

**Motion 1: ADDING CLARIFICATION TO PORTRAY ACTUAL FUNCTION OR DUTY OF COMMITTEE OR ROLE. DUTIES THAT ARE CURRENTLY BEING ALREADY PERFORMED.**

**II. ELECTIONS**

- A. **Executive Officer Qualification**  
Members nominated for executive office, should have a significant combination of the following experiences: (1) have held membership in The Chapter for at least five consecutive years; (2) have chaired a State Committee; (3) be an Active member in good standing at the time of the election (4) have served as Local Chapter President or a Member at Large and either TDVP or Governor; (5) have the PMN designation; (6) have attended 3 of the last 4 State meetings as well as have attended 2 of the last 4 National Meetings, and have attended and/or participated in a National Forum; (7) have Leadership experience from another association or professional organization which will also be considered; (8) **President-Elect nominee(s) should have served as State Treasurer or had a substantial amount of accounting or financial background or treasury experience from another association or professional organization.**
- C. **Texas District Vice-President Qualification**  
Members nominated for Texas District Vice President should have a significant combination of following experience: (1) have held membership in The Chapter for at least two consecutive years; (2) have served on a state committee; (3) be an Active member in good standing at the time of the election; (4) have served as Local Chapter President or as a Member at Large; (5) be a candidate for or hold the PMN designation; (6) have attended 2 of the last 4 State Meetings and attended 1 of the last 4 National Meetings and/or participated in a National Forum; (7) have leadership experience from another association or professional organization which will also be considered.
- E. **The order of Elections shall be: President-Elect, Treasurer, Secretary, Governors and District Vice Presidents.**
- F. **Results of each election will be posted in the meeting minutes.**

3. Finance and Budget

- a. Prepares the annual budget to present for approval at the State Governing Board meeting.
- b. Reviews the budget and actual expenditures with the Executive Committee as needed or as called by the President.
- c. Reviews final financial records and reports to the Governing Board no later than the Spring Meeting.

Committee Members to include Chair, Vice Chair, appointed Past State President, appointed Local Chapter President, income producing Committee Chairs (**Investments**, Technology, Ways & Means, Strategic Partners, Membership and Education), and members of the Executive Committee

8. Investment Committee

- a. Reviews the ongoing status of the Chapter's various investment accounts and makes any needed recommendations for changes to the investment policies to ~~insure~~ **ensure** the best use and protection of the membership's money.
- a. **The Investment Committee shall consist of the following: Executive Committee, Chair appointed by the State President, Vice Chair appointed by the State President-Elect, Chair and Vice Chair of the Finance & Budget Committee, 1-Past State President appointed by the State President, 1-Local Chapter President appointed by the State President and 2-General Members appointed by the State President.**

13. Strategic Partners

- a. **Secures** advertisers to help defray State Chapter costs.
- b. **Responsible for maintaining contact with Strategic Partners throughout the year to foster positive long term relationships. Contacts Strategic Partners prior to each State meeting and/or event to determine who and how many representatives will be attending and/or speaking on behalf of the company, determines tickets needed and provides Executive with the info.**
- c. **Handles the reserved or special seating for Strategic Partners at State meetings and events**
- d. **Introduces Strategic Partners at State meetings and events**
- e. **Assists the Incoming State President with updates to the Strategic Partner Levels and Opportunities Packages as requested**

4. Credentials

- a. ~~Sends Certificate for Voting Delegates to each Local Chapter President (LCP) after receipt of the most recent National Membership report.~~ **Maintains and updates Credential manuals as needed.**

- b. ~~Notifies each LCP of the voting procedures, of the number of Voting Delegates and Alternates authorized for their Chapter, and of the deadline for Credentials to be returned to the Chairman. Prepares for voting at 2-State Meetings in accordance with Credential Manual(s) and is overseen by the State President.~~
- c. Members shall not serve on both the Nominating Committee and Credentials Committee in the same year.

## 10. Newsletter

- a. Prepares a quarterly newsletter about State and National activities and distributes to the membership through Technology Committee, after approval of the President.
- b. "Community Leadership Award" applications will be sent by the committee chair to the Communications Committee Chair to e-blast to membership. Newsletter Committee to choose four leaders to spotlight, one each quarter in the newsletter and on website. Guidelines for "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.
- c. Requests, from the Past Presidents Committee, 4-Past State Presidents to be spotlighted, one each quarter in the newsletter and on website.

## 2. Education/Programs

- a. Plans and develops programs for State Chapter meetings consistent with the needs of the membership.
- b. Coordinates programs with TAR as appropriate.
- c. Informs members of and encourages participation in other educational opportunities including PMN courses, TAR offerings, etc.
- d. Includes Local Chapter Education Chairmen as members of this Committee.
- e. ~~Serves as a liaison to the TAR Education Director. Chairman should attend the TAR Professional Development Committee meeting(s).~~  
if does not conflict w. the GB Mtg

## 14. Technology

- a. Responsible for income producing project to meet or exceed budget revenue.
- b. Maintains the Chapter website: [www.wcrtexas.org](http://www.wcrtexas.org).
- c. Promotes the use of [www.wcrtexas.org](http://www.wcrtexas.org).
- d. Posts and updates tools and resources on website.
- e. Posts or creates links to the website of all tools and resources available through the State Chapter, National website and Leadership Policy & Procedure Manual as directed by Executive.
- f. Assists other committees in creating online templates as needed.
- g. Evaluates ways technology could increase operating efficiency and prioritizes changes needed.

- h. Solicits member profiles to enhance member to member referrals.  
~~Sends emails to membership upon direction of the President.~~

4. Marketing

- a. Develops and/or edits **State Brochures**, marketing pieces, templates and/or flyers at the direction ~~from~~ **of** Executive.
- b. **Other duties as may be assigned by Executive.**

G. Parliamentarian

- 1. Is an office appointed by the President.
- 2. Assists the President in preparing the agenda for each Governing Board and Regular Chapter meeting, **assists with State ByLaws and Standing Rules changes and is present for Executive Committee calls and Executive meetings.**
- 3. Is seated near the President at each meeting to advise and assist them **them** as necessary.
- 4. **Is a member of the State ByLaws Committee**

7. Nominating

Four (4) members plus the Chairman must be present at meetings of the Committee which can be conducted via a face-to-face meeting or through teleconference.

- a. Meets prior to the Fall Meeting to select one candidate for each elective State and National office.
- b. The deadline for nominations shall be no later than 45 days prior to The Fall Meeting.
- c. The Chairman shall obtain signed Consent to Serve forms from each of the nominees, a completed Candidate Application Form from each nominee and schedule interviews with the candidates. It is suggested the application form from WCR National be used, or modified for use, by the Chapter. Each candidate should be furnished with a written job description of the position for which they are being considered prior to signing the Consent to Serve.
- d. The Chairman shall present a written report of the names of the nominees along with the signed Consent to serve forms to the President. No name shall be published on the slate unless the signed form has been received by the Chairman.
- e. Members of the Nominating Committee cannot serve consecutive terms.
- f. Nominating Chair shall seek input regarding candidates from the State President, Governors, District Vice Presidents, Chapter Assistance Training Team Chair and National Focus Committee.

VI. MEMBERSHIP -- New Chapters

- A. Upon receipt of a request for a new Chapter, the State President shall decide which Governor(s) should help form the Chapter based on accessibility, time and proximity. The President shall notify the Governor to assist in setting up the meetings.
- B. New Chapters shall be formed by the Governor(s) in conjunction with the State President. Past Presidents may be asked for assistance to help organize a meeting for prospective Chapters.
- C. Once a New Chapter has been approved by National, a training session directed by Chapter Assistance Team will be completed within 30-days. Training to include all Business Planning, budget, value package, organization chart, building committees and any procedures of structure needed. All Local Chapter officers should participate in this training.

## V. DUTIES

### A. Officers

Chapter Officers shall perform all duties set forth for them in the Chapter Bylaws, Chapter Standing Rules and the National Leadership Policy and Procedure Manual (LPPM).

#### 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 Chapter.
- b. Appoints each Committee Chairman, except the Nominating Committee, subject to the approval of the Governing Board. These appointments shall be made at the Fall Meeting for the upcoming year.
- c. Appoints the State Coordinators subject to the approval of the Governing Board. These appointments shall be made at the Winter Meeting following the Fall Meeting Elections.
- d. Coordinates all of the business and affairs of The Chapter.
- e. Serves as an ex-officio member of all committees except the Nominating Committee.
- f. Attends all National WCR meetings and serves as a voting member of the National Governing Board.
- g. Communicates all correspondence and materials received from National WCR office, including National Meeting reports, and keeps the State Officers and Committee Chairmen informed of communications that are applicable to their jobs through the year.
- h. Communicates all correspondence and materials received from National WCR office, including National Meeting reports, and keeps the State Officers and Committee Chairmen informed of communications that are applicable to their jobs throughout the year.
- i. Organizes the year as outlined in the LPPM.
- j. Furnishes each Officer and Chairman copies of the Bylaws and Standing Rules, and a copy of their duties as outlined in the LPPM.
- k. Presents Nominating Committee report in writing to the general membership at least thirty (30) days before the election meeting.
- l. Sends Certificate for voting Delegates to each Local Chapter President after receipt of the most recent National Membership report.
- m. Notifies each Local Chapter President of the voting procedures, of the number of Voting Delegates and Alternates authorized for their Chapter, and of the deadline for Credentials to be returned to the Credentials Chairman.
- n. Provides the chapter financial institution, not later than December 15 of the year preceding their term of office, all information required to be a signatory for The Chapter accounts.
- o. Signs the prepared tax return for the year served as President.
- p. Assigns Executive Officers as liaisons to Standing and Special Committees.

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

3. Secretary **Move to paragraph 4**
  - a. Takes the minutes at Chapter, Governing Board and Executive Committee meetings, keeping accurate record of all motions made and their disposition.
  - b. In the absence of the President, and 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. Maintains the original Chapter minutes, with attachments, in **The Chapter Minutes Book** and, within 30 calendar days of meetings, mails one copy to each State and National Officer serving The Chapter. Arranges for publication of the minutes on The Chapter website.
  - e. Submits to National WCR and TAR the names, addresses and telephone numbers of newly elected Officers immediately after their election; and during the year, submits any changes to this information.
  - f. Notifies National WCR of any change in the amount of State dues.
  - g. Maintains possession of **The Chapter Banners, Signs and Posters**.
  - h. Communicates monthly, or as directed by the President, with the Governors and Texas District Vice Presidents by e-mail and phone.
  - i. Maintains the record of state officer quarterly reports, and the officers' attendance at all required meetings.
  - j. **Sets up and maintains** online storage files for state and local chapter documents
  - k. Revises the Standing Rules according to approved motions from Governing Board Meetings.
  - l. **Requests and receives Local Chapter Governing Board and Business Resource Approved Minutes from Local Chapter Secretaries and uploads to State online storage files.**



4. Treasurer **Move to paragraph 3**
- 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 chapter financial institution, not later than December 15 of the year preceding their term of office, all information required to be a signatory for The Chapter accounts.
  - f. Prepares a financial report for each Chapter 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 Chapter Account(s) all monies received by The Chapter.
  - i. Maintains ~~five (5)~~ **three (3)** reserve accounts to be called General Reserve, Education Reserve, Operating Reserve, National Future Leadership Reserve, and the National Inaugural 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 of The Chapter 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.
  - l. Prepares and submits all registration forms for the Executive Committee for required district, state, regional and national meetings.
  - m. Initiates the process of changing signatories for The Chapter accounts and credit cards by providing the required information to the financial institution not later than December 15<sup>th</sup>.
  - n. Maintains The Chapter Equipment: laptop computer, software, printer, projector and case.
  - 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 30<sup>th</sup> the timely submission of each local chapter's tax return.
  - s. **Maintains financial records on an online accounting system**
  - t. **Requests and receives~~x~~ from Local Chapter Treasurers, approved budget, 990 Tax Returns (or verification of submittal), Franchise Tax Return, Sales Tax Return and Tax Exemption Letter and uploads to Local Chapter folder in the State online storage file.**

## Motion 2: "WORD-SMITHING"

### 1. Bylaws

- a. Reviews Bylaws and revises them as needed or as directed by the National WCR office or by the State Governing Board.
- b. Submits any proposed changes of the Bylaws to the National office ~~Executive Committee~~ for approval.
- c. Submits any proposed changes to the Standing Rules to the Executive Committee and Governing Board for approval.
- d. Reviews and revises the Standing Rules and ~~insures~~ **ensures** that these are presented for approval at the Spring Meeting, ~~or at the~~ and Fall Meeting if changes have been received.
- e. Works closely with the Parliamentarian who is a member of the committee.

### D. Presidential Coordinator ~~Advisor(s)~~ – frequently more than one

~~This Position(s) may be~~ **is/are** appointed and given duties as required by the President

### B. MEMBERSHIP

In the event of the death of any **current** State Officer~~s~~ **or their immediate family**, Past President~~s~~ **or their immediate family**, and current and past Member of the Year, Affiliate of the Year and Entrepreneur of the Year, ~~and their immediate families~~, the State Chapter will spend up to \$100 for flowers.

## Motion 3: SUNSET NON-FUNCTIONING COMMITTEES AND ADDING NEW COMMITTEES

### SUNSET THE FOLLOWING:

1. ~~Affiliate Development Committee~~ **SUNSET THIS COMMITTEE**  
Implements the distribution of information to the membership on how to create greater exposure for Affiliates, and to create an affiliate directory for distribution through newsletter and website.
  - ~~Chapter Recognition~~ **SUNSET THIS COMMITTEE**
  - a. ~~Coordinates ordering banners for state recognition awards for chapters that receive national membership, retention and chapter achievement.~~
  - b. ~~"Community Leadership Award" applications will be sent out by the committee chair to the Technology Committee via email. Committee to choose four leaders to spotlight, one each quarter in the newsletter and on website.~~
  - c. ~~Guidelines for "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.~~
5. ~~Commercial~~ **SUNSET THIS COMMITTEE**
  - a. ~~Makes recommendations to the Executive Committee and the Education/Program Committee for programs which would be of benefit to commercial members.~~
  - b. ~~Promotes membership in WCR to other commercial brokers.~~

### ADD THE FOLLOWING SPECIAL COMMITTEES:

3. **Communications – ADD THIS COMMITTEE**
  - a. **Sends emails to membership at the direction of the President.**
  - b. **Sends surveys to membership at the direction of the President.**
  - c. **Maintains the Chapter Facebook Page.**
  - d. **Posts messages, photos, flyers, etc. to Facebook or other social media at the direction of the President.**
  - e. **Monitors social media of Local Chapters to ensure they are in**

- compliance with National and State guidelines.
- f. Broadcasts messages via various media tools at the direction of the President

6. Historian - REPLACES \*PRESIDENTS BOOK COMMITTEE

- a. Collects photographs, articles and news releases of the Chapter activities and achievements and prepares a book to present to the President
- b. Takes pictures at all State Meetings and Events and makes available on State's utilized online system.

12. Public Relations - ADD NEW COMMITTEE Who approves content produced before distribution?

- a. Communicates information to other real estate professionals and the community, about any significant events pertaining to WCR and its members in order to enhance the WCR brand, at the direction of the President
- b. Communications information by press releases, press kits, online newsletters, blogs, social media, videos, publicity events, internal communication, at conferences and meetings, and other means deemed appropriate.
- c. Assists in identifying target audiences and means of communication that is relevant to those audiences to promote information sharing, spread information about WCR and its members, expose the real estate community to the objectives and workings of WCR.
- d. Promotes communications outside of the WCR organization, at the direction of the President, to enhance the way WCR is perceived, to build and maintain professional relationships and promote the WCR brand.

## Motion 4: Expansion of Ability for Qualified Members to Chair and serve on the Committee.

### 2. Chapter Assistance

The Chapter Assistance & Training Team (CATT) is comprised of Governors, District Vice Presidents and volunteer members who demonstrate specialized knowledge and skills and are willing to utilize these skills to assist Local Chapters. Volunteer Members are appointed by the Chapter Assistance & Training Team (CATT) Chair and approved by the State President. The ~~Chair will be~~ ~~committee will be chaired by a~~ ~~Past State President, meeting the specified qualifications,~~ and appointed by the State President.

#### A. Chairman Qualifications: (In addition to the listed Committee Qualifications)

1. Must have served as ~~State President and Regional Vice President.~~ ~~Local Chapter President.~~
2. Must have served on the Chapter Assistance & Training Team (CATT) for a minimum of ~~one~~ ~~two~~ years.

#### B. Committee Qualifications: Members serving should have a significant combination of the following experience.

1. WCR Member for 5+ years.
2. Served on Local and State Committees.
3. Served as an Officer on Local level.
4. Served as a Committee Chair or Officer on State level.
5. Has been active at the National level.
6. Must have attended 3 out of 4 past State Meetings in the last 2 years
7. ~~Must demonstrate the ability to effectively present expertise in a specialty area needed by Local Chapters, as designated by the Chapter Assistance & Training Team Chair (CATT).~~

#### C. Duties

1. Works as an emergency response team at the request from Executive Team to help with issues at local chapter level and follow up and evaluate afterwards
2. Provides guidance and training for Governors and TDVPs (i.e., work with Local Chapters on using an Organizational Chart, Federal Taxes (IRS), Business Plan, Profit and Loss Budget Review, Audit Procedures, Time Savers for Meetings, Governing Board Agenda, Programs, New Member Orientation, Strategic Partners, Governing Board Minutes, Standing Rules and Protocol
3. Any other duties that may be assigned by State President and Executive Team

Motion 5: To change dates for submission for reimbursement and add greater weight to reflect importance of training.

## VII. EXPENSE REIMBURSEMENT

- A. Budgeted travel expenses will include early registration, transportation (lowest airfare available or 40.0 cents per mile for authorized travel), room based on double occupancy and ticketed meals for WCR events only but will not be reimbursed without proper receipts (i.e. originals of airline tickets and hotel bills, etc.). Hotel reimbursement is for conference dates only; extra days before or after the conference regardless of the reason will not be reimbursed. To be considered for reimbursement all reports and receipts must be received by the Treasurer no later than December 4<sup>th</sup> 15<sup>th</sup>. Each receipt must include notations to identify the individual requesting reimbursement, their position and the meeting attended.
- B. Payment of budgeted expenses shall be contingent upon the TIMELY FILING OF REQUIRED REPORTS and shall be prorated if an Officer fails to attend the required State and National meetings or does not fulfill their duties as outlined in the Bylaws and LPPM.
1. President, President-elect, Secretary, Treasurer, Past President
    - a. Each officer 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.
    - b. The President is encouraged to visit as many Local Chapters as possible and/or at the invitation of the Local Chapter.
  2. 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):

    - a. Attends all National WCR meetings and the Regional Conference. (20%)
    - b. Attends all State WCR meetings including the District Meeting and the Membership Orientation held prior to the year of service. (20%)
    - c. Visits and conducts training with each of the assigned Chapters at ~~one of their Governing Board Meetings.~~ (20%)
    - d. Sends a written report to each member of the State Executive Committee within the two week period following the visit to each designated Local Chapter. Notify the State President immediately if any Local Chapter is experiencing problems. (20%)
    - a. Submits complete written reports and/or articles in accordance with Governor Report

- b. **Requirements** to the State Executive Committee within the assigned deadline. (20%)
3. Texas 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):
  - a. Assists State Officers with keeping Local Chapters informed on all issues which may include planning and conducting an Orientation with the Local Chapters in their District (25% 20%)
  - b. Attends all State WCR Meetings, to include the Membership Orientation held prior to the year of service, **District Meeting** and Regional Conference. (30%)
  - c. 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. (25% 20% )
  - ~~d. Assists with planning and implementing the District Meeting if the District decides to hold a meeting. (20%)~~ **Conducts training, either in person or by virtual means with each assigned Chapter Vice President of Membership or Membership Marketing Chair and Chapter committees (30%).**
4. National Participant
  - a. 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 expenses provided they sign a Funding Disclosure stating they are not receiving full or partial reimbursement from additional sources including reimbursement or partial reimbursement from the State Chapter, their Local Chapter, Local Board or Association, TAR, NAR or their company/employer.
  - b. 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. National Focus Chairs 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.
  - c. Funds to be disbursed after attendance to a National meeting and at the direction of the National Focus Committee. Proper receipts and request for reimbursement must be sent to the State Chapter treasurer no later than July 15 for the May Mid-Year Meeting and December 4-15, for the November National Conference.
  - d. The funds will come from the National Future Leadership Reserve Campaign and Support sub account.

### C. Committee Expense Reimbursement

1. Expenses 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 no later than December 4<sup>th</sup> 15 . Each receipt must include notations to identify the individual requesting reimbursement, their position and the meeting to which the expenses relate.



## National Focus

- a. Consists of ~~six~~-~~four~~ Past State Presidents, Regional Vice President whenever the Regional Vice President is from Texas, the Chapter Assistance Training Team Chair and ~~two~~-~~four~~ General Members who have attended a minimum of ~~2~~-~~3~~ of the last 4 State Meetings and a minimum of 1 of the last 3 National Women's Council meetings, as well as any member(s) serving on the National Executive Committee.  
The Chapter Assistance Training Team Chair will count as either one of the Past Presidents or one of the General Members depending on which category they are actually part of.
- b. All members serve two year staggered terms, except the Chapter Assistance Training Team Chair, Regional Vice President and National Executive Committee member(s) who shall only serve in the year(s) they hold these positions.
- c. The Incoming State President shall appoint ~~three~~-~~two~~ qualified Past Presidents, and one ~~two~~ qualified General Members to serve on the following year's committee. The newly-elected President-Elect shall then designate a Vice Chair from all qualified appointees (per paragraph d below) immediately following the election.
- d. Chair and Vice Chair must have served as National Regional Vice President and attended a minimum of 1 of the last 2 State Leadership Orientation Meetings.
- e. Is responsible for identifying, developing and positioning qualified members for leadership roles at all levels of the organization, including identifying and submitting member resumes to National for consideration for National opportunities and appointments.
- f. Identifies 4-members and submits those names to State Newsletter Chair to be spotlighted in the State newsletter, one per quarter.
  - g. Reviews and approves all annually budgeted funding and expenditures prior to reimbursement by the State Treasurer for: Council National Officer candidates – including campaign expenses, members serving as presenters, facilitators, instructors, those appointed or elected to National Board, Committees, Work Groups or Strategic Forums.
  - h. Chairman serves as a 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.
  - i. Any member considering a National elected position is requested to first interview with the National Focus Committee and request State support prior to announcing candidacy.
  - j. 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. (Effective 2015)
  - k. National Focus Candidate Qualifications: Members being considered for National Executive Officer should have a significant combination of the following experience:
    - (1) have completed term as Local Chapter President; (2) have completed term as
    - (2) State Chapter Executive Officer; (3) have completed term as State

Governor and preferably served as Regional Vice President; (4) have had multiple appointments to 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.

- I. National Focus Committee Chair to be funded from the Texas National Future Leadership Account rather than the State budget.