



2021 POLICY & PROCEDURE MANUAL

2020 LEADERSHIP TEAM COMMITTEE
WOMEN'S COUNCIL OF REALTORS® TEXAS

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1. OFFICERS

Officers shall:

- Perform all duties set forth for them in the Bylaws, Standing Rules, and this Procedure Manual.
- Submit written reports to Leadership Team within 30 days after meetings, conferences, and visits.
- Attend Texas REALTORS® welcome reception, installation, 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/Project Team Chair, except Nominating and Budget & Finance Committees. All appointments shall be subject to the approval of the Governing Board. These appointments shall be ratified at the Winter Meeting for the current year.
- c. Oversee State Network operations, ensuring the development and achievement of goals and priorities, and compliance with State Network operating standards.
- d. 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.
- e. Serves as an ex-officio member of all Committee/Project Teams except the Nominating Committee.
- f. Attends and represents the State Network at all National Women's Council of REALTORS® meetings and serves as a voting member of the National Governing Board. In addition, is a member of the National Liaison's Team in the Region along with the State Liaison.
- g. Oversees communication with members and strategic partners.
- h. Appoints a Past President or prior Credentials Chair that has served in a prior year_on Nominating to oversee counting of election ballots.
- i. Presents Nominating Project Team report in writing to the general membership at least thirty (30) days before the election meeting.
- j. Sends Proxy for voting Delegates to each Local President at no less than seven (7) days prior to the election meeting.
- k. 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.
- l. Signs the prepared tax return for the year served as President.
- m. Assigns Leadership Team Officers as liaisons to Standing Committees and Project Teams.
- n. Reviews and approves all reimbursement requests.
- o. Updates social media [access](#) editors at the beginning of each year and as necessary.
- p. The President is encouraged to visit as many Local Networks as possible and/or at the invitation of the Local Network.
- q. Builds and maintains a positive relationship with the State Association of REALTORS®
- r. Ensures focus on State Network strategic plan to direct network action and use of resources.
- s. Works with the Governing Board to evaluate network progress and performance
- t. Mentors, trains, support and provide leadership opportunities for the President elect and ensures a smooth transition in leadership.
- u. Cultivates development of future leaders for the State Network
- v. Ensures compliance with all National Council reporting requirements.

1.2 - President Elect

- a. In the absence of the President, presides at all meetings and performs the necessary duties of the office.
- b. Submits appointments to the President for Vice Chairs of all the Committees prior to the Winter Meeting.
- c. Host a State Leadership Orientation for State and Local leaders, and members.
- d. Assists the President as needed.
- e. Acts as officer liaison for Leadership Development Initiatives (such as leadership training events) and a non-voting member of the Leadership Identification and Development Committee.
- f. Prepares to assume the role of President, ensuring a smooth transition with the President.
- g. Attends National Women's Council 360 as part of preparing for the presidency.
- h. Conducts a planning retreat prior to taking on the presidency to develop the State Network Strategic Plan.
- i. Assist 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.
- j. Appoints the State Liaison (ratified by the Governing Board) before the election.
- k. 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.
- l. Submits hotel contract and budget for orientation to the Leadership Team for approval, then to the Budget & Finance Committee prior to the Winter Meeting.

1.3 – First Vice President

- a. Takes the minutes at Governing Board meetings, Leadership Team meetings, Installation and Awards ceremonies keeping accurate record of all motions made and their disposition. Timely submits Governing Board minutes to Leadership Team for approval, then to Minutes Review Team Lead for review. Revises according to Minutes Review Team Lead with approval of Leadership Team. Final Governing Board minutes should be posted to website within 45 days after meeting.
- b. In the absence of the President and President Elect, 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 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. Maintains State Network Bylaws and oversees updates as necessary and notifies National Women's Council of REALTORS® of any change in the amount of State dues.
- f. Maintains and safeguards all official records of the State Network, including, state officer quarterly reports, and the officers' attendance at all required meetings.
- g. Sets up and maintains online storage files for state and local documents. Invites Local Presidents to online storage and sets up folders for each Network.
- h. Assists Leadership Team in revising/updating and/or creating materials and templates for Local Networks as well as Local Leadership Orientation(s).
- i. Revises the Standing Rules according to approved motions from Governing Board Meetings and submits to Leadership Team and Bylaws Committee for review.
- j. Furnishes each Officer and Chair copies of the Bylaws and Standing Rules, and a copy of their duties as outlined in the Procedure Manual.
- k. Revises Policy and Procedure Manual as approved by Leadership Team.

- l. 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.
- m. Provides Credentials Committee with a list of the Nominating Project Team members prior to the Winter Meeting, a list of elected members and alternates who served prior to the Annual Conference at the Governing Board Meeting.
- n. 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 Chair. Provides Credentials Project Team with number of voting cards and ballots at least 30 days prior to Governing Board Meetings

1.4 - Treasurer

- a. In the absence of the President and President Elect and 1st Vice President, 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 and works with CPA and/or bookkeeper to ensure proper accounting controls and systems are in place.
- d. Prepares the annual network budget in conjunction with the Leadership Team for Governing Board presentation and approval.
- e. Disburses funds only when proper documentation has been received.
- f. Conducts training on "Budget Planning" for Governors and District Vice Presidents as needed.
- g. Prepares a financial report for each Governing Board meeting and a monthly update to the Leadership Team.
- h. Submits the books to the Audit Project Team quarterly and by mid-January of the following year.
- i. Maintains three (3) reserve accounts to be called General Reserve, Education Reserve, and the National Reserve, and provides investment report to the Leadership Team as requested by the President.
- j. Deposits into the Reserve Accounts the amounts of money specified in the Standing Rules.
- k. All monies receive by any member shall be turned over to the Treasurer within seven (7) calendar days. Treasurer deposits in the Network Account(s) all monies received within five (5) business days.
- l. Initiates the process of changing signatories for the accounts and debit cards by providing the required information to the financial institution not later than December 15th.
- m. Assigns responsibilities of setting up and taking down banners.
- n. Chairs the Budget & Finance Committee.
- o. At State and National meetings deposits all cash, checks and credit card receipts in the hotel safe immediately following each event with all amounts to be receipted by the Treasurer and verified by another Leadership Team Officer.
- p. Verifies by May 30th the timely submission of each local Network's federal tax return.
- q. Maintains financial records on an online accounting system.
- r. 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 Treasurers and uploads to Local Folder in the State online storage file.
- s. Contacts Annual Strategic Partners prior to each meeting and/or event to determine who and how many representatives will be attending on behalf of the company, and determine tickets needed and provide Leadership Team with the information.
- t. Introduces Strategic Partners at meetings and events.

1.5 – State Liaison

- b. Reports to the President.
- c. Oversees Local Network compliance, including development of an annual plan and budget and provides support where needed.
- d. Acts as the first contact to resolve local operating issues or conflicts
- e. Communicates all correspondence and materials received from National Women’s Council of REALTORS® office, including National Meeting reports, and keeps the Officers and Committee/Project Team Chairs informed of communications that are applicable to their duties throughout the year.
- f. Coaches Local Network Leaders to improve network performance
- g. Is a member of the Leadership Identification and Development Committee
- h. Is a member of the National Liaison’s team (along with the President).
- i. Facilitates two-way communication between National and the Local Networks and Members at Large in the State.
- j. Is a member of the State Leadership Team and the National Governing Board.
- k. Attends National Women’s Council Network 360.
- l. Identifies potential new Local Networks and follows procedure to initiate.
- m. Supports District Vice President
 - a. Attends and participates at the State Leadership Orientation

1.5 - District Vice President

- a. Reports to the President.
- b. Works with the State Liaison to visit Local Networks and conduct, or assist with, Local Leadership Orientation (including Project Team Leads), including the “newly elected” Local Officers for the following year.
- c. Attends training/retreat before becoming involved with the Local Networks.
- d. Attends training on “Budget Planning” with the incoming State President at Orientation.
- e. Works with the Director of Events in their assigned area on how to hold and plan mission focused income generating Industry Events that are consistent with their Local Budget.
- f. Provides field training and support to Local Project Teams.
- g. Works with the State Membership Chair and First Vice President to plan and implement the State Membership Contest.
- h. Works closely with Director of Membership to help Local Networks successfully recruit and retain members.
- i. Works with Membership Team to facilitate a sharing session at Annual Conference on recruiting ideas and successes, including the First Year Communication Plan.
- j. Works with Program Director to facilitate a sharing session at the Annual Conference on planning and program ideas and successes.
- k. Serves as a resource to enable Local Networks to provide consistent value to their members.
- l. Assists Leadership Team in identifying members with ability to travel and provide field support.
- m. Be proficient at navigating both State and National website.
- n. 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.
- o. Assists Leadership Team in identifying future leadership talent.
- p. Assists Leadership Team in identifying training courses needed by members, including the Leadership Orientation.
- q. Submits timely, written reports to Leadership Team.
- r. Reports per District Vice President Reporting Requirements (determined by Leadership Team)

- 1) Winter Meeting – within 30 days
 - 2) District Meeting – within 30 days
 - 3) Annual Conference – report required within 30 days
 - 4) Local Training – report due within 2 weeks of training
 - 5) Local Visit(s) – report due within 2 weeks of visit
 - 6) Quarterly newsletter article – due 15 days prior to the end of each quarter
- s. Expense reimbursements will be tied to timely reports as stated in paragraph above.
 - t. Promotes, attends, and participates at all State Meetings/Programs as well as the assigned District meeting(s).
 - u. In conjunction with the Leadership Team analyzes the needs of each Local Networks in their area and determines how State can assist with improving their performance.
 - v. In conjunction with the Leadership Team, 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 Leadership 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 REALTORS® and National Association of REALTORS® and participate after the Women’s Council of REALTORS® function/meetings have concluded.
 - y. Encourages Local Leadership in their areas to attend and participate at other meetings and functions.
 - z. Assists Local Networks to update the websites in their assigned area.
 - aa. Encourages Local Officers to keep their profiles updated on wcr.org with current photo and contact information.
 - bb. Ensures Industry Events and/or activities are listed on their assigned Network microsite by January 31st.
 - cc. Gathers information from Local Networks to include in the quarterly Newsletter and submits it to the Newsletter Project Team Lead prior to the deadline.
 - dd. Reminds Local Networks at the end of every month to reconcile their membership numbers with the roster provided by National.
 - ee. Communicate the importance of adding local network events to each network’s website at National so it auto-populates to the state network’s website.
 - ff. Assists and participates in the Education and Programs Project Team.

1.7 - Parliamentarian

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

2. COMMITTEES/PROJECT TEAMS

2.1 - Leadership Team

- a. The President serves as Chair of the Leadership Team which consists of the President, President Elect, First Vice President, Treasurer, and State Liaison. The Parliamentarian serves in an advisory capacity.
- b. Meets monthly 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 Leadership Team shall constitute a quorum.
- e. Develops new programs and reviews existing ones for the purpose of better serving the Membership.
- f. Establishes the District boundaries.
- g. Submits to the Marketing Project Team all information or systems, related to development and/or training to be posted to the microsite within 10 days of receipt.
- h. Within 30 days of the Governing Board Meeting, and with approval of the Leadership Team, submits minutes to Minutes Review Committee.
- i. Secures Annual Strategic Partners and Event Partners to meet or exceed budgeted revenue.
- j. Maintains contact with Annual Strategic Partners throughout the year to foster positive long-term relationships.
- k. Maintains library of systems, timelines, guides and clarifies support available to state and local networks.
- l. Survey the attendees of the Leadership Orientation training at the end of the meeting to determine the effectiveness of modules taught.
- m. Conduct a follow-up survey in February of all local networks to evaluate how their networks are operating and implementing the training offered at orientation.
- n. Determine the number of DVPs needed to efficiently support the Local Networks in the following year (Job descriptions, etc. for DVP's to come from the new state model voted on in November).
- o. Annually selects an Affiliate Member of the Year no later than 30 days prior to the Annual Conference.
 - a. Gift to be as follows: \$100.00 allotment for plaque, 2 guest lunch tickets and remaining budgeted allotment in the form of a check. The recipient will be recognized at the Annual Conference, and prior recipients will be asked to stand and be recognized.

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. Budget & Finance

Lead: STATE TREASURER

Officer Liaison: President

Actions Needed:

- 1) Review budgets from local networks and provide feedback to State Leadership Team.
- 2) Reviews, approves and presents the Leadership Orientation Budget at Winter Meeting.
- 3) Reviews, approves and presents the Annual Budget at the Annual Conference.
- 4) Reviews the State investment portfolio and makes recommendations and investment suggestions to Leadership Team to ensure the best use and protection of the membership monies.

Note: Committee Members include: Team Lead, Past State President Appointed by the President, 2 Local Network Presidents Appointed by the President, 2 Appointed General Members appointed by the President.

b. Leadership Identification and Development Committee

Lead: Jo Ann Stevens **Vice Lead:** Sharon Eddings

Officer Liaison: Peggie Pentecost, President

Actions Needed:

- 1) 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 Leadership Institute.
- 2) Any member considering a National elected position (Leadership Team and/or National Liaison) is requested to first declare to the Leadership Identification and Development Committee and request State support prior to announcing candidacy.
- 3) All members receiving funding from the Leadership Identification and Development budget shall submit a written report to Leadership Team Committee and to the Chair of the Leadership Identification and Development Committee within 2-weeks of any National meeting attended. Funding will be commensurate with duties and level of responsibility as determined by committee.
- 4) Leadership Identification and Development Candidate Qualifications: Members being considered for National Leadership Team Officer should have a significant combination of the following experience: have completed term as Local President; (2) have completed term as State Leadership Team 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 Chair and Vice Chair positions, (6) have served on the National Nominating Committee and/or the National Leadership Team Committee.
- 5) Chair to be funded from Texas National Future Leadership Account.
- 6) 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.
- 7) Any member serving in a Nationally elected position shall provide a report at State Governing Board meetings.
- 8) Texas members participating in Leadership Institute shall deliver an oral report on their experience at Governing Board during the following Winter Meeting, which will be included in the first quarter newsletter.
- 9) Create a plan that will help members better prepared to seek leadership positions and/or have more visibility within the industry and the community (systems knowledge, timeliness, etc.).
- 10) Create a plan to remind and encourage members to apply for the Leadership Institute now offered at National.
- 11) Implement a mentorship program, based on the analysis of needed areas for expertise and mentoring as determined by the 2020 state Leadership Team.
- 12) Develop a marketing strategy, based on the statistics gathered on state members such as income, involvement in local, state and national associations, etc., and utilize those statistics to gather visibility and support from strategic partners as well as local and state associations.

c. Nominating

Lead: Sheila Moran

Actions Needed:

- 1) Lead delegates committee duties
- 2) Leadership Team to update the Consent to Serve form.

- 3) Seek input regarding candidates from State Officers and Leadership Identification and Development Chair.
- 4) Consider and seek input regarding nominee's Attendance at Events, Training and Meetings including Conference Call meetings.
- 5) Obtain venue for Nomination interviews. If costs are to be incurred, forward to Leadership Team for approval.
- 6) Obtains vendor/sponsor for breakfast and lunch for the scheduled meeting.
- 7) Identify hotel accommodations within close proximity to the venue.
- 8) Obtain the current member roster 7 days prior to Interviews meeting to verify candidates are Active Members in good standing at the time they are nominated to interview.
- 9) President Elect to add Nominating Committee deadlines to state local network Presidents and State Officer's calendars, based on the new state model guidelines:
 - Minimum of 60 days prior to election: Establish committee, committee members sign confidentiality agreement, committee members review qualifications and job descriptions for elected positions. Call for Nominations distributed.
 - 30 days prior to elections: Applications and Consent to Serve due from candidates.
 - 14 days prior to elections: Nominating Committee conducts interviews and validates that candidates meet requirements. Nominating Committee slates at least one qualified candidate for each position. Slate is published.
 - 7 days prior to elections: Nominating Committee review any candidates who wishes to run that is not on the slate.
 - Email all committee members 6 months in advance and nominees 60 days prior in advance regarding the date, location, hotel accommodations etc.

d. Past Presidents Advisory

Lead: Sharon Eddings

Vice Lead:

Officer Liaison: Peggie Pentecost, President

Actions Needed:

- 1) Review criteria for Past Presidents' scholarships and make any necessary updates.
- 2) Select three (3) members to be awarded Scholarships at the Winter Meeting and five (5) members to be awarded Scholarships at the 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 Winter Meeting.
- 4) Review and be familiar with the current local and state models.

e. Strategic Planning

Lead:

Vice Lead:

Officer Liaison: Peggie Pentecost, President

Actions Needed:

- 1) Strategic Planning Committee to consist of the Leadership Team, the immediate Past President, Committee Chairs, District Vice Presidents, one or two local presidents, one or two other emerging or past leaders as desired.
- 2) Facilitate the Strategic Planning meeting.
- 3) Obtain venue for Strategic Planning meeting. If costs are to be incurred, forward to Leadership Team for review/approval.
- 4) Gather information and conduct surveys as needed per Facilitator.

Note: Nominating Committee members, Governing Board Members and those running for office shall not serve.

d. Education and Program

Lead:

Vice Lead:

Officer Liaison: Peggie Pentecost, President

Actions Needed:

- 1) Continue to identify all tools and resources available through the State Network and National websites. After approval from Leadership Team, provide to Marketing Committee for posting and/or links.
- 2) Prepare and execute educational component of Networking Events at Winter Meeting and Annual Conference.
- 3) Deliver a money-making industry event at the Women's Council Networking Event with project details and budget to be approved by Leadership Team Committee prior to entering into any contractual agreements. All contracts will be signed by the President.
- 4) Meets or exceeds budget revenue.
- 5) Committee members include Local Event Directors and District Vice Presidents.
- 6) Eligible members will assist the Credential Project Team during Governing Board meetings as needed.
- 7) Offer our Annual Strategic Partners additional advertising at our events before offering it to others.

e. Entrepreneur of the Year

Chair:

Actions Needed:

- 1) Annually selects an Entrepreneur of the Year no later than 30 days prior to the Annual Conference.
- 2) The Project Team will be comprised of two Local Presidents from each District, to be appointed by the President.
- 3) No Local Network will be represented on the committee two years in a row.
- 4) Award to be based on their contribution to their business, the industry and the community throughout the current year
- 5) Gift to be as follows: \$100.00 allotment for plaque, 2 guest lunch tickets and remaining budgeted allotment in the form of a check. The recipient will be recognized at the Annual Conference, and prior recipients will be asked to stand and be recognized.
- 6) Project Team Leader will be the most recent recipient willing to serve.

f. Marketing

Lead:

Vice Lead:

Officer Liaison: Peggie Pentecost, President

Actions Needed:

- 1) Assist other Project Teams by creating marketing pieces, as needed or at the discretion of the President.
- 2) Work closely with Newsletter Project Team and outsourced technology and social media company to create postings on multiple platforms about Local Networks either highlighting experience of members and/or celebrating their positions in various other organizations.
- 3) Encourage members and officers to take pictures and post to social media.

- 4) Be the delivery vehicle of any message from the Leadership Team to Membership via various media tools (Facebook, Twitter, YouTube, Instagram, etc.) at the direction of the President.
- 5) Publish social media posts as directed by the President.
- 6) Send surveys to membership at the direction of the President.
- 7) Communicate and/or broadcasts current Women's Council members in their roles as leaders in organized real estate, industry, business, and the community, including new PMN designees at the direction of the President.
- 8) Runs projector at the Installation and Awards Luncheons.
- 9) Recommend existing platforms and systems for local network use, such as: Survey Monkey, Eventbrite, Quick Books, Mail Chimp, Constant Contact, etc.

f.1 - Newsletter

Leader:

Vice Leader:

Actions Needed:

- 1) Solicit written articles for the newsletter from State Officers.
- 2) Coordinate with Membership, Education, Marketing, Past Presidents and Leadership Identification and Development for content.
- 3) "Community Leadership Award" applications will be sent by the Project Team Chair to the Marketing Committee Chair to e-blast to membership.
- 4) Selects four members to spotlight, one each quarter, in the newsletter and on social media 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.
- 5) 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.
- 6) Texas members participating in Leadership Institute shall deliver an oral report on their experience at Governing Board during the following Winter Meeting, which will be included in the first quarter newsletter.

f.2 - Technology

Leader:

Vice Leader:

Actions Needed:

- 1) Post, update or create links to the microsite of all tools and resources as directed by the President.
- 2) At the direction of the President, create a training library on what is available at National and State specific training.

f.3 – Virtual Zoom Coordinator

Leader:

Vice Leader:

Action Needed

- 1) Proficient in ZOOM and video conferencing and broadcasting as well as other applications that may need to be integrated to facilitate Scheduled events including YouTube, Video editing, graphic uploading and sound delivery.
- 2) Work with Leadership Team to establish delivery of scheduled virtual events including Training, Presentations, Break-out Sessions, Happy Hours, etc.

g. Member of the Year**Leader:****Vice Leader:****Actions Needed:**

- 1) Annually selects a Member of the Year no later than 30 days prior to the Annual Conference. Submits award recipient's name to National by December 1st.
- 2) The balance of the Committee shall be made up of one Past President, one District Vice President and one Local President, who are appointed by the President.
- 3) Recipient to be selected based on contribution to State throughout the current year
- 4) Gift to be as follows: \$100.00 allotment for plaque, 2 guest lunch tickets and remaining budgeted allotment in the form of a check. The recipient will be recognized at the Annual Conference, and prior recipients will be asked to stand and be recognized.
- 5) Project Team Leader will be the most recent recipient willing to serve.

h. Membership**Lead:****Vice Leader:****Officer Liaison:** First Vice President**Actions Needed:**

- 1) Works with District Vice Presidents to facilitate a sharing session at Winter Meetings between local network leaders on recruiting ideas and successes, including the First Year Communication Plan.
- 2) Plans a contest for summer membership drive, including prizes for winners within budget, which shall begin May 1 and end August 31. Reports monthly membership numbers to President during the contest. Awards to be presented at the Annual Conference Awards Ceremony
- 3) Evaluate and/or revamp the State Membership contest to determine risks vs. reward to our local networks.

Note: Committee includes all Membership Directors and District Vice Presidents.**3. EXPENSE REIMBURSEMENT****3.1 - President, President Elect, First Vice President, Treasurer, State Liaison and Parliamentarian**

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

- 1) Leadership Team Officers will complete their own registration for all meetings.
- 2) Personal incidentals paid by the Network will be immediately reimbursed to the Network

3.2 - District Vice President Review when we review all DVP duties.

Will receive reimbursement up to the amount budgeted each year based on the following guidelines (partial reimbursement may be paid after June 1 depending on duties completed):

- 1) Reimbursements will be based on attendance, participation and a written report to the following meetings:
 - a) Officer & Leadership Orientation – 25%
 - b) Winter Meeting – 20%
 - c) Annual Conference – 20%
 - d) District Meetings, if necessary, 15%
 - e) Local Orientations/Visits – 20%
- 2) Percentage amounts indicate percentage of requested reimbursement eligibility for each completed attendance/report. Example, if someone turns in a \$1,000 reimbursement request and only completes 80% of their duties, they are only allowed 80% of the \$1,000 requested. Full reimbursement may be approved due to extenuating circumstances and upon written request to the President at the discretion of the Leadership.

3.3 - National Participant

- 1) Any member serving at the National level as Chair, Vice Chair, or as a member of the Leadership Team 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 Leadership Identification and Development 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.

3.4 - 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 Leadership Orientation/Bootcamp 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/Bootcamp.
- 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.

3.5 – Committee and Project Teams Expense Reimbursement

- 1) Expense related to Committee and Project Team Meetings and supplies for their meetings shall be reimbursed according to yearly budget amounts, with prior approval from Leadership Team.

- 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.

4. RECORDS RETENTION POLICY

The Network shall maintain all paper and cloud based financial and corporate records for seven (7) years after the end of the fiscal year.

5. APPENDICES

Bylaws

Standing Rules

State Model

OY Award Applications

Credentials Manual