

Women's Council of Realtors – Officer Responsibilities (from Leadership Policies and Procedures Manual)

Local Chapter President

The President of a Chapter is a REALTOR® or REALTOR-ASSOCIATE® elected by the Chapter membership to be its authorized leader.

Major responsibilities:

- Presides at Governing Board and Chapter meetings.
- Appoints all committees, except Nominating Committee, subject to the approval of the Governing Board.

General responsibility to have knowledge of:

- Local Chapter bylaws and standing rules.
- WCR structure and history.
- *Robert's Rules of Order (Newly Revised)*.

Specific responsibilities to the Local Chapter:

- Disseminates applicable materials and information to officers/members.
- Issues an invitation early in the year to the State WCR Governor to make an official visit to the Local Chapter.
- Ensures that Chapter activities are not in conflict with Local Board of REALTORS® activities.
- Coordinates officer and committee activities and responsibilities.
- Makes certain Chapter bylaws are up to date and amendments reported to the national WCR office.
- Attends Local Chapter President sessions at Midyear and Annual Conference and learning lab sessions at Midyear Meetings.
- Schedules meetings in accordance with the Chapter bylaws and standing rules.
- Follows the Chapter Meeting "Order of Business" as outlined in this *Leadership Policy & Procedure Manual*.
- Cooperates with requests from the State Chapter President, State Governor, Regional Vice President and national WCR office.
- Assures that the Chapter's votes are cast by the Voting Delegate or Alternate at the national Annual Business Meeting. The Local Chapter Delegate shall be the President in good standing of the Local Chapter or another member, who shall be an Active member in good standing of the same Local Chapter, designated in writing by the President.

Working with the REALTOR® Board's Executive Officer (NorBAR)

One of the most critical tasks you will have during your term as Local Chapter President is establishing a strong rapport with your Local REALTOR® Board or Association. The simplest way to assure ongoing cooperation is by communicating with the Executive Officer (EO). The EO can help you reach local officers, committee chairs, staff and much more! If your EO feels WCR has value to offer the members of your Board, you'll find their assistance will make your year flown much more smoothly. The help they can give is invaluable.

1. Invite EOs to be speakers at Chapter meetings.
2. Provide EOs with complimentary passes to WCR sponsored education courses.
3. Hold Chapter Governing Board meetings at the Local Board of REALTORS® office instead of at a restaurant, etc., to provide more visibility for WCR at the Board level.
4. Remember to follow protocol (i.e., follow Board's chain of command).
5. Executive Officers can be national members of WCR. Offer them a complimentary WCR membership.
6. At national meetings, find out what successful methods other Chapter Presidents have used.

Local Chapter President-elect

In the absence of the President, the President-elect (a REALTOR® or REALTOR-ASSOCIATE®) presides at all meetings and performs the necessary duties of the office. The President-elect automatically succeeds to the presidency the following year. The main role of the President-elect is to prepare for presidency. This includes assisting the President. Preparation includes:

- Attend Leadership Academy. No other action helps you more, because the Academy helps volunteer leaders plug into the WCR national network sooner and more effectively. For peer support and for referrals.
- Review the President's sections of this manual.
- Read the WCR History pages at the front of this manual.

- Visit WCR.org and review the national Strategic Framework 2006. This is located in The Member Center on the WCR Web site.
- Locate and review the Local Chapter's Bylaws.
- In the fall, and in collaboration with the Chapter's entire incoming leadership team, completes the Chapter Business Plan using the WCR Annual Report (Chapter Business Plan and Chapter Excellence Awards) form.

Local Chapter Vice President of Membership

An elected office of the Local Chapter. Individual must be a REALTOR® or REALTOR-Associate®. Oversee all membership activities. Accountable for the recruitment, retention and recapturing membership efforts of the chapter.

- Responsible for the implementation and follow-through on the national membership marketing campaign when one is in effect.
- Establish Local Chapter membership goals in coordination with the Local Chapter President and Governing Board.
- Communicate membership goals and organize Chapter effort to achieve goals.
- Monitor membership reports received from National WCR for accuracy and follow-up on any discrepancies.
- Report to National WCR any corrections, changes (i.e. telephone, address) to member information.
- Some duties may be delegated to the membership chairman when the chapter has chosen to have one, however, the ones listed above should not be delegated.
- Materials needed are adequate supply of WCR Membership Applications and a *Leadership Policy & Procedure Manual*.

Local Chapter Secretary

The Secretary takes the minutes of each Chapter meeting and each Governing Board meeting. When writing the minutes, record what was done, not what was said (e.g. "After discussion, the motion was approved.").

Original copies of all minutes should be kept in a permanent Chapter minutes book, and one copy of each shall be sent to the WCR Chapter President, President-elect, State Chapter President and State Governor.

The Secretary is responsible for notifying the National WCR office of names and addresses of newly elected officers of the Chapter as soon as elected, but no later than November 1. Failure to report officers is grounds for disbanding the Chapter.

MINUTES – general information always to be included:

- Name of Chapter, committee which is meeting (in caps), whether regular or special meeting.
- Date, hour and place.
- Name of presiding officer or chairman.
- Roll call, plus statement that number of members present constitute a quorum (provided it does).
- Pledge of Allegiance and Inspiration.
- Introduction of new members, if any.
- Approval of minutes of last meeting "as mailed or emailed" or "as posted" (Internet). The National WCR no longer recommends reading the minutes aloud; this is not a good use of the members' time. Approval is by majority vote.
- Treasurer's report should be accepted and placed on file.
- Committee Reports.
- Unfinished business.
- New business.
- Election, if any.
- Next meeting: time and place.
- Adjournment and time.

Local Chapter Treasurer

- The Treasurer has custody of the funds of the Chapter and makes disbursements as may be directed by the President or Governing Board. It is suggested that a bond be obtained for an appropriate amount.
- Records are kept in an account book showing all receipts and disbursements. Treasurer's report should be available at all regular Chapter meetings.
- Reviews association expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- Ensures that regular financial reports are submitted to the Governing Board and presents an annual financial report to the membership.
- Submits the financial accounts of the association to an annual independent audit (usually a group of members).
- Performs other duties assigned by the President.
- Gives receipts for collection of cash, keeps copy of transaction for Chapter's permanent records.
- Prior to the end of the term of office, books of the Treasurer shall be audited by a committee appointed by the President. The Treasurer and Auditing Committee Chairman shall arrange a time to meet so that the records can be audited. Schedule this meeting no later than two weeks prior to the following month's Chapter meeting.
- The National WCR office must receive notification of Chapter dues changes by October 31 in order for the change to be included in the dues billing for the following year. All dues changes become effective January 1 of the following year. Membership renewal notices are printed and mailed in November. Chapter bylaws must also be changed and re-approved.