



Women's Council Installation Checklist

Timeline for a successful installation

	Budget or Sponsorship Impacting	Task Assigned	Task Done
Check on the Yearbook "video" or presentation to the Past President and remind Past President of outgoing speech		PRESIDENT ELECT	
Confirm photography - Ask _____	\$	PRESIDENT ELECT	
Are there any special advertisers chosen or needed this year-Check with Past President and possibly next year	\$	PRESIDENT and PRESIDENT ELECT	
Create name placements for the reserved tables & Head Table	\$	PRESIDENT ELECT	
Have plaques/remembrances for Annual Strat Partners	\$	PRESIDENT	
Have the gavel for passing		PRESIDENT	
Send out announcement in November that it is important to be early/on time		PRESIDENT ELECT	
In order to get your reserved seat. (Post this to the website)		PRESIDENT ELECT	
Confirm music for the event - The day before	\$	PRESIDENT ELECT	
Table gifts for attendees - memorable to the event/theme -	\$	PRESIDENT ELECT	



Women's Council Installation Checklist

Checklist for the day		Task Assigned
Make sure the set-up helpers know where to be and what they are in charge of doing		
Put out the name place cards at the reserved tables and the head tables		
Make sure the right tables have "reserved" signs		
Make sure you have all the NE name badges and pins to give out		
Make sure you have any items you are giving away		
Make sure the yearbook video and equipment is there and set up		
Check you have the President's gifts and gavel for passing		
Check you have all the plaques and certificates to give out		
Check the seating/greeter person knows who is sitting where		HOSPITALITY
Make any last minute corrections to the program or announcements		
Check someone has the Gavel		PRESIDENT

Women's Council of REALTORS®
Information you need to record for your Quarterly Report

Complete after each activity and save. The Network President will need this information to complete the Quarterly Report. The Report (in survey format) will be emailed to the President in the week following the end of each quarter.

Activity Date

Activity Title

What type of activity was this? Check All That Apply.

Education Program

Industry Event

Networking/Mixer

Members Only

REALTOR® Designation Course

New Member Orientation

Other

How many REALTORS® attended?

How many Strategic Partners/Affiliates attended?

How many Guests attended?

Did you Partner with another organization(s)? Please list

Comments:

Note:



INTERNAL QUARTERLY REPORT PROCEDURE

1. Review Business Plan
 - A. Where are you?
 - B. What has been completed?
 - C. What is next?
 - D. Revise if needed.

2. Budget Review
 - A. Where are you?
 - B. What is over, under, as expected.
 - C. What is next?

3. Quarterly Audit

4. Review Standing Rules

5. Review Industry Events
 - A. What has been done?
 - B. Did it meet expectations?
 - C. What could be done differently for better result?

6. Membership Numbers
 - A. Where are you?
 - B. What had been anticipated?
 - C. On target, over, under?
 - D. What has gone well or worked? Not so much?
 - E. What to change

7. Membership Events
 - A. Attendance
 - B. As expected, over, under?
 - C. What has gone well? Not so much?

8. Overall Review of 2018 and what's next



PROCEDURES FOR AUDIT

1) January File

- End of Year Budget
- New Budget
- Final Audit from previous year
- Copy of December minutes to show audit and End of Year financials (Governing Board Approval)

2) In all files January – December

- Bank Statements
- Committee Requests
- Minutes (showing any changes or request of funds- approved by governing board)
- All deposit slips and copies of checks
- All deposit slips and cash forms signed for accuracy
- Budget impact (+ or -)
- Update on reserves and copies of bank statements showing status
- Quarterly financial audit reports
- Any information required to explain unusual expenditures
- Electronic system or flash drive is possible to allow audit committee a complete picture
- All expenditures must be according to Bylaws and Standing Rules
- All standing rules (or Bylaws) must be reviewed and approved at the beginning of the year with the budget
- Updated Standing Rules and Bylaws as required to indicate changes in procedures or allowable expenses



Responsibility Checklist for an Audit

Checkbook

- Register was kept updated
- Balanced to Statements (Reconciled)
- Kept in ink only or online
- Corrections were single line corrections

Monthly Treasurer's Report

- Given at every meeting
- Beginning balance is the same as last report's ending balance
- Every Deposit was listed on reports (or provided as back-up)
- Every check and service fee was listed on reports (or provided as back-up)
- Ending cash balance on report can be referenced to checkbook ledger entry
- Verify that the fundraising events with total revenue brought in and amount paid to company were designated in financials

Governing Board Meeting Minutes

- Taken every month
- Budget was approved by Governing Board
- All fundraising events were approved by Governing Board (via Budget line item or as an individual motion)
- Reports by the treasurer were given at every meeting and included in the minutes
- Proposed Budget for the next year was approved at 1st Governing Board meeting
- Verify quorum present at all meetings

Budget and Executive Line

- List of executive members kept in minutes
- Changes to line noted and approved in minutes
- Copy of budget provided to all
- Ratification and explanation of expenditures over approved amounts in line items
- If budget is amended, copy provided to all

Bank Statements

- Reconciled monthly in a timely manner
- Opened, reviewed, initialed, and dated by a non-signer on the account appointed by the President
- Payee and authorized signatures are not the same
- Checks were NOT made payable to "cash"

Executive Board Meeting Treasurer Report

- Given at every meeting
- Beginning balance is the same as last report's ending balance
- Every Deposit was listed on reports (or provided as back-up)
- Every check and service fee was listed on reports (or provided as back-up)
- Ending cash balance on report can be referenced to checkbook ledger entry
- Verify that the fundraising events with total revenue brought in and amount paid to company were designated in financials

Executive Board Meeting Minutes

- Taken every meeting
- Budget was approved by Governing Board
- All fundraising events were approved by Governing Board (via Budget line item or as an individual motion)
- Reports by the treasurer were given at every meeting and included in the minutes
- Proposed Budget for the next year was approved at 1st Governing Board meeting
- Verify quorum present at all meetings
- Verify all 'plans of work' were approved

Last Audit and Annual Report

- Copy of last Audit report provided for this Audit
- Annual Report was prepared and provided with the Audit Report

Bank Deposits

- Forms properly completed
- Two people counting cash and verified on form
- Receipt issued for all deposits and attached to deposit summary
- Made in a timely manner
- Copies of checks kept (black out routing and account number on copy)

Expense Reimbursements

- Form with receipts attached (if applicable) present for every check issued; otherwise form with appropriate signatures is adequate
- Forms were completely filled out
- Forms approved for reimbursement

Bylaws and Standing Rules

- Are bylaws current with National
- Are Standing Rules updated and accurate

Membership List

- Were Membership Dues paid to National
- Dues paid balanced to number of Active members
- All Governing Board and Task Force members current on dues
- If Honorary members, this is indicated on separate locally maintained list
- If non-resident members, this indicated on separate locally maintained list

Tax Returns

- Did sales tax return get filed with Texas State Comptroller?
- Was sales tax collected when required/
- Did Franchise tax return get filed with Texas Franchise Tax, Comptroller?
- Was an extension filed for Federal IRS Tax Return? Provide proof of acceptance by IRS not just that it was filed.
 - Date extension was accepted by IRS
- Did Federal Tax Return get filed with IRS? Provide proof of acceptance by IRS not just that it was filed.
 - Date Tax return was accepted by IRS

Unused Checks and Deposit Slips

- All unused checks are present and accounted for
- Check number for last check issued and first check available in stock are sequential
- Voided checks are retained for records
- Voided checks are sufficiently modified to eliminate the possibility of clearing the bank
- Deposit slips (or ledger) indicate income category breakdown



AUDIT COMMITTEE REPORT

Network Name: _____ Date: _____

Starting Balance (From Last Audit) \$ _____

Receipts (Deposits since last audit) + \$ _____

Subtotal = \$ _____

Payments (Since last audit) - \$ _____

Balance on Hand = \$ _____

We have examined the records of Women’s Council of REALTORS® _____
And find them to be (choose one):

- Correct
- Incomplete
- Substantially correct with the following adjustments:

Incorrect.

The following irregularities were found:

We make the following recommendations:

Audit Committee Signatures:

Member #1

Member #2

Member #3



Order of Introductions When You Have a Head Table

Generally speaking, the least important are introduced first, and the most important are introduced last (making the person on the President's far right of "medium" importance). Make each introduction brief, giving the name of the person and their present title (or titles). If no present title, give most important past title.

[Audience]

Cynthia High <i>Inspiration</i>	Susan Hart <i>Pledge</i>	Team Leader <i>Immediate Past President</i>	Δ Δ Podium	Yvon <i>President</i>	Gloria Speakwell <i>Speaker</i>	Reena Reddi <i>Pres-Elect</i>	Jack Cash <i>1st Pres. Member</i>
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You may wish to ask your audience to hold their applause until all the head table guests have been introduced. In this case, ask the guests to remain standing after you introduce them, then lead applause at the end and ask them to be seated.

[U.S. Flag]

To my far left...

1. Cynthia High, our most recent Member of the Year
2. Susan Hart, our Ways & Means Chairman
3. Jean Leader, Immediate Past President

And on my far right...

4. Jack Cash, our Secretary-Treasurer
5. Reena Reddi, President-elect, and
6. Gloria Speakwell, our guest speaker, who will be more fully introduced to you later.
7. Do not introduce yourself

At an Installation Banquet, where there may be a larger head table, the seating arrangements would look something like this:

[Audience]

Everna Smart <i>Inspiration</i>	Tracy Best <i>Pledge</i>	Emily Keeswell <i>Benediction</i>	Nancy Now <i>Current President</i>	Δ Δ Podium	Samantha Gohar <i>Board Pres. & Emcee</i>	Vivian Almost <i>Pres-Elect</i>	Ray Tam <i>Incoming 1st of Membership</i>	Liz Thirtle <i>Incoming Sec-Treasurer</i>
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[U.S. Flag]

Again, introductions are made starting with "On my far left...", then "On my far right..."

Installation Luncheon

Date: _____

Location: _____

For this meeting, you will need the following:

Mistress/Master of Ceremonies _____

Prayer: _____

Pledge: _____

Strategic Partners: _____

Person to Install Officers: _____

1 gavel

(PowerPoint with WCR logo until meeting starts)

<> opens meeting __:00 SHARP

Master/Mistress of Ceremonies:

Welcome to the 20__ Installation of the Women's Council of REALTORS®
_____Leadership Team. It is my honor and privilege to have
been asked to serve as the Master/Mistress of Ceremonies because.....
(personal comments)

Ladies & Gentlemen may I present _____, who will give our
INVOCATION.

PRAYER

Please welcome _____, as she leads us in the Pledge
of Allegiance to the flag of the United States of America and of
Texas.

PLEDGE OF ALLEGIANCE.

<>TO INTRODUCE THE HEAD TABLE:

It is my honor to introduce the guests of the head table. From my
far RIGHT and your LEFT,

TO YOUR FAR RIGHT, MY LEFT:

We would also like to recognize all our **PAST Presidents** – would you please stand as I read your name.

Any NAR Dignitaries

Any TAR Dignitaries

Other special guests are:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

At this time, I'd like _____ to come up and acknowledge our 2017-2018 Annual Strategic Partners

ANOUNCE THEIR NAMES AS THEM TO STAND FOR RECOGNITION.

PLAY VIDEOS OR DON'T

~~~~~Video Interlude~~~~~

### INSTALLATION OF OFFICERS

**<> to Introduce**

\_\_\_\_\_ will be installing the Officers

Another year has passed, and the 20\_\_ officers and Directors are retiring — please, will you all stand now? We are all aware of the time and effort you have invested in the Council. You have served well and undoubtedly you have gained experience and transferable business skills that will serve you in your next and future roles including helping and supporting the leaders who follow. Our heartfelt thanks to you! Let’s give these Governing Board members a round of applause. I now declare these offices and positions vacant.

Will the following 20\_\_ officers and directors please come forward as I call your names and face the podium?

Membership

Director \_\_\_\_\_;

Program

Director \_\_\_\_\_;

Treasurer, \_\_\_\_\_;

First Vice President/Secretary, \_\_\_\_\_;

President-elect, \_\_\_\_\_;

President \_\_\_\_\_.

Your duties include delivering value to your members in the following areas:

- Raising member professionalism
- Providing relevant professional development opportunities focused on timely business issues and needs and that incorporate practical application of business principles and related tools and resources
- Developing business leadership skills that are transferable to the exercise of leadership in all personal, professional, and public arenas
- Facilitating member networking and relationship-building

President: You are honored to be installed into the highest office the Women's Council of REALTORS® \_\_\_\_\_ can bestow. We will all look to you for leadership that will bring us great success and harmony in all we undertake in this new year.

In the role, you are about to assume, you will be identified as the Governing Board of the Women's Council of REALTORS® \_\_\_\_\_ dedicated to the best interests of the public and the welfare of your members.

, \_\_\_\_\_; The fulfillment of these duties will be based on the Network Operating Model and the Mission of the Women's Council of

REALTORS®: We are a network of successful REALTORS®, advancing women as professionals and leaders in business, the industry and the communities we serve.

As newly elected officers and appointed Directors, you are entering upon a new phase of service, cooperation and leadership. You will exemplify the best that REALTORS® have to offer their profession. Guard this trust carefully and give full measure of your time, qualities and leadership to your Network and your fellow members so that the Women's Council of REALTORS® \_\_\_\_\_ will continue to grow in service to our profession.

Are you ready to accept the responsibilities of your various positions?

WE ARE.

Please raise your right hands.

Do you solemnly promise and swear to administer the office to which you have been elected or appointed to the best of your judgment and ability, conforming to the bylaws of the Women's Council of REALTORS®, observing and enforcing at all times the Code of Ethics, and supporting at all times the activities and interests of the WOMEN'S COUNCIL OF REALTORS®?



Then by virtue of the authority conferred upon me, I declare each of you to be duly and officially installed in your respective positions, and I extend to you my heartfelt congratulations and good wishes. (Shake hands and give a word of encouragement to each.)

Members, may I present to you the Governing Board of the Women’s Council of REALTORS® \_\_\_\_\_ for 2018.

Lead the applause. Then present the gavel to the President and step back to allow her to make her brief acceptance speech.

*Will all the Past Presidents please come to the front?*

*Please line up in order with the earliest Past President to my far right. The \_\_\_\_\_ Network was established in \_\_\_\_\_.*

*The Past Presidents in your chapter have passed the gavel from year to year to the next president. They not only passed this piece of wood, but also passed a piece of themselves to the next one who would stand up to the challenge of leadership. This group of leaders will always try to mentor and encourage the next generation of members as they believe in Women's Council of Realtors® and all it has to offer.*

*Over the years your chapter will face challenges, but your collective successes will make you one. Please look at them, they are just like you. We are all asking that each of you step up to the challenge of leadership and see where it will take you. The future looks bright . . . come join us.*

*Your new President, \_\_\_\_\_ will now join their ranks.*

**Mistress of ceremonies:** We have some people that would like to make a special presentation \_\_\_\_\_.

Family

Network

?????

Thank you for attending the Women's Council of REALTORS® Installation of our 20\_\_ Officers.

Newly Installed officers please remain for photo opportunities.

**MEETING ADJOURNED**



Network: \_\_\_\_\_  
Program Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please circle the appropriate number.**

1. Women's Council prides itself on providing exceptional value to its members through effective programming. Please rate relevancy of this program to your business.

Very Relevant <-----> Not Relevant  
5                      4                      3                      2                      1

2. Please check one:
- I am a REALTOR® Member of this Network
  - I am a National Affiliate Member of this Network
  - I am a Local Affiliate Member of this Network
  - I am a Strategic Partner of this Network
  - I am a non-Member REALTOR®
  - Other/Guest

3. Comments/suggestions for future programs:

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***Please return your evaluation to Network officers.***