

# POSITION

# State Network President

## 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, Bylaws and Standing Rules
- 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
- Is a member of 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 four years
- Must be a past local network President
- Must have served as State First Vice President or Treasurer
- PMN designation required
- Attended a minimum of three National meetings in the last three 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
- Familiar with navigating wcr.org

**POSITION****State Network President-Elect****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

**Important Relationships – INTERNAL**

- President
- Governing Board
- Local network presidents-elect
- Project Team leaders (as appropriate)
- Leadership Identification & Development 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 three years
- Must be a past local network President
- Must have served as State First Vice President or Treasurer
- PMN designation required or a candidate to receive during elective service year
- Attended a minimum of two National meetings in the last three 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
- Familiar with navigating wcr.org

<b>POSITION</b> State Network First Vice President
--

**General Oversight/Scope of Duties:**

Oversees local network support initiatives. Manages key State Network governance processes, such as elections, records maintenance, proper reporting and State Network compliance with all state and federal laws and regulations impacting 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
- Understands local and state bylaws and state standing rules
- Maintains State Network bylaws and oversees updates as necessary
- Ensures accurate minutes are taken of State Network meetings and elections
- 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
- Attends all State meetings

**Important Relationships – INTERNAL**

- Governing Board
- Nominating Committee
- Local network First Vice Presidents
- Project team leaders (as appropriate)
- Support State Line Officer Team as needed

**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 three years
- Must be a past Local Network President
- Must have served on state network committee or project team
- PMN designation encouraged

Note: PMN designation will be required to serve as President and President elect

**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
- Familiar with navigating wcr.org

## **POSITION** State Network Treasurer

### **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
- Uses and understands BillHighway
- 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
- Attends all State Meetings

### **Important Relationships – INTERNAL**

- Governing Board (regular reporting)
- Budget and Finance Committee
- Local network treasurers
- Strategic Partners
- Project Team leaders (as appropriate)
- Support the State Line Officer Team and membership

### **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
- Must be a past Local Network President.
- Must have served on state network committee or project team
- PMN designation encouraged

Note: PMN designation will be required in other State Officer positions

### **Ideal Skills/Experience**

- Bookkeeping/accounting background and/or related experience
- Planning and organizing skills
- Communication skills
- Operating as part of a team
- Familiar with navigating wcr.org

## **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
- Understands local and state bylaws and state standing rules
- 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
- Attends all State and National meetings
- Is a member of the National Governing Board
- Attends National Women's Council Network 360
- Identifies potential new local networks and follows established procedures to initiate process
- 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
- Support the State Line Officer Team and Local Networks

### **Important Relationships – EXTERNAL**

- None

### **Criteria/Qualifications**

- Is a REALTOR® member in good standing
- Has served as a local network President and has an understanding of the current local network minimum standards
- Has served as State Line Officer within the last 2 years
- Attended two National meetings in the last three years

Additional requirements in states with a State Network:

- Has knowledge of the current roles and responsibilities with a State Network

### **Ideal Skills/Experience**

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

- Has served on the State Network Governing Board in a capacity other than Local Network President (e.g., Leadership Team member, Leadership Identification & Development Committee Chair, Candidate Review Team Chair, etc.)

Preferred qualifications:

- Has attended leadership training programs (any credible source)
- Has attended conflict resolution / mediation training (any credible source)
- Holds the PMN designation
- Has attended network operations session at National meetings in the last 12 months

*revised 2023*

<b>POSITION</b>	<b>District Vice President (large states only)</b>
-----------------	--

**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
- Attends all State Meetings

**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
- Must be a member of Women's Council for at least three years
- PMN designation encouraged
- Must have served on a State Committee or Project Team

**Ideal Skills/Experience**

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