



## CONSENT TO SERVE WOMEN'S COUNCIL OF REALTORS®

### Term of Office for both elected and appointed positions.

I agree to serve as an appointed/elected Volunteer Member of the Women's Council of REALTORS® for (2025), and I acknowledge and accept my fiduciary obligation to act in the best interests of the Council as follows:

**Duty of Care:** I will use the care that a reasonably prudent person would exercise in a like position and under similar circumstances. This means that I agree to attend meetings, ask questions to gain the information I reasonably need to make a decision and exercise independent judgment.

**Duty of Loyalty:** I will advance the best interests and well-being of the Council over any individual or local or state interests, and I will refrain from using my position of trust to further my own interests in a way that conflicts with the interests of the Council.

**Duty of Obedience:** I will accept support and implement Governing Board decisions, even if I voted against them. I will follow the Council Bylaws and comply with all state and federal laws relating to the Council's activities.

**Duty of Confidentiality:** I will not discuss matters deemed confidential by the committee in which I am serving outside of meetings without the express advance permission of the Council President.

**Duty of Diversity, Equity, and Inclusion:** I will be mindful that I am representing the intentional culture of Women's Council to create a neutral, welcoming and inclusive environment for all.

**Duty of Professionalism and Representation:** I am expected to maintain the highest level of professionalism and represent the Women's Council of REALTORS® National with integrity at all times. Should I become involved in any local or state conflicts that could harm the Council's reputation or integrity, I understand that I may be asked to vacate my position.

Additionally, I will not speak or act for the Council unless specifically authorized to do so. I will not present opinions about Council business unless those opinions are clearly expressed as personal opinions not necessarily the views of the Council.

**Attendance Policy:**

I agree to attend all regularly scheduled meetings throughout my term, whether in person or virtually. Excused absences are only allowed under special circumstances and require pre-approval by the Council President. I understand that more than one unexcused absence may result in my replacement as a National Officer.

For electronic submissions:

By placing an X in this box  and typing my name and date below, I acknowledge that I agree to be bound by the terms of the consent above.

Name (type name)

Date (type date)

**Sexual Harassment**

Sexual harassment is one form of harassment. Sexual harassment may involve individuals of the same or different gender. Like all harassment, sexual harassment is strictly prohibited.

Sexual harassment can be:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
- Non-verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- Physical: Unwanted physical contact, including touching, pinching, coerced sexual intercourse, or assault.

**How to Report Incidents of Harassment or Inappropriate Behavior**

Any member who believes they experienced or witnessed harassment or other inappropriate behavior in violation of this Policy should promptly report the incident to one of the following individuals: the Women's Council of REALTORS® Leadership Team, National Liaisons, and National Staff.

**Investigation and Discipline**

Upon receipt of a member's report of possible harassment or inappropriate behavior in violation of this Policy, the Women's Council will promptly conduct an investigation at the direction of the Council's CEO. During the investigation, the Council will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis. If it is determined that the investigation substantiates that a violation of this Policy has occurred, Women's Council of REALTORS® President, President-Elect, and First Vice President, in consultation with the Council's CEO, will determine any disciplinary action. If one or more of the foregoing officers are named in the complaint of harassment or inappropriate behavior, the Council's CEO will identify a substitute to be selected from the Executive Committee.

Women's Council of REALTORS® reserves the right to take any necessary and appropriate action against a member who engages in any form of harassment or inappropriate behavior in violation of this Policy. Such actions may include, but are not limited to, prohibition from attendance at future Council meetings or events, removal from a committee appointment, expulsion from membership or any other action deemed appropriate by the Council.

## **Conflict of Interest**

A member of any Women's Council of REALTORS® decision-making body has a conflict of interest whenever that member:

1. is a principal, partner, or corporate officer of a business providing, or being considered as a provider of, products or services to the Women's Council of REALTORS® ("Business"); or
2. serves on the board of directors of the Business unless the individual's only relationship to the Business is service as the Council's representative on such board; or
3. holds an ownership interest of more than one percent of the Business.

Members with a conflict of interest must immediately disclose such conflict of interest prior to participating in any discussions or vote of a Council decision-making body that pertains to the Business. Such members may not participate in any discussions related to that Business other than to respond to questions asked of them by other members of the body. A member may not vote on any matter in which the member has a conflict of interest.

## **Social Media Policy:**

### Introduction

This Social Media Policy is designed to provide guidelines for candidates, elected and appointed volunteers of the Women's Council of REALTORS® (Women's Council) regarding the use of social media platforms. As representatives of Women's Council, volunteers are expected to uphold the organization's values and standards, including professionalism, integrity, and respect for others, both online and offline.

### Scope

This policy applies to all elected and appointed volunteers of Women's Council who utilize social media platforms in any capacity related to their roles within the organization.

### General Guidelines

1. Professionalism- Volunteers should maintain a professional demeanor at all times when representing Women's Council on social media platforms. Content shared should reflect positively on the organization and its mission.
2. Accuracy- Volunteers must ensure that any information shared about Women's Council is accurate and up-to-date. They should refrain from spreading rumors, false information, or misleading content.
3. Confidentiality- Volunteers must respect the confidentiality of Women's Council's internal matters and refrain from sharing sensitive or proprietary information on social media platforms.
4. Respect- Volunteers should treat others with respect and courtesy in all online interactions. They should refrain from engaging in personal attacks, harassment, or discriminatory behavior.
5. Transparency- When posting about Women's Council-related activities or initiatives, volunteers should clearly disclose their affiliation with the organization. They should not misrepresent themselves or their role within Women's Council.

### Specific Guidelines

1. Conflicts of Interest- Volunteers must avoid conflicts of interest when posting on social media. If a volunteer's personal or professional interests' conflict with Women's Council's interests, they should refrain from posting about Women's Council-related matters.
2. Political Neutrality- Volunteers should refrain from expressing personal political opinions on Women's Council's social media platforms. Women's Council is a non-partisan organization, and volunteers should maintain neutrality when discussing political issues.
3. Intellectual Property- Volunteers should respect the intellectual property rights of others when posting content on social media platforms. They should not infringe on copyrights, trademarks, or other forms of intellectual property.

#### Consequences of Violations

Violations of this Social Media Policy may result in disciplinary action, up to and including two written warnings before removal from volunteer positions within Women's Council. Women's Council reserves the right to take appropriate action in response to any breaches of this policy.

#### Review and Updates

This Social Media Policy will be reviewed periodically to ensure its effectiveness and relevance. Updates may be made as necessary to reflect changes in technology, social media trends, or organizational needs. By serving as elected and appointed volunteers of Women's Council, individuals agree to abide by the provisions outlined in this Social Media Policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_