



## STANDING GUIDELINES AND RULES

### ADDENDUM B – DUTIES

Approved by Governing Board Jan. 29, 2024

#### DUTIES

OFFICERS - Network Officers will abide by the Women's Council Brazos Valley Bylaws and Standing Rules.

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

Major Responsibilities include:

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

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

Major Responsibilities include:

1. Fulfills duties of the President as needed and assists with running efficient and productive meetings.
  2. Cultivates and manages relationships with Strategic Partners ensuring a high level of satisfaction and appropriate benefit levels and packages.
  3. Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
  4. Supports accomplishment of Network Business Plan goals and priorities.
  5. Encourage and inspire members to get involved and recognize contributions
  6. Cultivate development of future leaders for the Network
  7. Attends Women's Council Leadership Orientation as part of preparing to take on the presidency
  8. Attends National and State Women's Council Meetings, depending on budget and personal finances.
  9. Works with the incoming President-Elect to ensure a smooth transition in leadership
- C. First Vice President ensures proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.

Major Responsibilities include:

1. Maintains Network bylaws and standing rules.
  2. Oversees Credentials Project Team to ensure proper election protocols and reports the results of the election to the National Women's Council by November 1 each year.
  3. Ensures accurate minutes are taken at each Governing Board meeting and maintains all official records of the Network.
  4. Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.
  5. Attends National and State Women's Council Meetings, depending on budget and personal finances.
- D. Treasurer - Ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.

Major Responsibilities include:

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

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

Major Responsibilities include:

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

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

Major Responsibilities include:

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

## PROJECT TEAM DUTIES

### A. TEAM LEADER

1. Arrange meetings.
2. Prepare schedule for meetings.
3. Sends reminders about meetings.
4. Prepares agenda.
5. Keep track of the budget for the event.
6. Assign tasks to their members.
7. Checks to make sure the tasks are completed.
8. Prepares monthly meeting reports to be turned into the governing board liaison and the President.
9. Encouraged to attend Governing Board Meetings.
10. Reports with recommendations to the President for specific items or events to be carried out by the Project Teams.
11. Attends the Local Network Leadership Orientation, as related to term year.
12. All outgoing Team Leaders shall present a report on the accomplishments at year's end and pass on materials to the incoming Team Leader.
13. Reference the WCR.ORG website.
14. Assigns a member to take minutes at meetings, if needed. Sends copies of the minutes to each member and officer liaison three (3) days after the meeting.
15. Assigns a member to oversee marketing any event, if applicable.
16. Assigns a member to oversee ticket sales, if applicable.

#### Project Team Members

1. Provide the Team Leader with current contact information.
2. Attend all Project Team meetings.
3. Complete assigned tasks and report back to Team Leader.
4. Provide input and ideas for events.
5. Publicize events.
6. Attend all events.
7. Recruit additional support from non-members to become involved.
8. Reference the WCR.org website.

### B. PROJECT TEAMS

#### Bylaws and Standing Rules

1. Members consist of the Team Leader appointed by the President, the Parliamentarian, two
2. (2) National Members appointed by the President and the First Vice President as the Liaison.

3. Reviews Bylaws and Standing Rules and revises them as needed and/or as directed by the National Women's Council of REALTORS® and/or by the Governing Board.
4. Submits any membership-approved changes to the Bylaws to the National Women's Council of REALTORS® for final approval.
5. Review and revises the Standing Rules to reflect actual practice then presents any suggested revisions to the President for Governing Board approval.

#### Education

1. Informs and encourages member participation in educational opportunities at the local, state, and national level.
2. Sets up at least one (1) MCE class at no cost to members.
3. Assists Event Director and Membership Director as needed.
4. Assigns a National Member to deliver a short invocation or inspirational message and/or to lead the group in Pledge of Allegiance to the flag of the United States of America and the Texas Pledge at each Network Membership Meeting. (a) If the message is religious (i.e. includes an invocation), it precedes the Pledge. If merely inspirational, it follows the Pledge. (b) If no physical American flag is in the room, the Pledges cannot be given (A picture of a flag does not constitute a physical flag).

#### Recruitment and Retention

1. Plans and develops membership drive to help recruit new members and retain current members, and/or implement the membership drive which may be developed by National or State Women's Council of REALTORS®.
2. Works closely with the Membership Director to maintain an open line of communication to the membership.
3. Assist the Membership Director in maintaining an up-to-date membership database.

#### Budget and Audit

1. Team Leader is appointed by the President.
2. The Project Team is appointed by the President and consists of a Past President, Past Treasurer and two (2) national members.
3. Current Treasurer attends the meeting only to answer questions and provide the financial records for review.
4. Audits and reviews the budget and actual expenditures at least quarterly or as requested by the President or the Governing Board. Thoroughly reviews the Network's expenditures quarterly by comparing them with the Budget, Standing Rules, and Governing Board Minutes.

## Candidate Review Team

1. The Governing Board appoints a Candidate Review Team a minimum of ninety (90) days prior to election. (a) Project Team to be a minimum of three (3) and no more than five (5) members. (b) Project Team selects the Team Leader at the first meeting. (c) Project Team must consist of Active National REALTOR® members that are in good standing and no more than one (1) active National Affiliate member. (d) One (1) or more active Past Presidents willing to serve. (e) One (1) or more active Past Event Directors willing to serve. (f) President-elect serves as (non-voting) ex-officio member. (g) Current governing board members are not eligible.
2. A minimum of sixty (60) days prior to the election, the Candidate Review Team Chair: (a) Sends out email to membership to solicit applicants for open positions. i) Consider weekly follow-up emails until a specific date. ii) Chair should work with the First Vice President (or whoever oversees correspondence) so communication to membership can be completed. (b) Email will consist of job descriptions, election date, application and consent to serve due date, and contact information for Candidate Review Team Chair. (c) Candidate Application and Consent to Serve are due back to the Candidate Review Team Leader thirty (30) days prior to election date. (d) Candidate Review Team will confirm applicant eligibility. Candidate Review Team can conduct interview/candidate briefing if they so choose.
3. President will notify the membership ten (10) days before election) about the election date, location, rules of running, and names of candidates.
4. Submits a proposed budget for events to the Governing Board Liaison for initial review. Budget must be approved by the Governing Board.
5. Turns in any monies collected prior to an event to the Treasurer on a weekly basis.
6. At the completion of the event, turns over to the Treasurer all monies collected.
7. Submits a final report of the event(s) to the Governing Board Liaison.
8. Tax Exempt Status—To protect this Network's tax-exempt status as a not-for-profit organization concerning Ways and Means events, refer to the IRS Ruling.

## Ways and Means

1. Plans and implements ideas to raise funds for the Network. No Ways and Means project that could create a deficit obligation for the Network will be undertaken.
2. Submits a proposed budget for events to the Governing Board Liaison for initial review. The budget must be approved by the Governing Board.
3. Turns in any monies collected prior to an event to the Treasurer on a weekly basis.
4. At the completion of the event, turns over to the Treasurer all monies collected.
5. Submits a final report of the event(s) to the Governing Board Liaison.
6. Tax Exempt Status—To protect this Network's tax-exempt status as a not-for-profit organization concerning Ways and Means events, refer to the IRS Ruling.

## Communications

1. Distributes timely updates and professional email communications for all network business.
2. Creates and maintains an up-to-date email database for all network members.
3. Prepares and distributes mail reminder to network members for all Governing Board and Network Membership Meeting only after obtaining President approval.
4. Attends all Governing Board meetings to stay current with all Network activities and to be proactive with any area concerning communications.

## Hospitality

1. Serves as the door greeter at all network events and works closely with registration.
2. Sends out going correspondence as necessary, i.e., welcome, thank you cards, congratulatory cards, etc. and any other correspondence as directed by the Membership Director.
3. Helps other Project Teams with RSVP phone calls as directed by the President.

## Registration

1. Accepts reservations for and collects money from members and guests at the Network Events.
2. Reports to the President the number of RSVP's expected to attend the meeting.
3. Provides to the Treasurer the final list of attendees, reservations not kept and all money received, immediately following the meeting.
4. Gives the Recruitment and Retention Chair, a list of guests for use in recruiting new members.
5. Works closely with the Hospitality Task Force.

## Newsletter

1. Prepares a newsletter about Local, State and National activities at least quarterly.
2. Provides a copy to the Communications Project Team Leader for distribution to the membership.

## Strategic Partners

1. Recruits Strategic Partners interested in exposure to the membership.
2. Once a strategic partner is obtained, notify the treasurer to generate an invoice for delivery.
3. Reports full list of Strategic Partners to the Governing Board.

4. Works with the President to create annual Strategic Partner levels.
5. Promotes programs to increase Strategic Partner participation.
6. Solicits testimonials from Strategic Partners.

#### Community Outreach

1. Helps identify and coordinate worthwhile community programs for the Network to support through volunteer work, visitation and/or donations.

#### Member of the Year

1. Team Leader is the last recipient of the award who is willing and able to serve and is responsible to form a Project Team of at least four (4) additional past recipients.
2. The First Vice President is responsible for keeping an updated list of Member of the Year award recipients in Google Docs.
3. Prerequisites for consideration are that the recipient be a member of the Women's Council of REALTORS® Brazos Valley and has been a REALTOR® for a minimum of two (2) consecutive years. The current President and current Governing Board members will not be eligible for consideration until at least one (1) year after their term of office concludes.
4. Procedure: (a) The Membership Director provides the current membership list to the Team Leader. (b) Team Leader works closely with the Communications Project Team Leader to notify the membership via email that nominations are being accepted. The email must include a nomination form, the prerequisites for consideration, a current membership list, the deadline to submit the nomination and contact information of the Member of the Year Team Leader, who will be receiving the nominations. (c) Project Team meets and reviews all forms submitted and selects the award recipient. (d) Upon selection, Team Leader notifies the President and President-elect. The President notifies the recipient of the award and President-elect orders the award plaque after the installation budget has been approved. (e) The award is presented at installation.

#### Affiliate of the Year

1. Team Leader is the last recipient of the award who is willing and able to serve and is responsible to form a Project Team of at least four (4) additional past recipients. The First Vice President is responsible for keeping an updated list of Affiliate of the Year award recipients in Google Docs.
2. Prerequisites for consideration are that the recipient be a National Affiliate of the Women's Council of REALTORS® Brazos Valley for a minimum of two (2) consecutive years. The current President and current Governing Board members will not be eligible for consideration until at least one (1) year after their term of office concludes.
3. Procedure: (a) Team Leader works closely with the Communications Project Team Leader to notify the membership via email that nominations are being accepted. The email must include a nomination form, the prerequisites for consideration, a current National Affiliate list, the deadline to submit the



nomination and contact information of the Affiliate of the Year Team Leader, who will be receiving the nominations. (b) Project Team meets and reviews all forms submitted and selects the award recipient. (c) Upon selection, Team Leader notifies the President and President-elect. The President notifies the recipient of the award and President-elect orders the award plaque after the installation budget has been approved. (d) The award is presented at installation.

#### Entrepreneur of the Year

1. Project Team consists of the Team Leader, who is the most Immediate Past President able to serve, the current President, three (3) REALTORS® members appointed by the President and two (2) REALTORS® alternates appointed by the President, with ratification of the Governing Board.
2. The First Vice President is responsible for keeping an updated list of Entrepreneur of the Year award recipients in Google Docs. Entrepreneur of the Year is awarded to a REALTOR® National member who has exhibited business leadership in their work and community.
3. Prerequisites for consideration are that the recipient must be a REALTOR® member of the Women's Council of REALTORS® Brazos Valley for a minimum of one (1) year. The current President and current Governing Board members will not be eligible for consideration until at least one (1) year after their term of office concludes.
4. Procedure: (a) The Recruitment and Retention Chairman provides the current membership list to the Team Leader. (b) Team Leader works closely with the Communications Project Team Leader to notify the membership via email that nominations are being accepted. The email must include a nomination form, the prerequisites for consideration, a current membership list, the deadline to submit the nomination, and contact information of the Entrepreneur of the Year Team Leader, who will be receiving the nominations. (c) Project Team meets and reviews all forms submitted and selects the award recipient. (d) Upon selection, Team Leader notifies the President and President-elect. The President notifies the recipient of the award and President-elect orders the award plaque after the installation budget has been approved. (e) The award is presented at installation.

#### Past President's Council

1. The President appoints a Past President to serve as the Task Force Leader.
2. Consists of other Past Presidents that will perform duties as requested by the President.
3. May serve as Presidential Advisor(s), as appointed by the President.

#### Technology

1. Provide updates for the Network website to the Governing Board Liaison.
2. Upload photos, newsletters, documents, and forms to the designated folders on Google Docs. Coordinates audio-visual presentations at Network meetings as requested.
3. Collects photographs, articles, news releases, and videos of network activities and achievements.
4. Assign members to take photos at events.