



Women's Council *of*
REALTORS®

Texas

2018 POLICY & PROCEDURE
MANUAL

2018 EXECUTIVE COMMITTEE
WOMEN'S COUNCIL OF REALTORS® TEXAS

TABLE OF CONTENTS

1. Officers

- 1.1 President**
- 1.2 President Elect**
- 1.3 Treasurer**
- 1.4 Secretary**
- 1.5 Governor**
- 1.6 District Vice President**
- 1.7 Parliamentarian**

2. Committees

- 2.1 Executive**
- 2.2 Presidential Advisor(s)**
- 2.3 Standing**
 - a. Bylaws and Standing Rules**
 - b. Education and Programs**
 - c. Finance and Budget**
 - d. Leadership Identification and Development**
 - e. Marketing**
 - 1. Communications**
 - 2. Newsletter**
 - 3. Technology**
 - f. Membership**
 - g. Nominating**
 - h. Strategic Planning**
- 2.4 Special**
 - a. Affiliate Member of the Year**
 - b. Audit**
 - c. Credentials**
 - d. Entrepreneur of the Year**
 - e. Hospitality**
 - f. Investments**
 - g. Member of the Year**
 - h. Past Presidents**
 - i. Strategic Partners**
 - j. Ways & Means**

3. Expense Reimbursement

- a. President, President Elect, Treasurer, Secretary, and Parliamentarian**
- b. Governor**
- c. District Vice President**
- d. National Participants**
- e. National Officers and National Officer Candidates**
- f. Committees**

4. Appendices

4.1 Forms

- a. Affiliate of the Year Nomination Form**
- b. Alternate Credentials Proxy Form**
- c. Business Plan Template**
- d. Community Leadership Award Application**
- e. Confidentiality Agreement**
- f. District Vice President Reporting Form**
- g. Entrepreneur of the Year**
- h. Funding Disclosure**
- i. Governor Reporting Form**
- j. Member of the Year**
- k. Officer Visit Request Form**
- l. Past Presidents Scholarship Application and Guidelines**
- m. Reimbursement Form**
- n. Strategic Partner Forms**
- o. Team Commitment**

4.2 Credentials Manual

4.3 Strategic Plan

1.Officers

1. Officers shall perform all duties set forth for them in the Bylaws, Standing Rules and this Procedure Manual.
2. Submits written reports to Executive within 30 days after meetings, conferences and visits.
3. Should attend Texas Association of REALTORS® welcome reception, installation, regional caucus and committee meetings that do not conflict with Women’s Council activities.

1.1. President

- a. Presides with a well-planned agenda at regular and special meetings of the Governing Board and at all regular and special meetings of the Network.
- b. Appoints each Committee Chairman, except the Nominating and Strategic Planning, subject to the approval of the Governing Board. These appointments shall be made at the Fall Meeting for the upcoming year.
- c. Coordinates all the business and affairs of the Network.
- d. Serves as an ex-officio member of all committees except the Nominating Committee.
- e. Attends all National Women’s Council of REALTORS® meetings and serves as a voting member of the National Governing Board.
- f. Communicates all correspondence and materials received from National Women’s Council of REALTORS® office, including National Meeting reports, and keeps the Officers and Committee Chairman informed of communications that are applicable to their duties throughout the year.
- g. Furnishes each Officer and Chairman copies of the Bylaws and Standing Rules, and a copy of their duties as outlined in the Procedure Manual. Notifies each Local President of election voting procedures, of the number of weighted votes for their Network, and of the deadline for Credentials to be returned to the Credentials Chairman. Provides Credentials Committee with number of voting cards and ballots at least 30 days prior to Governing Board Meetings. Appoints a Past President or prior Credentials Chair to oversee counting of election ballots.
- h. Presents Nominating Committee report in writing to the general membership at least thirty (30) days before the election meeting.
- i. Sends Certificate for voting Delegates to each Local President after receipt of the most recent National Membership report.
- j. Provides the financial institution, not later than December 15 of the year preceding their term of office, all information required to be signatory for the accounts.
- k. Signs the prepared tax return for the year served as President.
- l. Assigns Executive Officers as liaisons to Standing and Special Committees.

1.2. President Elect

- a. In the absence of the President, presides at all meetings and performs the necessary duties of the office.
- b. Makes recommendations to the President for Vice Chairmen of all the Committees.
- c. Organizes the Officer’s Training and the Annual Membership Orientation.
- d. Assists the President as needed.
- e. Provides the financial institution, not later than December 15 of the year preceding their term of office, all information required to be a signatory for the accounts.
- f. Requests and receives Local Networks announcement of meeting topics, Bylaws, Standing Rules and organization chart from Local Presidents Elect and uploads to folders in the State online storage file.
- g. Monitors status of Local Network uploads to folders in State online storage file of Monthly Programs for Business Resource Meetings (Annual Report).

- h. Submit hotel contract and budget for orientation to the Finance and Budget Committee no later than January 15th for review and approval before the President signs the contract.

1.3. Treasurer

- a. In the absence of the President and President Elect, presides at meetings.
- b. Pays, in accordance with the procedures outlined herein, only the items adopted in the budget.
- c. Maintains accurate records of all receipts and disbursements.
- d. Disburses funds only when a statement has been received.
- e. Provides the financial institution, not later than December 15 of the year preceding their term of office, all information required to be a signatory for the accounts.
- f. Prepares a financial report for each Network and Governing Board meeting plus a monthly update to the Executive Committee.
- g. Submits the books to the Audit Committee by mid-January of the following year.
- h. Deposits in the Network Account(s) all monies received.
- i. Maintains three (3) reserve accounts to be called General Reserve, Education Reserve, and the National Reserve, and provides monthly investment report to the Investment Committee Chair.
- j. Deposits into the Reserve Accounts the amounts of money specified in the Standing Rules.
- k. All monies collected by any member shall be turned over to the Treasurer within seven (7) calendar days of receipt, and shall be deposited by the Treasurer within five (5) business days thereafter.
- m. Initiates the process of changing signatories for the accounts and credit cards by providing the required information to the financial institution not later than December 15th.
- n. Assigns possession of equipment.
- o. Serves as a member of the Ways and Means Committee.
- p. Serves as a member of the Finance and Budget Committee.
- q. At State and National meetings deposits all cash, checks and credit card receipts in the hotel safe immediately following each event. Amounts to be receipted by the Treasurer and verified by another Executive Officer.
- r. Verifies by May 30th the timely submission of each local Network's tax return.
- s. Maintains financial records on an online accounting system.
- t. Requests and receives Local Networks' approved budget, 990 Tax Returns (or verification of submittal), Franchise Tax Return, Sales Tax Return and Tax Exemption Letter from Local Treasures and uploads to Local Folder in the State online storage file.
- u. Conducts training on "budgets" for Governors and District Vice Presidents as needed.

1.4. Secretary

- a. Takes the minutes at Network, Governing Board and Executive Committee meetings, keeping accurate record of all motions made and their disposition. Timely submits Governing Board minutes to Minutes Review Committee for review. Revises according to Minutes Review Committee and submits to Executive. Final Governing Board minutes should be posted to website within 45 days after meeting.
- b. In the absence of the President, President Elect and Treasurer, presides at meetings and appoints another member to take the minutes of that meeting.
- c. After meetings, reviews motions passed and brings to the attention of the President actions required and any motions that necessitate Bylaws or Standing Rule changes.

- d. Submits to National Women’s Council of REALTORS® and Texas Association of REALTORS® the names, addresses and telephone numbers of newly elected Officers immediately after their election; and during the year, submits any changes to this information.
- e. Notifies National Women’s Council of REALTORS® of any change in the amount of State dues.
- f. Communicates monthly, or as directed by the President, with the Governors and District Vice Presidents by e-mail and phone.
- g. Maintains the record of state officer quarterly reports, and the officers’ attendance at all required meetings.
- h. Sets up and maintains online storage files for state and local documents.
- i. Revises the Standing Rules according to approved motions from Governing Board Meetings and submits to Executive and Bylaws Committee for review.
- j. Notifies all recipients of Past President’s Scholarships immediately after the names have been provided from Past President’s Committee as to the time frame for use of the Scholarship and their award.
- k. Requests and receives Local Governing Board and Business Resource Approved Minutes from Local Secretaries and uploads to State online storage files.

1.5. Governor

- a. Reports to State Secretary
- b. Acts as “Team Leader” of their assigned Area with District Vice Presidents as Team Members.
- c. Identifies the strengths of each team member and coordinates assignments based on those strengths.
- d. Assists Emergency Response Team and Executive in revising/updating and/or creating materials and templates for Local Networks as well as Local Leadership Orientation(s).
- e. Works with the District Vice Presidents to visit Local Networks and conduct, or assist with, Local Leadership Orientation (including Committee Chairs), including the “newly elected” Local Officers for the following year.
- f. Attends training/retreat before becoming involved with the Local Networks.
- g. Attends training on “Budgets” with the State Treasurer in January (actual schedule to be determined by State Treasurer).
- h. Provides field training and support to Local Networks.
- i. Assists Executive in identifying members with ability to travel and provide field support.
- j. Serves as a resource to enable Local Networks to provide consistent value to their members.
- k. Is proficient at navigating both State and National websites.
- l. Communicates the availability of information, tools and templates, both State and National, to Local Leadership and train the Leaders how to understand and find them on State and National websites.
- m. Assists Executive in identifying future leadership talent.
- n. Assists Executive in identifying training courses needed by members, including the Leadership Orientation.
- o. Facilitates the planning of District Meeting with local Presidents.
- p. Submits timely reports and/or articles to State Secretary:
 - Reports per Governor Reporting Requirements
 - February State Meeting – article required within 30-days
 - May National Meeting-article required within 30-days
 - District Meeting-report and/or article required within 30-days
 - September State Meeting – article required within 30-days
 - November National Conference-article required within 30-days
 - Local Training-report due within 2-weeks
 - Local Visits(s)-report due within 2-weeks

- q. Expense reimbursements will be tied to timely reports and/or articles as stated in paragraph above.
- r. Promotes, attends and participates at all National, Regional, State and District Meetings/Programs.
- s. Serves on and is a voting member of the National and State Governing Boards.
- t. Serves on and is a voting member of the Regional Committee at both National Meetings.
- u. Visits each of the assigned Local Networks at least once in the year prior to August 31st.
- v. Analyzes the needs of each Local Networks in their area and determines how the State can assist with improving their performance.
- w. Articulates to Local Leaders how the Business Plan benefits Local Networks and helps them develop and implement their Business Plan for a successful year.
- x. Attends and participates at the State Membership Orientation after being elected to office (Note: unless Governor is a “current” state officer, the cost to attend this meeting is at “newly elected Governor’s” expense).
- y. Encourages the Local Leadership/Membership to get involved at Texas Association of REALTORS® and National Association of REALTORS® and participate after the Women’s Council of REALTORS® function/meetings have concluded.
- z. Promotes the use of Procedure Manual to all members of the Local Leadership Team.
- aa. Encourages Local leadership in their areas to attend and participate at other Local Network meetings and functions.
- bb. Performs other duties as may be assigned by the State Secretary.
- cc. Obtains list of attendees attending State and National Meetings and submits to State Secretary.
- dd. Collects Network Officer Names/contact information and submits to State Secretary by September 15th.
- ee. Beginning October 1st, reminds Local Leadership that new Officer Name/contact information is to be submitted to Women’s Council of REALTOR’S® National by November 1st.
- ff. Beginning October 1st, reminds Local Leadership that Entrepreneur of the Year winner’s name and nomination form are due to National by December 1st.

1.6. District Vice President

- a. Reports to the Secretary.
- b. Is a “Team Member” with the Area Governor as “Team Leader”.
- c. Assists Emergency Response Team and Executive in revising/updating and/or creating materials and templates for Local Networks as well as Local Leadership Orientation(s).
- d. Works with the District Governor to visit Local Networks and conduct, or assist with, Local Leadership Orientation (including Committee Chairs), including the “newly elected” Local Officers for the following year.
- e. Attends training/retreat before becoming involved with the Local Networks.
- f. Attends training on “Budget Planning” with State Treasurer in January (actual schedule to be determined by State Treasurer).
- g. Works with the Director of Programs in their assigned area on how to hold and plan mission focused income generating Industry Events that are consistent with their Local Budget.
- h. Provides field training and support to Local Committees, in conjunction with Area Governor.
- i. Works with the State Membership Chair to plan and implement the State Membership Contest.
- j. Works closely with Director of Membership to help Local Networks successfully recruit and retain members.
- k. In conjunction with the Area Governor, serves as a resource to enable Local Networks to provide consistent value to their members.
- l. Assists Executive, in conjunction with the Area Governor, in identifying members with ability to travel and provide field support.
- m. Be proficient at navigating both State and National website.

- n. In conjunction with the District Governor, communicates the availability of information, tools and templates, both State and National to Local Leadership/Committees and train the Leaders/Committees how to understand and find them on State and National websites.
- o. Assists Executive, in conjunction with the District Governor, in identifying future leadership talent.
- p. Assists Executive, in conjunction with the District Governor, in identifying training courses needed by members, including the Leadership Orientation.
- q. Submits timely, written reports and/or articles to Executive and District Governor:
- r. Reports per District Vice President Reporting Requirements (determined by Executive)
 - February State Meeting- article required within 30-days
 - District Meeting-report and/or article required within 30-days
 - September State Meeting-article required within 30-days
 - Local Training-report due within 2-weeks of training
 - Local Visit(s)-report due within 2-weeks of visit
- s. Expense reimbursements will be tied to timely reports and/or articles as stated in paragraph above.
- t. Promotes, attends and participates at all State Meetings/Programs as well as the District meeting(s).
- u. Serves on and is a voting member of the State Governing Board.
- v. In conjunction with the District Governor, analyzes the needs of each Local Networks in their area and determines how State can assist with improving their performance.
- w. In conjunction with the District Governor, articulates to Local Leaders how the Business Plan benefits the Local Networks and assists them to develop and implement their Business Plan for a successful year.
- w. Attends and participates at the State Membership Orientation after being elected to office (Note: unless District Vice President is a “current” state officer, the cost to attend this meeting is at “newly elected” expense.)
- x. Encourages the Local Leadership/Membership to get involved at Texas Association of REALTORS® and National Association of REALTORS® and participate after the Women’s Council of REALTORS® function/meetings have concluded.
- y. Encourages Local Leadership/committee chairs in their areas to attend and participate at other meetings and functions.
- z. Assists Local Networks to set-up the websites in their assigned area.
- aa. Ensures Local Officer Photos are on their assigned websites by January 31.
- bb. Ensures Industry Events and/or activities are listed on their assigned Network websites by January 31.
- cc. Reminds Local Networks of their quarterly Newsletter deadlines.
- dd. At the direction of District Governor, works with Local Leadership to understand how to find information, tools and templates on State and National websites.
- ee. Identifies media venues and newsworthy items for each Local Network.

1.7. Parliamentarian

- a. Appointed by the President
- b. Assists the President in preparing the agenda for each Governing Board and Regular Network meeting, assists with Bylaws and Standing Rules changes and is present for Executive Committee meetings.
- c. Is seated next to the President at each meeting to advise and assist as necessary.
- d. Serves on Bylaws Committee.

2. COMMITTEES

2.1. Executive

- a. The President serves as Chairman of the Executive Committee which consists of the President, President Elect, Treasurer, Secretary. The Parliamentarian serves in an advisory capacity.
- b. Meets at least three times a year and additionally at the call of the President or upon request of any three of its members.
- c. Conducts the necessary business of the Network between Board meetings in accordance with Governing Board's approval.
- d. Three members of the Executive Committee shall constitute a quorum.
- e. Develops new programs and reviews existing ones for the purpose of better serving the Membership on all levels.
- f. Establishes the District boundaries.
- g. Submits to the Marketing Committee all information or systems, related to development and/or training to be posted to the website within 30 days of receipt.
- h. Timely reviews Governing Board Meeting minutes and submits to Minutes Review Committee after each meeting.
- i. Pays credit card balance in full and before the due date monthly.
- j. Reimburses credit card late fees and penalties to the Network.

2.2. Presidential Advisor(s)

This (these) position(s) is(are) appointed and given duties as required by the President.

2.3. Standing Committees

a. Bylaws and Standing Rules

Chair: Monica Atkins

Vice-Chair:

Officer Liaison: Peggie Pentecost, Secretary

Action Needed:

1. Review State Network Standing Rules and make recommendations to the Executive Committee for updates and additions.
2. Review Standing Rules from each local network against the "Standing Rules Template" and make recommendations to local networks for updates and additions.

Note: Parliamentarian is a part of this Committee.

b. Education and Programs

Chair: Raquel Calderon-Wallace

Vice-Chair:

Officer Liaison: Dawn Lavka, President Elect

Action Needed:

1. Deliver MCE or PMN class at TAR Annual Conference live or by webinar.
2. Continue to identify all tools and resources available through the State Network and National websites. After approval from Executive, provide to Technology Committee for posting and/or links.

c. Finance and Budget

Chair: Tanya Endicott

Vice-Chair: Kylee Garza

Officer Liaison: Sheryl Hunter, Treasurer

Action Needed:

1. Review budgets from local networks and provide feedback to State Treasurer.
2. Review and approve and present Leadership Orientation Budget at Winter Meeting.
3. Review, approve and present the Annual Budget at the TAR Annual Conference.
4. Review State Financial Reports Quarterly and make recommendations to Executive Committee for necessary adjustments. (State Treasurer to provide to Committee Chair.)

Note: Committee Members include: Chair, Vice Chair, Appointed Past State President, Appointed Local Network President, income producing Committee Chairs (Investments, Marketing, Program Directors, Strategic Partners, Membership and Education), and members of the Executive Committee.

d. Leadership Identification and Development Committee NOTE: SET ASIDE FOR NAT'L

Chair: Sylvia Seabolt

Vice-Chair: Nancy Garcia

Officer Liaison: Sheila Moran, President

Action Needed:

1. Updates list of members who have served as National and State Committee Chairs and/or Vice-Chairs.
2. Treasurer for: National Officer candidates- including campaign expenses, members serving as presenters, facilitators, instructors, those appointed or elected to National Governing Board, Committees, Work Groups or Strategic Forums.
3. Chairman serves as voting member of the Nominating Committee to provide information on emerging leaders. Vice Chair may also attend Nominating Committee to provide candidate information but is not a voting member.
4. Any member considering a National elected position (Executive Line, Executive Committee Regional Vice President) is requested to first declare to the National Focus Committee and request State support prior to announcing candidacy.
5. All members receiving funding from the National Focus budget shall submit a written report to Executive Committee and to the Chair of the National Focus Committee within 2-weeks of any National meeting attended. Funding will be commensurate with duties and level of responsibility as determined by committee.

6. Leadership Identification and Development Candidate Qualifications: Members being considered for National Executive Officer should have a significant combination of the following experience: have completed term as Local President; (2) have completed term as State Executive Officer; (3) have completed term as State Governor and preferably served as Regional Vice President; (4) have had multiple appointments local and State committees; (5) have had multiple appointments to National Committees; including Chairman and Vice Chair positions, (6) have served on the National Nominating Committee and/or the National Executive Committee.
7. Leadership Identification & Development Chair to be funded from Texas National Future Leadership Account.
8. The Committee will maintain the lists of members serving each year as a State Officer, Committee Chair, Vice Chair, those members serving at National, on National Association of REALTORS® Committees, and those members that can provide valuable contacts as a resource for pathways to leadership opportunities and submits to Secretary for online storage.
9. Any member serving in a Nationally elected position shall provide a report at State Governing Board meetings.

e. Marketing

Chair: Cesar Garza

Vice Chair:

Officer Liaison: Sheila Moran, President

Action Needed:

1. Assist other committees by creating marketing pieces, as needed. Not limited to annual meetings, orientation and/or pieces requested by Communications, Technology or other committees.
2. Update online resources flyer as needed.
3. Work closely with Newsletter/Technology/Communications to create pieces (in multiple formats) about Local Networks either highlighting experience of members and/or celebrating their positions in various other organizations
4. Encourage members and officers to take pictures and post to social media.

e.1 Communications

Action Needed:

1. Be the delivery vehicle of any message from the State Executive Committee to Membership via various media tools (Facebook, Twitter, YouTube, Instagram and etc.) at the direction of the President.
2. Implement a robust and pro-active media and social media strategy.
3. Publish Facebook and YouTube posts directed by the President.
4. Send surveys to membership at the direction of the President.
5. Maintain the Network Facebook Page.
6. Work with Governors and District Vice Presidents to communicate and/or broadcast current and former WCR members in their roles as leaders in organized real estate, industry, business and the community.
7. Encourage members and officers to take photos and post to Social Media.

e.2 Newsletter**Action Needed:**

1. Solicit written articles for the newsletter from Local Networks and State Officers, as well as National, Texas Association of REALTORS® and franchise sources relating to Women’s Council of REALTORS®.
2. Coordinate with Membership, Education, Marketing, Past Presidents and Leadership Identification and Development for contributions.
3. “Community Leadership Award” applications will be sent by the committee chair to the
4. Communications Committee Chair to e-blast to membership. Newsletter Committee to choose
5. four members to spotlight, one each quarter in the newsletter and on website. Guidelines for
6. “Community Leadership Award” are as follows: (1) Nominees must be a member of National Women’s Council of REALTORS® for a minimum of one (1) year; (2) Nominees should have contributed to a program that improves the livability of a local community. Those activities are not limited to real estate or housing issues; (3) Nominees should have made a significant contribution of personal time; and (4) The Award is intended to recognize individual contributions, not association or company-wide efforts.
7. Requests from the Past Presidents Committee, 4-Past State Presidents to be spotlighted, one each quarter in the newsletter, on website and Facebook page. Coordinate with Technology Committee to post on State website and Communication Committee to post on Facebook page.
8. Request from Marketing committee the Local Network Presidents profiles to be added to the Newsletter as needed

e.3 Technology**Action Needed:**

1. Responsible for income producing project to meet or exceed budget.
2. Be the webmaster; utilizing Word Press skills.
3. Post and update tools and resources on website.
4. Post or create links to the website of all tools and resources available through the State Network National website and Leadership Policy and Procedure Manual as provided by the Education Committee.
5. Develop “fill-in” forms for Leadership Identification and Development Committee Resume, Member of Year Nominations, Affiliate of Year Nominations, Entrepreneur of Year Nominations, Officer Nominations and any other form as directed by Executive.
6. Provide and run the projector at the Governing Board Meetings and Luncheons.

f. Membership

Chair: Scott Jauregui

Vice-Chair: Laura Lee Moore

Officer Liaison: Peggie Pentecost, Secretary

Action Needed:

1. Monitor and report membership numbers monthly for all local networks and send to Executive Committee.
2. Facilitate a sharing session between local network leaders on successful methods for building relationships and increasing the visibility of Women’s Council in the community (e.g., participation in the Chamber, involvement in the community charitable activities, etc.)

3. Plan a contest for summer membership drive, which shall begin May1 and end August 31, with recognition awards at the Annual Conference-networking event.
4. Recognize those that completed their PMN designation at National meetings and names to Marketing & Technology for recognition.

Note: Committee includes all Membership Directors, District Vice Presidents and Governors at Winter Meeting.

g. Nominating

Chair: Nancy Garcia, Immediate Past President

Action Needed:

1. Assist Executive to update the Consent to Serve form, as needed.
2. Seek input regarding candidates from State President, Governors, District Vice Presidents and Leadership Identification and Development Chair. No candidate shall provide feedback on any other candidate seeking the same position.
3. Review Attendance of Events, Training and Meetings including Conference Call meetings and develop a point system.
4. Obtain venue for Nomination interviews. If costs are to be incurred, forward to Executive Committee for review/approval.
5. Obtain vendor/sponsor for breakfast and lunch for the scheduled meeting.
6. Identify hotel accommodations with close proximity to the venue.
7. Email all committee members and nominees regarding the date, location, hotel accommodations etc. no later than 30 days prior.

h. Strategic Planning

Chair: Ethel O'Dell

Vice-Chair: Nancy Garcia

Officer Liaison: Sheila Moran, President

Action Needed:

1. Facilitate the Strategic Planning meeting.
2. Obtain venue for Strategic Planning meeting. If costs are to be incurred, forward to Executive Committee for review/approval.
3. Gather information and conduct surveys as needed by Facilitator.
4. Obtain vendor/sponsor for breakfast and lunch for the scheduled meeting.
5. Identify hotel accommodations with proximity to the venue.
6. Email all committee members regarding the date, location, hotel accommodations, etc no later than 30 days prior.
7. Invite the "slated officer candidates" to participate in the Strategic Planning meeting.
8. Submit "draft" Plan to committee members for final review/approval.
9. Submit Final Plan to Executive Committee for review/approval after receiving input/approval from committee members.
10. Prepare and send final survey to committee members within 2-weeks after receiving the Final Plan.

2.4. Special Committees

a. Affiliate Member of the Year

Chair: Most recent recipient willing and able to serve

1. Annually selects an Affiliate Member of the Year no later than 30 days prior to the Winter meeting.
2. The balance of the Committee shall be made up of One Past President, one governor, one District Vice President and one Local President, who are appointed by the president.
3. Gift to be as follows: \$100.00 allotment for plaque; reimbursement of current year's Local, State and National Women's Council of REALTORS® membership dues; award pin, 2 guest lunch tickets and remaining budgeted allotment in form of check for gift card. The recipient will be recognized at the Winter Meeting, and prior recipients will be asked to stand and be recognized.

b. Audit Committee

Chair: Carolyn Sutherlin Cook

Vice-Chair:

Officer Liaison: Sheila Moran, President

- Establish and maintain an audit procedure and reporting system for all accounts, including reserves.

c. Credentials

_Chair: Denise Torres

Vice-Chair:

Officer Liaison: Peggie Pentecost, Secretary

Action Needed:

1. Maintain and update credentials instruction manual(s) as needed and submit to Executive Committee as changes are made to include easier ballots.
2. Review Election procedure and make recommendations for improvements.
3. Prepares for voting at two State Meetings in accordance with Credential Manual(s), which is overseen by the President.

Note: Members shall not serve on both the Nominating Committee and Credentials Committee in the same year.

d. Entrepreneur of the Year

Chair: Ethel O'Dell

1. Annually selects an Entrepreneur of the Year with award recipient's name to be submitted to national by December 1st.
2. The State Committee will be comprised of two Local Chapter Presidents from each district.
3. No Local Network will be represented on the committee two years in a row.
4. Gift to be as follows: \$100.00 allotment for a plaque; reimbursement of current local, state and national Women's Council of REALTORS® membership and Performance Management Network designation year's dues; provide pin.

5. Two guest lunch tickets and remainder in gift card. The recipient will be recognized at the Winter Meeting, and prior recipients will be asked to stand and be recognized.

e. Hospitality

Chair: Jenn Huereca

Vice-Chair:

Officer Liaison: Sheila Moran, President

Action Needed:

1. Coordinate with the Credentials, Ways and Means, Education and Orientation Chairs to provide assistance during events.
2. Assists Executive at District Meeting, Awards Luncheon and Installation as needed.
3. Provide a check-in table at meetings as an information resource on updates, schedules and events.
4. Attends and participates in all credential activities.

f. Investments

Chair: Paula Grigsby

Vice-Chair: Michael Guertin

Officer Liaison: Sheryl Hunter, Treasurer

Action Needed:

- Review state investment portfolio and make recommendations and investment suggestions to Executive Committee to ensure the best use and protection of the membership monies.

Note: The Investment Committee shall consist of the following: Executive Committee, Chair and Vice Chair of Finance and Budget Committee and the following members appointed by the President: One Past State President, One Local Network President and Two General Members.

g. Member of the Year

Chair: Most recent recipient willing and able to serve

1. Annually selects a Member of the Year no later than 30 days prior to the Winter meeting.
2. The balance of the Committee shall be made up of one governor, one District Vice President and one Local President, who are appointed by the President.
3. Gift to be as follows: \$100.00 allotment for plaque; reimbursement of current year's Local, State and National Women's Council of REALTORS® membership dues; award pin, 2 guest lunch tickets and remaining budgeted allotment in form of check for gift card. The recipient will be recognized at the Winter Meeting, and prior recipients will be asked to stand and be recognized.

h. Past Presidents

Chair: Becky Hill

Vice-Chair: Carolyn Wyckoff

Officer Liaison: Sheila Moran, President

Action Needed:

1. Review criteria for Past Presidents' scholarships and make any necessary updates.
2. Select three (3) members to be awarded Scholarships at the TAR Winter Meeting and four (4) members to be awarded Scholarships at the TAR Annual Conference.
3. Identify the four (4) active Past Presidents in order of service to be highlighted with a written article in quarterly newsletter and submit to Newsletter Chair by TAR Winter Meeting.
4. Update the subject matter expert pool list that can provide support to Local Networks on specific issues including Strategic Planning facilitators who are WCR members and provide to Executive Committee by TAR Annual Conference.
5. Showcase and celebrate the achievements and influence of Women's Council members in their roles as leaders in real estate, industry, business and the community.
6. Facilitate the annual evaluation of State performance in promoting and demonstrating operating values by December 31.
7. Work with Leadership Team to develop and utilize a common set of ground rules for all business meetings.

i. Strategic Partners

Chair: Delara Aubon

Vice-Chair:

Officer Liaison: Sheryl Hunter, Treasurer

Action Needed:

1. Secure sponsors to meet or exceed budgeted revenue.
2. Maintain contact with Strategic Partners throughout the year to foster positive long term relationships.
3. Contact Strategic Partners prior to each meeting and/or event to determine who and how many representatives will be attending on behalf of the company, determine tickets needed and provide Executive with the information.
4. Handle the reserved or special seating for Strategic Partners at meetings and events.
5. Introduce Strategic Partners at meetings and events.
6. Assist the incoming President with updates to the Strategic Partner Levels and Opportunities Packages as requested.

j. Ways and Means

Chair: Bret Nordquist

Vice-Chair:

Officer Liaison: Sheryl Hunter, Treasurer

Action Needed:

1. Coordinate and deliver an industry event at the TAR Winter Meeting, with project details and budget to be approved by Executive Committee prior to entering into any contractual agreements.
2. Coordinate and deliver a money making industry event at the TAR Annual Conference, with project details and budget to be approved by Executive Committee prior to entering into any contractual agreements.

3. Meet or exceed Budgeted Revenue.

Note: Committee includes all Local Network Presidents, all Local Program Directors, and all Texas District Vice Presidents as members of the Committee.

3.EXPENSE REIMBURSEMENT

a. President, President Elect, Secretary, Treasurer, and Parliamentarian

Will be reimbursed in accordance with the annual amount budgeted and approved by the membership and is encouraged to attend State, District, Regional and National Meetings.

1. The President is encouraged to visit as many Local Networks as possible and/or at the invitation of the Local Network.
2. Executive Officers will complete their own registration for all meetings.
3. The President, President Elect, Treasurer and Secretary will present their personal credit card to the hotel at check in and confirm individual incidentals are charged to their personal credit card prior to Treasurer's departure. No personal incidentals shall be charged to the Network credit card.

b.Governor

Will receive reimbursement up to the amount budgeted each year based on the following guidelines (partial reimbursement may be paid after June 30 depending on duties completed):

1. Attends all National Women's Council of REALTORS® meetings and the Regional Conference. (20%)
2. Attends all State Women's Council of REALTORS® meetings including the District Meeting and Membership Orientation held prior to the year of service. (20%)
3. Visits and conducts training with each of the assigned Network. (20%)
4. Sends written report to each member of the Executive Committee within the two-week period following the visit to each designated Local Network. Notify the State President immediately if any Local Network is experiencing problems. (20%)
5. Submits complete written reports and/or articles in accordance with Governor Report Requirements to the Executive Committee within the assigned deadline. (20%)

c.District Vice President

Will receive reimbursement up to the amount budgeted each year based on the following guidelines (partial reimbursement may be paid after June 30 depending on duties completed):

1. Assists Officers with keeping Local Networks informed on all issues which may include planning and conducting an Orientation with the Local Networks in their District. (20%)
2. Attends all State Women's Council of REALTORS® Meetings, to include the Membership Orientation held prior to the year of service, District Meeting and Regional Conference. (35%)
3. Submits complete written reports and/or articles in accordance with District Vice President Report Requirements to each member of the State Executive Committee and to each Governor within the assigned deadline. (35%)
4. Conducts training with each assigned Membership Director and committees. (10%)

d.National Participant

1. Any member serving at the National level as Chairman, Vice Chairman, or as a member of the Executive Committee, Strategic Forums, Work Groups, Task Force or Presenter may be eligible for partial reimbursement of their expense and will receive reimbursement for hotel based on double occupancy, early airfare and early registration fees only, not to exceed the total amount approved annually in the budget by the National Focus Committee and the Governing Board.
2. Leadership Identification and Development Chair shall have an individual allocation and Vice Chair, other committee members and/or presenters at a National meeting shall share equally in the total amount annually allocated for this purpose.
3. Funds to be disbursed after attendance to a National meeting and at the direction of the Leadership Identification and Development Committee. Proper receipts and request for reimbursement must be sent to the Treasurer no later than July 15th for the May Mid-Year Meeting and December 15th for the November National Conference.
4. The funds will come from the National Future Leadership Reserve Fund.

e.National Officers and National Officer Candidates

1. Should any National Officer be invited by the President to a State meeting they will be reimbursed for airfare, registration and one night's lodging (to include meals) out of the proceeds/budget of the event budget.
2. Should any National Officer be invited by the President Elect to the Membership Orientation (MO) they will be reimbursed for their transportation, registration, lodging and meals during the course of event out of the proceeds/budget of the Leadership Orientation.
3. Campaign Expenses, not to exceed \$5000 per year will be allocated to approved national candidates from the National Future Leadership Fund, over and above any donations/sponsorships received on behalf of the candidate.

f.Committee Expense Reimbursement

1. Expense related to Committee Meetings and supplies for their meetings shall be reimbursed according to yearly budget amounts, with prior approval from Executive Committee.
2. To be considered for reimbursement all approved receipts must be received by the Treasurer within 30 days of expenditure and no later than December 15th. Each receipt must include notations to identify the individual requesting reimbursement, their position and the meeting to which the expenses relate. Reimbursement checks will be distributed within 30 days providing funds are available.