

Local Network Standing Rules (Draft 5.22.19)

Women's Council of REALTORS® Coastal-West Orange County

May 22nd, 2019

By-laws are the foundation of the Network and can only be amended by a two-thirds vote of the membership, provided that a quorum is present, with at least a ten (10) day notice to the membership. By-laws generally are amended to change local, national or state dues or initiate a name change a must be approved with recorded minutes at a general membership meeting.

Standing Rules set operating policies relating to the Network's administration and business practices to provide continuity from year after year. It is the operating manual for the Network.

General information on Standing Rules is as follows:

- Standing Rules cannot be used to grant or limit rights of membership.
- A Standing Rule can be adopted by a majority vote of the Governing Board at a duly noticed meeting.
- In the event of an inconsistency between the By-laws and Standing Rules, the By-laws govern.
- A Standing Rule can be amended or rescinded by a two-thirds vote of the board members without previous notice or by a majority vote after notice members of the board at least the preceding day
- A copy of the changes to the Standing Rules should be provided to the membership.
- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend it temporarily for the duration of a particular meeting

The Network is to follow the Standards outlined in the Network Model initiated by National and approved November, 2016. These Standards include General Oversight/Scope of Duties and Major Responsibilities for the President, President-Elect, Secretary, Treasurer, Program Director and Membership Director

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I. GOVERNING BOARD

A. Governing Board Members are per Network Model:

1. Incoming President selects officers for appointed Board positions per Network Model after the election and prior to installation. Appointments are to be noticed to the Governing Board ten (10) days prior to the final Governing Board meeting of the calendar year.
2. Incoming President may assign various members of the Governing Board as liaison to specific Project Teams.
3. Per Network Model, appointments are to be ratified by a majority vote of the outgoing Governing Board at the final Governing Board meeting of the year.

B. Project Teams: Incoming President appoints such Project Teams as needed to conduct the business of Network:

1. Project Teams may include, but are not limited to: Awards, Candidate Review, Finance & Budget/Oversight, Media, Scholarships, Special Events/Fundraisers, Ways & Means and/or any other as needed by Network.
2. Project Team Members or Chairs are to be invited to attend the Governing Board Meetings

C. Network Members' Governing Board Meeting Attendance: Any member of the Network is invited to attend Governing Board Meetings.

D. Process for filling Governing Board vacancies:

1. President, President-Elect and Treasurer vacancies are noted/addressed in Network By-laws, Article VII.
2. In the event of a Membership Director or Program Director vacancy, the President shall appoint a replacement Governing Board Member and submit the nominee for approval to the Governing Board.
3. In the event of a Secretary vacancy, the President-elect shall appoint a replacement Governing Board Member and submit the nominee for approval to the Governing Board.
4. Vacancies of Governing Board Appointed positions may occur as follows: i. Appointed member may resign at any time by forwarding a written notice to the Governing Board. Resignation is effective immediately.

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- ii. Three (3) unexcused absences from scheduled Governing Board meetings shall be construed as resigning from the position. The President is to notify the volunteer Appointee in writing to verify resignation.
5. In the event that a volunteer Appointee is deemed by the Governing Board to not be accountable to the Network Model or assigned roles:
 - i. the President and one other Board member will schedule one or more meetings with the Appointee to review Network Model and specific accountabilities and subsequent progress.
 - ii. The Governing Board may ask for the Appointee's resignation in writing.
 - iii. If the Appointee does not respond within 72 hours, the Member will be deemed to have resigned.
 - iv. If the Appointee disagrees with the request, then the Governing Board may call a special session with adequate notice or take the matter up during the next scheduled Governing Board Meeting.

E. Project Team Chair or Member vacancies: Vacancies of Project Team Chair and Member positions may occur as follows:

1. An appointed Project Team Chair may resign at any time by forwarding a written notice to the Governing Board. Resignation is effective immediately.
2. Three (3) unexcused absences from scheduled Project Team meetings shall be construed as resigning from the position.
3. In the event of a Project Team Chair vacancy, the President is to appoint a replacement, if needed, with notice to the Governing Board.
4. In the event of a Project Team Member vacancy, the Chair may appoint a replacement, if needed, with notice to the President and President-elect or assigned Governing Board liaison, if any.

F. Minutes are required for:

1. Each Governing Board meeting
2. General Election Meetings
3. Membership Approval of By-Laws Changes; dues and name changes

4. Project Team meetings

G. Officer Qualifications: Eligibility Can Be Based Upon One or More of the Following Factors:

1. Member in good standing for at least one year
2. Chaired a Project Team or been on the Governing Board in the last 12 months
3. Attended the Network meetings and/or Network events in the last year
4. Attended the Governing Board meetings in the last year
5. Governing Board or Candidate Review Project Team has the right to waive these requirements as needed for Officer Qualifications
6. A Consent to Serve is required for all Officers and Project Team Chairs

II. MEETINGS

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A. Governing Board meeting schedule for the year is to be determined at the Network retreat. At a minimum, the Network shall hold four Governing Board meetings during the year.

B. Any changes to the original Governing Board meeting schedule are to be noticed thirty (30) days in advance, when practicable. President is to be notified of any absences three (3) days prior to the any scheduled meeting

1. Written reports of Project Teams are required to be submitted to the Governing Board three (3) days prior to the scheduled meeting
2. Secretary to send out current financials provided by the Treasurer, minutes of the previous Governing Board meeting and the Agenda for the current meeting three (3) days in advance of the scheduled Governing Board meeting

C. Governing Board Election meeting shall be held prior to August 15th to accommodate attendance at the Fall State meeting by newly elected Governing Board Members..

D. Network Meetings/Events

1. Venue: Governing Board determines best venue to accommodate membership in terms of costs, speaker presentation and professionalism.
2. Guest Attendance: Non-member REALTORS® or Affiliates may attend three (3) meetings at non-member price. After the third meeting they are to be invited to join as a member or advised they are not able to attend any future meetings.
3. Timed Agendas/Scripts: Timed agendas and/or scripts are to be used. 4. State or National Line Officers who attend a Network meeting shall be given 5-10 minutes' time to speak, if desired, or such other time as the agenda allows. **E. Installation**

1. Installation Meeting/Event is to be held in November or December each year at the incoming President's discretion.
2. Outgoing President provides and is reimbursed per budget for:
 - i. A pin and/or gavel shall be presented to the incoming President
 - ii. Gifts and/or plaques for outgoing officers and Project Team Chairs

- iii. Gifts and/or plaques for other dignitaries if desired
- 3. Incoming President provides or selects, and is reimbursed per budget:
 - i. A gift for the Outgoing President
 - ii. A gift for Installation Officers and/or Master of Ceremonies

F. New Member Orientation is held a minimum of three times a year

III. BUDGET AND FINANCIAL MATTERS

G. Governing Board meeting schedule for the year is to be determined at the Network retreat.

Budget:

- 1. Is prepared by current President, current President-Elect and current Treasurer and Incoming President-Elect and incoming Treasurer or one other appointee by current President
- 2. Is to be completed by November 15 of each year
- 3. Is to include current year's actual and budget for comparison purposes
- 4. Budget for a fiscal year shall be approved before the beginning of that fiscal year.
- 5. Separate line item budgets are to be prepared for each major event and/or fund-raiser based on projected income and expense on the annual budget

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- 6. Budget approved by Governing Board to be presented at end of the year general membership meeting

Financials:

- 1. A Profit and Loss Statement of income and expenses is to be monitored and presented to the Governing Board at least quarterly so as to allow for adjustments if needed
- 2. Copies of current bank statements are to be included and kept in a permanent file by Treasurer
- 3. A financial Oversight Project Team or Finance & Budget Chair may be appointed by the incoming President-Elect to assist Treasurer to review expenditures to budget
- 4. An annual audit is to be completed in the fourth quarter of each fiscal year and results and recommendations presented in the final Governing Board meeting of the year
- 5. Audit Project Team to consist of a total of three (3) members, including the President Elect as Chair, one (1) Past President and two (2) non-Governing Board members in good standing
- 6. President, President-Elect, and Treasurer shall have signature authority on the checking account.
- 7. Two signature(s) are required on every check written from the Network checking account, no matter the amount.
- 8. Each year, in December and prior to the first Governing Board meeting of the year, the signatory members on the checking account shall make arrangements to change over the checking account to the new officers. This will require a copy of the minutes of the election meeting showing duly elected officers and a letter of certification. The letter of certification shall have only the President, President Elect and Secretary named as signers.
- 9. Reimbursement for expenses are considered approved if included in the budget, subject to receipt of expense report and receipts.
- 10. Any expenses exceeding approved budget must be submitted within two months after

they are incurred (or the end of the year, whichever is earlier) to the Governing Board and approved prior to reimbursement.

Income:

1. Cash receipts, checks and credit card receipts for all Network Meetings/Events are to be verified by at least two persons and witnessed by signature
2. Deposits are to be made directly by the Treasurer or member assigned to this task with the verification of funds filed for audit purposes
3. Deposits are to be made within three (3) business days after the event or network meeting
4. Direct deposits from online services used for registration purposes are to be confirmed for every Network Meeting/Event
5. Donations from National Affiliates and Strategic Partners, i.e. 50/50, gift baskets for drawings, are to be noted on event report
6. Event/Meeting Reconciliation form is to include the following information:
 - a. Cash received
 - b. Donations received
 - c. Credit Card charges & fees
 - d. Online Registration & fees
 - e. Number of Members attended
 - f. Number of non-members attended
 - g. Number of New Members joined
 - h. Number of New Strategic Partners
 - i. Any cash expenses paid out of funds received are to be included/noted on report with signature of person authorizing expense and line item indicating where to charge the cost

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Expenses:

1. Expenses are paid only as approved budget and cash flow allow.
2. Speakers that provide value to the members and contribute to their business skills shall be given preference and the Network will adequately budget for their anticipated fees.
3. Expenses are to be attached to an Expense Reimbursement Form and submitted within forty-five (45) days with accompanying receipts to the President for approval. President's expenses are to be approved by the President-Elect or Secretary
4. Expenses submitted more than forty-five days after a meeting/event will not be reimbursed without Governing Board approval.
5. President, President-Elect and Treasurer shall have signature authority on the Network checking account.
6. Expenses can be reimbursed by line item up to the amount in the approved budget. Any expenses over budget must be approved by the Governing Board pursuant to a motion made and recorded in the minutes for audit purposes; in addition, a separate motion form may be completed as back-up file for Audit.
7. No funds are to be advanced without Governing Board approval with the exception of Per Diem.
8. Per Diem shall be paid to board members attending conferences and is to be paid by check 48 hours in advance of travel. The per diem rate if travel is not required is \$55/day. The per diem rate if travel is required is \$100/day.

9. Any prepaid expense, including those charged on a Network Credit or Debit Card, if used, are for hotel, airfare and registration fees. If an expense is prepaid and not used and cannot be refunded, the member for which the charge was incurred is to reimburse the network within 10 days of the charge being incurred
10. If member misses State or National event and expense was paid in advance, full reimbursement back to the board is required within y (30) days unless reimbursement is excused pursuant to Governing Board approval.

Network Credit or Debit Card:

1. One member of the Governing Board Team is assigned use of the credit or debit card and the assignee is noted in the minutes as responsible.
2. Charges can be used for hotel reservations, rideshare to/from airport, airfare and/or event fees for State and National meetings or local event fundraising meeting space.
3. Charges exceeding \$50.00 require Governing Board approval in advance
4. Receipts for any charges made are to be sent to the Treasurer within 24 hours with description of charges noting which member used for
5. Debit/credit card may be used in lieu of per diem if per diem is not paid prior to travel, not to exceed the daily per diem amount; an expense report must still be submitted and itemized in Quikbooks as per diem payout.

Travel Guidelines:

1. Priority for travel expenditures is given to President, then President-elect, then Program Director, Membership Director, Secretary, Treasurer, and then to other Members identified by the Board as potential incoming Governing Board members

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2. Priority for the Fall State Meeting is for incoming President and other incoming Officers to attend State Orientation.
3. Members planning travel other than those noted above are to apply to the Governing Board sixty (60) days prior to travel dates to confirm funding.
4. Those who travel at Network expense are expected to attend the entire meeting, unless ill, and may be asked to share what they learned to the membership as to increased business skills and/or Network business and operations.
5. Travel Expenses reimbursed for State or National meetings as follows:
 - a. Airfare at coach rate: reservation made at least _____ days in advance of the event
 - b. Lodging/Hotel/Internet: 100% covered with double occupancy. If member decides to have private room only 50% will be reimbursed. Not to exceed negotiated rate provided by Women's Council/C.A.R./N.A.R.
 - c. Cost for parking, shuttle, and transfer fees: 100% reimbursed
 - d. Mileage: to and from airport reimbursed at prevailing IRS rate
 - e. Travel tips: reimbursed not to exceed \$40/per travel day
 - f. Registration: reimbursed at 100% early-bird rate
 - g. Installation Fees: reimbursed at 100% of cost
 - h. Personal time: No reimbursement for hotel is given if attendee is going early or staying late after an event for personal reasons, not including classes taken for educational purposes. Attendee may be reimbursed for lodging the day before if meetings begin in the morning.
 - i. Per diem: Limited up to \$100 per full day of attendance and \$50 per travel day.

- j. Leadership Academy: President-elect is required to attend Leadership Academy. Network to reimburse attendee as per above
- k. Travel expenses are to be detailed on an Expense Report with appropriate receipts and submitted to the President for approval

Network Meeting Reservations:

- 1. Meal charges to members and non-members are set by the Governing Board and recorded in the minutes
- 2. Reservations once made are NOT to be refunded
- 3. Treasurer is responsible for billing any unpaid reservations within 5 days of the event/meeting
- 4. Members attending a function shall pay the designated fee even if not eating
- 5. Anyone attending a ticketed function without a reservation shall be accommodated on a space available basis only
- 6. Speakers receive a complimentary meal for their contribution.
- 7. National and State Officers when attending in official capacity receive a complimentary meal.

Courtesy Policy:

- 1. In case of death or severe illness of a current Women’s Council member and/or Strategic Partner, Secretary may contribute an appropriate memorial of small gift/donation not to exceed \$100. In the case of a family member of a current Women’s Council member and/or Strategic Partner, the gift/contribution is not to exceed \$50
- 2. Current member in Good Standing is a member whose dues are paid in full and is on the National Roster

Awards and Recognition:

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- 1. Network Awards:
 - a. Realtor of the Year, plaque or certificate cost not to exceed \$_____
 - b. Affiliate of the Year, plaque or certificate cost not to exceed \$_____
 - c. Partner of the Year, plaque or certificate cost not to exceed \$_____
 - d. Entrepreneur of the Year, plaque or certificate cost not to exceed \$_____
- 2. Network Education Scholarship (if applicable)
 - a. Applicants must be a National REALTOR® or National Affiliate Member for at least six months
 - b. Applications must be submitted within sixty (60) days of course completion and accompanied by certificate/proof of completion and proof of payment
 - c. Network to reimburse up to the actual cost of the class not to exceed \$_____
 - d. Reimbursements apply to:
 - i. Education courses and college courses for either provisional Broker’s license required to renew a real estate license or obtain a Broker’s license if given for CE credits
 - ii. Any Performance Management Networking courses
 - iii. C.A.R. or N.A.R. sponsored designations
 - iv. Other courses certified and offered by Women’s Council of REALTORS®
 - e. Member of the _____ may be selected by the Governing Board or a Project Team dedicated to recognizing contributions by local members at any

given time

IV. STRATEGIC PARTNERS – SEE NETWORK ADDENDUM

V. COMMUNICATION AND MARKETING

1. Generally, notifications are to be sent via Outstand CRM.
2. Budget, By-Laws and Standing Rules are to be posted on the Network website.
3. Program Director to update Network website with photos and/or topics for upcoming programs.
4. General Reporting
 - a. President and President-Elect: submit best programs to State Secretary by required date, generally mid-year and year end
 - b. Secretary: Officers elected and appointed for the following year are to be reported to National by November 1 each year
 - c. Secretary: Standing Rules to be reviewed once a year and appropriate changes made
 - d. Secretary: Submit annual audit report to State District Governor once completed by President-Elect and Audit Committee. Should take place in fourth quarter
 - e. Treasurer: Responsible for filing taxes in a timely manner, due May 15, each year
 - f. Treasurer: Submit all reports, files, check book and any other required documents needed for annual audit
 - g. Program Director: Develop 30-90 marketing plan to publicize programs, industry events.
 - h. Program Director or Media Project Team: Responsible for updating LinkedIn, flyers, Facebook, newsletter, Eventbrite, local website(s), blogging, & local association
 - i. Electronic or cloud storage shall be developed and used to store past data and keep current financial and documents available to Governing Board and Project Team members.

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VI. TRANSITION

1. There shall be a retreat scheduled in the last quarter of the year to facilitate business planning, including annual calendar, membership goals and program dates and speakers for the coming calendar year
2. Installation of New Officers is to be scheduled in November or December to honor the outgoing team and introduce the incoming team
3. Outside of the Retreat, at the discretion of the incoming President, a two-hour window will be made available for outgoing Officers and Project Team Leaders to meet with incoming leaders filling positions in the following year to pass on hard copy and/or verbal instructions to establish consistency and transparency from year to year

ADDENDUMS TO STANDING RULES ON FOLLOWING PAGES

ADDENDUM

SUGGESTED GOVERNING BOARD MEETING AGENDA

1. Allow 1 hour (more time if needed)
2. Start and End on Time
 - a) President calls meeting to Order
 - b) Welcome and introductions
 - c) Read mission statement
 - d) Approve previous Governing Board meeting minutes, provided 10 days prior to meeting by Secretary.
 - e) Review and approve agenda
 - f) President update:
 1. Assigned Project Team Reports reviewed/filed

2. Due Dates/Accountabilities to State and National
3. Candidate Review Team (when applicable)
4. Reminder of next Governing Board meeting date
5. Any other business needed to be addressed
- g) President-Elect update:
 1. Assigned Project Team Reports reviewed/filed
 2. Annual Report update
- h) Secretary update:
 1. Assigned Project Team Reports reviewed/filed
- i) Treasurer update:
 1. Report of financial status, includes bank account balance, reports from previous meeting or event, and any other financials or budget matters
 2. Any outstanding expenses
 3. Assigned Project Team Reports reviewed/filed
- j) Program Director update:
 1. Assigned Project Team Reports reviewed/filed
 2. Upcoming programs
 3. Past program evaluations
 4. Recommendations to submit programs to State (twice a year)
 5. Attendance ratios
- k) Membership Director update:
 1. Assigned Project Team Reports reviewed/filed
 2. Membership update to Goals
 3. Names of New Members and Strategic Partners announced
 4. Review of planned Mixers and New Member Orientation
- l) President closing remarks
- m) Meeting Adjourned

ADDENDUM

SUGGESTED NETWORK/INDUSTRY EVENT AGENDA

1. Program duration 1:30 to 3 hours
2. Start & End on Time
 - a) Registration/Intentional Networking 11:30am - 12:00pm
 - b) Lunch Served 12pm
 - c) Program 12pm – 1:30pm
3. Welcome and Introductions 2-3 minutes
4. Pledge 3 minutes
5. Inspiration 3 minutes
6. Strategic Partner Recognition 5-10 minutes
7. Introduction of

Speaker 2 minutes

8. Speaker 12:20pm – 1:20pm a) Speakers or Panel/Workshop

1. 45 – 70 minutes

2. Add 30 minutes or more if have a large industry event and allow time accordingly

9. State Line Officer* 5 minutes

10. Giveaways & Announcements 1:20pm – 1-30pm 11. Meeting adjourned

Note: State and National Line Officers, if invited to attend and are not the main speaker, should be allowed 15-20 minutes to speak as a general rule.

ADDENDUM

STRATEGIC PARTNER AND SPONSORSHIP OPPORTUNITIES

[Insert]

TWO-THOUSAND TWENTY

STRATEGIC PARTNER SPONSORSHIP OPPORTUNITIES



AS A
STRATEGIC
PARTNER
OUR
NETWORK
GIVES YOU A
PLACE TO BE

VISIBLE AND CONNECT! VISIBILITY FOR YOU

We understand the importance of being in front of others and having opportunities to connect.

Here are a few ways you can utilize our network and our events to build your business.

NETWORKING SOCIAL MEDIA

CONNECTIONS VIDEO & LIVE STREAM

NETWORKING

Volunteering at events offers the highest rate of return for our strategic partners. Whether you sponsor, volunteer or attend, the more areas

you show up in, the more your brand recognition will grow.

SOCIAL MEDIA

We love to recognize our strategic partners when they join, on their birthday, when they refer an agent or when they sponsor, volunteer or participate in one of our events. This third party credibility can help you grow your brand and your reach.

CONNECTIONS

Are you good at connecting but you need more experience doing it in front of groups? Take our flyers with you on the go and present our events at meetings, broker previews, caravans and industry events. As you plug and share, you're sure to connect!

VIDEO & LIVESTREAM

In 2019 we began interviewing our Strategic Partners and we are ready to elevate our skill sets in 2020! Our events will now offer live feed to paid participants. The live feed video will be uploaded the following year on our YouTube channel for continued exposure.



OUR
CALENDAR
AT A
GLANCE
OFFERS A
QUICK
SNAPSHOT

OF OUR PLANS FOR THE YEAR AHEAD.

INDIRECTLY MARKET YOURSELF THROUGH OUR

STRATEGIC MARKETING

ONCE OUR EVENT VENUE IS CONFIRMED AND THE DATE IS SET, OUR EVENT IS POSTED ON FACEBOOK & EVENTBRITE.

AS A STRATEGIC SPONSOR WE'LL PROMOTE YOUR PARTICIPATION, SPONSORSHIP AND TIME WITH OUR SOCIAL MEDIA SHARES. THINKING ABOUT JUST SPONSORING AN EVENT? EVENT SPONSORS RECEIVE RECOGNITION AS WELL WITHOUT HAVING TO JOIN IF THERE ARE ANY SPONSORSHIPS AVAILABLE. (STRATEGIC PARTNERS RECEIVE FIRST RIGHT OF REFUSAL TO SPONSOR EVENTS).

OUR SCHEDULED AND TIMED MARKETING PACKAGES ARE DESIGNED TO FILL THE SEATS AND OUR EVENTS ARE WELL ATTENDED!

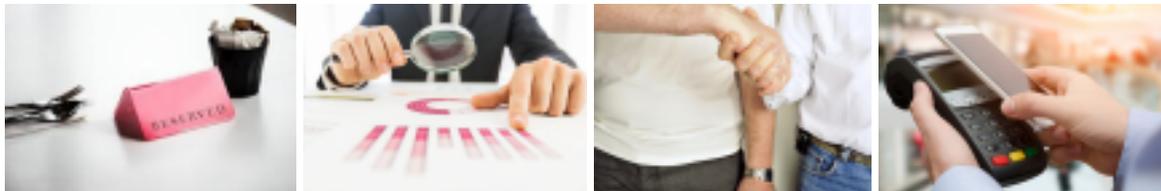
THE MORE YOU LIKE, SHARE OR COMMENT ON OUR POSTS, YOUR EXPOSURE INCREASES AS DOES OURS.

WITHIN OUR NETWORK, OUR KNOWLEDGE OF NEW TOOLS AND PRODUCTS TO USE IN YOUR BUSINESS ARE ALWAYS EXPANDING!





WE'RE COMMITTED. WE JUST NEED YOU!



REVIEW

AS AN AFFILIATE YOU CAN JOIN OUR NETWORK FOR A \$200 FRIENDSHIP FEE.

THIS ENSURES FIRST RIGHT OF REFUSAL ON ALL SPONSORSHIP OPPORTUNITIES.

REVIEW THE SPONSORSHIP OPPORTUNITIES.

RESERVE

ONCE YOU'VE SELECTED THE EVENTS YOU WISH TO SPONSOR, THE NEXT STEP IS TO RESERVE YOUR SPOT!

COMMIT

WHILE A PAID SPONSORSHIP WILL OFFER YOU INDUSTRY RECOGNITION, IT'S TRULY

THE COMMITMENT TO VOLUNTEER AND SERVE AT OUR EVENTS ALMOST GUARANTEES YOUR HIGHEST ROI.

DON'T JUST SPONSOR, COMMIT TO A HIGHER ROI AND VOLUNTEER

SECURE

SPONSORSHIPS CAN BE PAID VIA EVENTBRITE, CREDIT CARD OR CHECK.

CREDIT CARD AND EVENTBRITE FEES

MAY APPLY

EMAIL

EMAIL US YOUR CONTACT INFORMATION AND A HIGH RESOLUTION JPG OR PNG OF YOUR:

**LOGO
HEADSHOT**

THEN LET US KNOW WHAT YOU'RE INTERESTED IN SO WE CAN KEEP OUR

REQUESTS SPECIFIC TO YOUR PREFERENCES

BOARD MEMBER

- MARKETING DIRECTOR
- SOCIAL MEDIA MANAGER
- SPONSORSHIP COORD.
- EVENT VOLUNTEER
- ASSISTANT SECRETARY
- ASSISTANT TREASURER NEW
- MEMBERSHIPS
- MEMBER RETENTION
- STRATEGIC PARTNER RET.



LUNCH SEMINARS

BREAKFAST AT TIFFANY'S

SPEAKER PANELS

EVENT ASSIST

REALTOR SAFETY

WINE NOT BUS TOUR

ONE DAY

COACHING EVENT

KEGS & CORKS

COSTUME BOWL

UGLY SWEATER

MIXER

DOOR GREETER

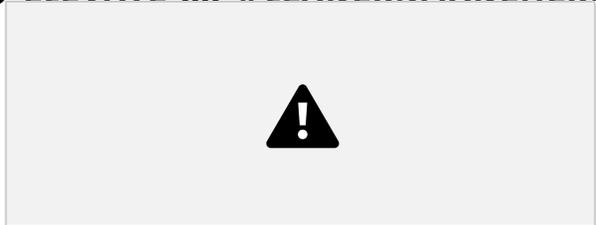
CHECK-IN TABLE

50/50 OR RAFFLE SALES

AUCTION/BASKET COORD.

EDUCATE, COLLABORATE, CULTIVATE AND ELEVATE #LEADERSMADEHERE

STRATEGIC PARTNER
REQUEST FORM



Let's Get Strategic!

YES! I NEED EXPOSURE!

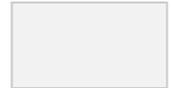
Join us as a **Strategic Partner** and **choose your marketing** options a la carte.
When our event details are finalized and ready for marketing,
you'll have first right of refusal for sponsorship levels and participation.

social media marketing, marketing materials inside new member orientation folder and in swag bags.

\$200

TEACH A CLASS

Dates available are: the first Tuesday of every month from 11:30am - 1:00pm. Please check with our events director for flexibility on dates. **MODERATE A PANEL**



\$150

Moderate our Tails from the Attic or Can You Insure Me Now panel for added exposure!

\$100

SPONSOR A POWER LUNCH!

Available for lunch seminars and board meetings only. If you need a list of caterers please visit our Facebook page under photo albums.



\$50

CONFERENCE SPONSORSHIP

Do you have a dynamic agent that you feel would benefit from leadership and you'd like to donate money directly on their behalf to attend one of our local meetings this year? Buy them a ticket, attend the event with them and build a long lasting connection! We'll announce your sponsorship at our next event and on our social media!



\$500



\$100-300 \$25-50

NEW MEMBER/EVENT SWAG BAG

Tote bag will include your logo on the outside, as well as your marketing materials on the inside. small logos are 100, larger logos \$300 (circle one) Bags will be used at events throughout the year and provided to new members upon signing up.

ANNUAL STRATEGIC PARTNERSHIP FEE

Go from being an affiliate to a Strategic Partner and let us help you with a strategy to connect and build with agents. Incl. first pick at event sponsorships, logo on all print and

NEW MEMBER THANK YOU

CARDS New members will receive a resource kit that

includes thank you cards for their clients. Your logo, small or large, will be displayed on the thank you cards for the agents and the clients to see!



STRATEGIC PARTNER CREDIT CARD AUTH FORM



STRATEGIC PARTNER ANNUAL FEE

COMPANY NAME

Strategic Partner

Returning
\$ 200

COMPANY ADDRESS

Renewal

OCWomensCouncil@gmail.com or call 949.478.1064 and someone will get back to you within 24 hours.

COMPANY CITY, STATE, ZIP CONTACT NAME

As a Strategic Partner this credit card authorization is for the basic Benefits of Becoming a Strategic Partner. Your logo will be placed on all marketing materials throughout the year and you'll be the first to know when new sponsorship opportunities are available.

CONTACTE-MAIL ADDRESS CONTACT PHONE

For a la carte pricing and reservations please complete the Strategic Partner Application form and return. A member of the board will reach out to you for completion.

SIGNATURE

*Please fill out the request and credit card authorization forms and email to

PAYMENTS CAN BE MAILED TO: WOMENS COUNCIL OF REALTORS, PO BOX 7633, HUNTINGTON BEACH

CA 92615 CREDIT CARD AUTHORIZATION

CREDIT CARD NUMBER EXPIRATION DATE / CSV

BILLING ADDRESS

SIGNATURE OF AUTHORIZED USER

SERIAL TAXPAYER ID: 33-0617632

AUTHORIZED USER

BILLING CITY, STATE, ZIP

AUTHORIZED AMOUNT TO BE CHARGED

CLICK HERE
WITH YOUR
CELL
PHONE

CAMERA
FOR
TICKETS

2020



BOARD OF DIRECTORS

After 19 years in the industry, Jessica brings a wealth of knowledge

PRESIDENT

and experience that she hopes will enhance the relationships

between strategic partners and real estate agents.

JESSICA N GRIFFITH

714.603.8010

jessica@attorneyreferred.com

PRESIDENT-ELECT

LEAH HALL



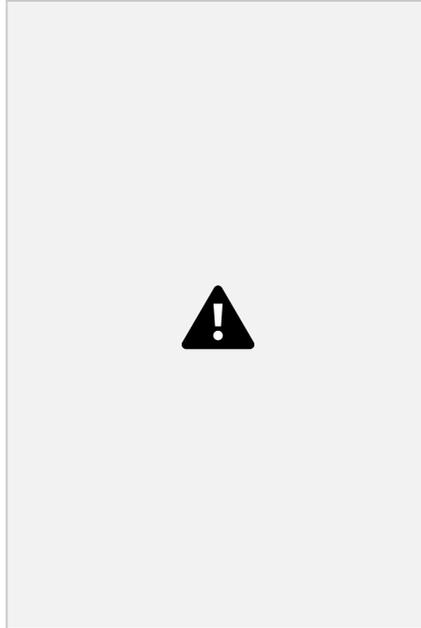
310.980.0752

leah@luxerandi.com



TREASURER

JAN KANE



714.397.6297

kanerealtor1@gmail.com **EVENTS DIRECTOR**

educate and support other aspiring leaders in the real estate field. She has a distinct appreciation for continued learning, growth and personal development

"I am hoping to build long-lasting relationship with leaders in my profession. To surround myself with those who strive for excellence and live with integrity" - Leah Hall

Known as the "Singing Realtor" Barbara not only performs in a professional chorus, she's organized and thorough. After a 15 year career at Northrup Gruman, she chose to lean into real estate as her second career and it's quite obvious that she has found her calling.

With 20 years of corporate project management experience and an MBA in Finance it's no surprise she is celebrating her 10th year as a Real Estate Professional and joining Women's Council will compliment her love of learning and training others.

Truly passionate about business and helping clients, Jan is not afraid of hard work. Putting the needs of the clients above her own, Jan is an incredible referral source for an agent you can trust. Hence, the title treasurer!

"Once you have a clear vision of what you want your business to be, then the real work begins. At Women's Council of Realtors, I you'll find all the tools you need to build your business into a lead generating machine. Are you ready to be a CEO?"

With 17 years experience in running one of the largest independent brokerages in Huntington Beach, Mary Ann brings a keen eye for business models, structure and organization to the network.

Dedicated to helping others succeed, Leah brings a desire to

MARY ANN CARDULLO

714.608.7727

passion for having a balanced life filled with fun and growth. people

maryanncardullo@firstteam.com

"I bring a desire to elevate our industry by bringing our real estate community together through events that are value driven. A true And gratitude to have the opportunity to be surrounded by

who also want to help others and strive for growth." Mary Ann Cardullo, First Team Real Estate

brandi.zamora@fnf.com

Brandi understands the importance of putting family first while still providing an excellent level of service. She is one of the first to ask questions, present solutions and demonstrates collaboration through her team oriented approach.

MEMBERSHIP DIRECTOR BRANDI

ZAMORA 562.805.0221

"I hope to make new connections and share ideas" Brandi Zamora

ADDENDUM

NETWORKING ACTIVITIES TEMPLATES

[Insert]

ADDENDUM

CANDIDATE REVIEW PROJECT TEAM PROCEDURES

[Insert]

[Insert]



2020 Name: Position:

Address/City/Zip: Name of Event:

Phone: Dates of Event:

Email: Date Requested: Amount

Date Description of Expense Receipt Attached
Requested

Total: \$0.00

Your request for reimbursement must be made within 45 DAYS from the date of the expense to qualify for reimbursements. You must include a copy of the receipt and description. **REIMBURSEMENT! Mileage to be reimbursed at IRS rate of .58/mile or gas receipt is acceptable. Any expense reimbursement request not made within 45 DAYS will be subject to next meeting.**

Send Expense to: ocwomenscouncil@gmail.com

Authorized By:

Date Paid: /

ADDENDUM

AUDIT FORMS

[Insert]

- Audit Forms - Checklist, Items for Review, Project Team and Reports

