from the proceedings, and the President-Elect shall select an appropriate officer of the Network to continue the investigation.
- F. Any member who believes that he or she has been subject to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report such incident to the President of the Network

XX. SOCIAL MEDIA POLICY

- A. The intention of the Women's Council social media pages is to support our members and keep them informed of what is going on within the Network. All posts must be approved by a designated member(s.) Examples of approved posts include the highlighting of current members/Strategic Partners, welcoming new members/Strategic Partners, events, and activities put on by any of the Ohio networks and upcoming information on CENTRAL REGION, Ohio REALTORS® conference and NAR conferences. Uplifting, positive and encouraging messages will be allowed. Appreciation to our paid Strategic Partners will be posted by the designated members. The guidelines of sponsorship by Strategic Partners will be followed.
- B. There will be NO promotion of any individual real estate company or provider (except in cases of appreciation for a sponsorship) or promotion of any event outside of a Women's Council Local Network or State program.

XXI. Fraud Prevention

Wire Fraud is a crime. As the keeper of our financial records, our Treasurer is the first line of defense against Wire Fraud. The Treasurer's responsibilities include ensuring the procedures outlined hereafter are scrupulously followed, thereby protecting the assets of the Women's Council of Realtors® Ohio.

- A. Stop. Payment of all outstanding expenses shall only be by paper check or credit card. No wire transfer of funds shall be permitted. Payment of any invoice upon receipt is preferred, but taking time to verify the authenticity of any invoice is an absolute. An Ohio Network voucher shall accompany the invoice. This expense should include the vendor's address for receipt of our payment. No requests for monies via wire transfer will be honored.
- B. Look. Check and double check any mail, email, text or phone call asking for money in any form, i.e., a wire transfer, money, gift cards, etc. In all cases, the Treasurer shall not pay any monies until verifying with proper documentation and voucher.
 - a. If an email, 'hover' or click over the email address of the sender. Confirm that this is a known email address. Check each character of the addressee. Names and facts contained in the email may sound familiar as perpetrators have knowledge they use to further their scam.

- b. If a text, confirm with a known member of the individual purporting to send the text. Ensure they did in fact send the text. Remind them to send the invoice to the Treasurer directly.
 - c. If a phone call, have the caller send the invoice to the Treasurer directly.
 - d. If via regular or express delivery mail, contact the officer or member authorized to commit Ohio Network funds for any event at their known telephone number and verify the authenticity of the invoice.
 - e. The Treasurer shall not pay any invoice if she or he cannot verify the authenticity of that invoice.
- C. Verify. Before paying any invoice, the Treasurer will confirm, via telephone with the appropriate Ohio Network officer, that the expense was anticipated and the amount is correct. The Treasurer will also confirm the address for delivering the check or paying by credit card.
- D. Report. Only after receipt of the invoice, confirmation of the expense, correct invoice address and the correct amount of the invoice shall the Treasurer pay the invoice. In conjunction with the payment, the Treasurer shall record the expense and payment in the appropriate technical format.
- E. Officers of the Ohio Network can anticipate receiving requests for monies from any of the Network's accounts. If any effort is made to fraudulently obtain monies from any account of the Ohio Network, the officer shall not respond to the request and notify the other Network officers.
- F. Loss due to Fraud.
- a. If there is a loss due to fraud, the President shall convene a Fraud Task Force. It shall be made up of all the elected officers, the Chair of the Bylaws & Standing Rules Project Team, and up to two Past Ohio Network Presidents as designated by the President. The President may appoint an additional member to act as a Secretary for all actions taken by this Task Force unless the Network 1st Vice-President wishes to take on this task. The officer or officers responsible for the fraud shall not be members of this Task Force.
 - b. The Task Force shall collect all details from the incident and prepare a preliminary report for the Governing Board. The Task Force's progress must be regularly reported to the Governing Board.
 - c. The Task Force may pursue criminal proceedings with local law enforcement without Governing Board approval.
 - d. The Task Force shall prepare a final report for the Governing Board. The final report shall include recommendations on how to avoid the incident being repeated in the future, any modifications to these Standing Rules and any other appropriate motions requiring Governing Board approval.

ATTACHMENTS TO THE STANDING RULES

The information in these attachments add to WCR Ohio Standing Rules to provide specific detail on issues.

I. Rules of Conduct

This section will be completed and included in the next revision of 2023.

II. Travel/Meeting Policy for Attending WCR Meetings

A. WCR OHIO recommends that members have a travel partner(s); whether it's your roommate or another member from either your network or another network. There can be a large group of WCR Members traveling to State, Local, Regional or National meetings. Having a travel partner can help make us safe and expenses can be shared to reduce costs.

B. When traveling or attending meetings/event on behalf of WCR, you will be representing Women's Council of Realtors®. How you present yourself reflects not only on Women's Council of Realtors®, but on you, as well.

C. You are expected to attend requisite meetings/sessions. You must attend those sessions/meetings to be reimbursed for expenses. Time on your own is outside the established program/agenda of events.

D. Dress appropriately for the occasion: Business casual for meetings/sessions; dressy casual for cocktails/receptions; formal for special dinners (installations, e.g.); casual for after hours or on-your-own activities.

E. When dining in a group, pay attention to the receipt and whether a tip has been automatically added to your meal. It's not uncommon for groups more than 4, that the restaurant has added a % for the gratuity.

F. When considering your expenses for the trip, plan ahead and determine your food allowance per day (refer to Section VII Officer Reimbursement, subsection G); review travel costs and hotel stays. Ensure that your food, travel, registration and hotel expenses are budgeted; if expenses are not in the approved budget, you are expected to cover those expenses at your own expense. Consult the Treasurer for further information if your expenses are not budgeted. The Treasurer can work with the Governing Board to ensure budgets are there to cover expenses if necessary.

G. Stay sober as defined by local laws. Drinking too much when you travel is always unacceptably risky and not professional. When you are not in control, anything could be happening around you or to you! Drink responsibly and stay hyper-aware of how much alcohol you are consuming. Keep hydrated and fed. Make sure you don't lose control of any situation.

H. Safety:

- a) Project situational awareness. Travel in numbers when away from the Conference Center or Hotel.
- b) Trust your instincts; don't ignore them. Gut feelings are always worth examining. If you are feeling uneasy, increase your alertness.
- c) Do not wear your badges outside the hotel/conference area.

III. ALCOHOL POLICY

Alcoholic beverages are NOT covered as reimbursable expenses by members attending WCR events of any kind.

If you have an alcoholic beverage with dinner, you will either have the drink placed on a separate, personal bill that is paid from your personal funds; or, if the beverage is included on a receipt for meal reimbursement, simply deduct the amount from the amount you are requesting to be reimbursed.

Refer to Attachment B (*Travel/Meeting Policy for Attending WCR Meetings*) in Standing Rules for additional requirements regarding alcoholic beverages and behavior.

IV. Candidate Review Committee

A. Candidate Credentialing

1. Purpose:

To determine candidate eligibility for all Officers and to preside over any appeals.

2. Responsibilities

- a) The Chair is responsible for advising team members of any significant issues brought to their attention and preparing correspondence on behalf of the Candidate Review Committee.
- b) To represent WCR OHIO interests in maintaining a fair and efficient campaign and election process.
- c) To make decisions free of the influence of any personal matters.
- d) To abide by the rules of the Candidate Review Committee.
- e) Candidate Review meetings, panels and deliberations are closed meetings and **strictly confidential**. See Section V in ATTACHMENTS.
- f) To ensure that candidates understand all rules, requirements and procedures.
- g) If there is a temporary vacancy of a member of the Committee, the President will appoint a new member with the ratification of the Governing Board.

3. Candidate Review Process

- a) The Candidate Review Committee will review all completed applications submitted by timeline date.
- b) Potential candidates / Officers must provide a signed and dated recommendation from their home WCR Network as well as a signed and dated letter of support from the CEO of their local real estate association with the application or prior to the election.
- c) Professional Standards and Social Media will be submitted to the Candidate Review Committee Chairperson. In addition to ensuring a potential candidate/officer meets the required criteria for candidates and officers the Review team will also consider other material issues, Professional Standards or Social Media. Examples that may be considered material include but are not limited to:
 - i) Social Media postings
 - ii) REALTOR® Code of Ethics violations
 - iii) Failure to comply with written rules regarding actions WCR OHIO campaign and election rules.
- e) Any reports/violations will be provided to the Chair of the Candidate Review Committee for review. Any facts or circumstances that conflict with WCR OHIO policies and behavior could affect the eligibility of the potential candidate to run or an Officer to be eligible for an officer position.
- f) If after reviewing the criteria to serve as an Officer of WCR OHIO, the Candidate Review Team determines whether there are any material issues that may prevent a potential candidate or Officer of the organization to be

seated, the Chair of the Candidate Review Team will notify that person immediately. The person may request a meeting with the Candidate Review Committee, or the Committee Chair may request that meeting. Once any review meeting has finished, then the Chair will release the slate to the First Vice-president to be handed off to the President.

4. Potential Candidate/Officer Appeal Process

a) Within 7 days of receipt of the determination from the Committee of a person's ineligibility, that person may file a written appeal with the Committee's Chair.

i. All the following information is to be included with the appeal:

1. Basis for the person's appeal

2. Supporting documentation for the basis of the appeal

3. Whether the person wants to make the appeal in person

b) Within 7 days of receipt of the information from the person requesting an appeal, the Chair will forward a copy of the appeal and supporting documentation to the full Team.

c) If the person requesting the appeal requests a hearing, a virtual hearing will be set, within 5 days of receipt of the appeal. The Chair will notify the person appealing of the hearing date / time.

i) A simple majority of the Committee must be present to conduct the hearing

d) To prevail on an appeal, the person requesting the appeal must receive a 2/3 affirmative vote from the Committee members voting at the appeal hearing.

e) Within 5 days of the date of the hearing, the Committee Chair will notify the person requesting the hearing of the decision.

f) The decision of the Committee appeal is final.

5. Endorsements

a) Potential candidates and current officers will obtain a recommendation from the individual's home local Network to include with the application and before the election.

b) Potential candidates and current officers will obtain a letter from their local real estate associations stating they are a member in good standing.

Forms follow for use by Candidate Review Team.



Confidentiality Agreement

Any communication, including, but not limited to discussions, actions, motions, documents, expressions, and/or reactions transmitted, expressed, or otherwise conveyed during the Nominating Committee meetings and any sub-Committee meetings may contain confidential information. You are hereby notified that any communication, disclosure, copying, distribution or use of any communications or information transmitted, expressed, or otherwise contained in this meeting is **STRICTLY PROHIBITED** outside these meetings. If you are unable or unwilling to abide by this Confidentiality Agreement, please immediately notify the Committee Chair prior to the meeting being called to order and request dismissal from this Committee and destroy any communication or information received regarding this meeting.

I, _____ (Print Name), a Member of the (Insert State) Women's

Council of REALTORS® hereby certify under penalty of perjury that I have read and understand the terms and conditions of this Confidentiality Agreement, and I agree to abide by all the terms and conditions of this Confidentiality Agreement.

Signature _____

Date



State Network Candidate Application

Name: _____

Designations: _____

Firm: _____

Address: _____

Cell Phone: _____ Email: _____

REALTORS®: _____

Position Desired: _____

Answer Yes or No to following questions. Circle your answer.

- **Yes / No** Are you a REALTOR® or REALTOR®-Associate in good standing with a local Board/Association of REALTORS®?
- **Yes / No** Are you a REALTOR® or REALTOR®-Associate in good standing with your primary local Women's Council of REALTORS®
 - Attach documentation of membership in good standing from Board/Association.
 - Attach a letter of recommendation from your primary local Women's Council of REALTORS®
- **Yes / No** I Commit to attend Board meetings, appropriate Project Team and Women's Council Events and Programs.
- **Yes / No** I have read the job description for this position and am qualified to be a candidate.

Signature: _____ Date: _____

MUST be returned to Candidate Review Team Chair no later than 30 days prior to election date.

For the Future: Include campaign rules / appeals of violations submitted

V. Confidentiality

To have an excellent working relationship between and among Governing Board members, there must be an important level of trust between and among those members.

It is the policy of the WCR OHIO Network that information, whether printed or oral, that is declared as CONFIDENTIAL by the source of that information must remain confidential. Only the person stating / writing the information is confidential may make that information no longer confidential in writing.

Violation of this policy will result in punishment up to and including suspension from the Governing Board of an amount of time agreed upon by the Governing Board or removal from the Governing Board.

VI. POSITION DESCRIPTIONS

Descriptions of Positions for WCR OHIO will follow this page.
Note that all officer positions will be elected; none of the positions for Officers will be appointments.

Position Descriptions will be updated during 2023.

POSITION	State Network President
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General Oversight/Scope of Duties:

Provides leadership and direction for the State Network, keeping her team focused on the mission of the Council, the State Network strategic plan, and the growth and effectiveness of local networks in the state. Acts as the voice for the Women's Council brand at the state level, representing the State Network with related groups. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout the Council.

Major Responsibilities:

- Oversees State Network operations, ensuring the development and achievement of goals and priorities, and compliance with State Network operating standards
- 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
- Oversees communication with members and strategic partners
- Acts as Network spokesperson with related industry and community groups
- Builds and maintains a positive relationship with the State Association of REALTORS®
- Presides at State Network Governing Board meetings and all meetings of the membership
- Ensures focus on State Network strategic plan to direct network action and use of resources
- Works with the Governing Board to evaluate network progress and performance
- Sits on the National Governing Board
- Is a member of the National Liaison's team in the Region, along with the State Liaison
- Mentors, trains, supports and provides leadership opportunities for the President-elect and ensures a smooth transition in leadership
- Cultivates development of future leaders for the State Network
- Ensures compliance with all National Council reporting requirements
- Represents the State Network at National meetings

Important Relationships – INTERNAL

- Local Network leadership
- State Network Strategic Partners
- Governing Board
- Project Team leaders
- President-elect
- National Liaison

Important Relationships – EXTERNAL

- State REALTOR® Association Executive and elected leadership
- Related real estate organization leadership
- National Governing Board

Criteria/Qualifications

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on state network committee, project team and/or equivalent
- PMN designation encouraged
- Attended a minimum of two National meetings in the last two years

Ideal Skills/Experience

- Team management
- Communication/spokesperson skills
- Delegation
- Meeting management/facilitation
- Previous leadership experience within or outside of Women's Council
- Planning and organization
- Conflict resolution/mediation
- Collaboration/relationship-building
- Coaching and mentoring

POSITION	State Network 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. Oversees network leadership development and growth activities. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout the Council.

Major Responsibilities:

- Acts as officer liaison to leadership development initiatives and a non-voting member of the Leadership Identification and Development Committee
- Hosts a State Orientation for local and state network leaders
- Prepares to assume the role of President, ensuring a smooth transition with the President
- In the absence of the President, presides at meetings and performs the necessary duties of the President
- Attends National Women's Council Network 360 as part of preparing for the presidency
- Conducts a planning retreat prior to taking on the presidency to develop the state network strategic plan
- Assists 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.
- Appoints the State Liaison (ratified by the Governing Board) before the election

Important Relationships – INTERNAL

- President
- Governing Board
- Local network presidents-elect
- Project Team leaders (as appropriate)
- LID Committee

Important Relationships – EXTERNAL

- As needed to support the President and in her absence

Criteria/Qualifications

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on state network committee, project team and/or equivalent
- PMN designation encouraged
- Attended a minimum of one National meetings in the last two years

Ideal Skills/Experience

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

POSITION	State Network First Vice President
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General Oversight/Scope of Duties:

Oversees local network support initiatives. Manages key State Network governance processes, such as elections, records maintenance, and proper reporting and network State Network compliance with all state and federal laws and regulations impact non-profit organizations. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout the Council.

Major Responsibilities:

- Oversees local network support initiatives
- Oversees the elections process
- Maintains State Network bylaws and oversees updates as necessary
- Ensures accurate minutes are taken of State Network meetings
- Maintains and safeguards all official records of the State Network
- Submits the names of newly elected officers to National, along with any changes during the year

Important Relationships – INTERNAL

- Governing Board
- Nominating Committee
- Local network secretaries
- Project team leaders (as appropriate)

Important Relationships – EXTERNAL

- None

Criteria/Qualifications

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on state network committee, project team and/or equivalent
- PMN designation encouraged

Ideal Skills/Experience

- Planning and organizing skills
- Oral and written communication skills
- Operating as part of a team
- Collaboration and relationship-building
- Understanding of non-profit laws and regulations

POSITION	State Network Treasurer
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General Oversight/Scope of Duties:

Ensures strategies and systems are in place to support the financial health and integrity of the State Network. Oversees development of the strategic partner program. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout the Council.

Major Responsibilities:

- Chairs the Budget and Finance Committee.
- Prepares the annual network budget in conjunction with the Leadership Team for Governing Board presentation and approval
- Maintains the State Network books and prepares and presents financial statements to the Governing Board
- Works with the CPA or bookkeeper to ensure proper accounting controls and systems are in place
- Ensures that network state and federal taxes are filed promptly
- Oversees strategic partner development

Important Relationships – INTERNAL

- Governing Board (regular reporting)
- Budget and Finance Committee
- Local network treasurers
- Strategic Partners
- Project Team leaders (as appropriate)

Important Relationships – EXTERNAL

- CPA/tax professionals

Criteria/Qualifications

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on state network committee, project team and/or equivalent
- PMN designation encouraged

Ideal Skills/Experience

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

POSITION State Liaison

General Oversight/Scope of Duties:

Monitors and supports local networks 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 the 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
- 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
- Sits on the National Governing Board
- Attends National Women's Council Network 360
- Identifies potential new local networks and follows procedures to initiate
- Supports DVPs (in large states only)

[Note: in larger states 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
- LID Committee
- Governing Board (regular reporting)
- DVPs (in large states)
- National Liaison
- National Governing Board

Important Relationships – EXTERNAL

- NONE

Criteria/Qualifications

- Is a REALTOR® member in good standing
- Has served as a local network President (or equivalent leadership experience) and has an understanding of the current local network minimum standards
- Attended two National meetings in the last two years
- Additional requirements in states with a

Ideal Skills/Experience

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

POSITION	District Vice President (large states only)
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General Oversight/Scope of Duties:

Monitors and supports local networks and ensures compliance with local network operating standards. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout the Council.

Major Responsibilities:

For local networks assigned:

- Oversees local network compliance, including development of an annual plan and budget, and provide support where needed
- Acts as the first contact to resolve local network operating issues or conflicts
- Coaches local network leaders to improve network performance
- Facilitates local planning sessions as requested
- Provides new leader mentoring and support
- Initiates contact with each local network on a regular basis
- Encourages collaboration between local networks and with industry related organizations

Important Relationships – INTERNAL

- Local network leaders
- State Leadership Team and Governing Board

Important Relationships – EXTERNAL

- None

Criteria/Qualifications

- Is a REALTOR® member in good standing
- Has served as a local network President or Membership Director
- Must be a member of Women's Council for at least two years
- PMN designation encouraged

Ideal Skills/Experience

- Conflict resolution/mediation
- Planning and organizing skills
- Communication skills
- Operating as part of a team

POSITION	District Vice President (large states only)
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General Oversight/Scope of Duties:

Monitors and supports local networks and ensures compliance with local network operating standards. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout the Council.

Major Responsibilities:

For local networks assigned:

- Oversees local network compliance, including development of an annual plan and budget, and provide support where needed
- Acts as the first contact to resolve local network operating issues or conflicts
- Coaches local network leaders to improve network performance
- Facilitates local planning sessions as requested
- Provides new leader mentoring and support
- Initiates contact with each local network on a regular basis
- Encourages collaboration between local networks and with industry related organizations

Important Relationships – INTERNAL

- Local network leaders
- State Leadership Team and Governing Board

Important Relationships – EXTERNAL

- None

Criteria/Qualifications

- Is a REALTOR® member in good standing
- Has served as a local network President or Membership Director
- Must be a member of Women's Council for at least two years
- PMN designation encouraged

Ideal Skills/Experience

- Conflict resolution/mediation
- Planning and organizing skills
- Communication skills
- Operating as part of a team