

2017 PROJECT TEAM LEARNING OPPORTUNITIES GOALS AND DESCRIPTIONS

STANDING COMMITTEES

FINANCE AND BUDGET: Review budget versus actual expenses and make recommendations to the Treasurer at each state meeting. Review committee requests and make recommendations to the Governing Board for approval.

GOAL: Oversee state network finances to assist in obtaining a balanced budget for the year.

REPORTS TO: Treasurer

NOMINATING: Interview and determine eligibility of all candidates for the election of State Officers, Governors, and District Vice Presidents. Provide applications and consent to serve forms to all interested candidates. Bring forth the names of one or more candidates most qualified to serve for the positions of President Elect, Secretary, Treasurer, Governor and District Vice President positions, as determined through the interview and application process.

GOAL: To promote skilled leaders within the organization and maintain a level of professionalism that honors the State Network and provides polished leaders.

REPORTS TO: President

STRATEGIC PLANNING: Assist in developing a Strategic Plan for the State Network in alignment with the National Women's Council of REALTORS® Strategic Plan. Continue to develop, revise and update as necessary. This committee will meet at all three (3) State meetings to create 2-4 outcomes for each of the Strategic Committee to focus on the following year. Inclusive of State Line Officers, Governors, Past State Presidents, DVP's, Past Chair and Current Strategic Committee Chair and two (2) additional members at the President's discretion.

GOAL: Align our state with the National Women's Council strategic plan and continue to articulate the brand. Move our State forward in continued professionalism and to create Industry Leaders.

REPORTS TO: President

LEADERSHIP IDENTIFICATION AND DEVELOPMENT: Explore ways to keep the California State Network involved nationally through networking and participation. Keep members informed of National issues and opportunities. Identify and assist members desiring to run for National Office. Monitor and establish criteria and guidelines for the process of becoming a National Officer Candidate. Spotlight current members serving on National committees and in positions of National leadership via report at State meetings. Committee consists of Chair, Vice Chair, and 5 - 6 members who are Past Presidents that are actively involved in the State Network. This committee will also serve as the LEADERSHIP DEVELOPMENT AND INFLUENCE STRATEGIC COMMITTEE.

GOAL: Groom and support candidates for National Leadership Opportunities.

REPORTS TO: President-elect

LEADERSHIP SUPPORT PROJECT TEAM A:

Responsible to create one (1) program relevant to the outcome. Program to be presented at the Winter and Spring meetings. Committee consists of Chair, Vice Chair, and 5 - 6 members. Committee to create a break out session to

provide members the best possible programming for the subject. Programs will be 30 minutes in length. Committee for the following year to be selected and meet at the Fall meeting prior to the year they present the programs.

OBJECTIVE: Provide members with issues that face our profession. Present relevant programming that could lead to more success for our members. Focus placed on technology and leadership skill based training.

Strengthen influence and visibility within the Real Estate Community. Leverage, support and show examples of leadership potential of all members. Provide information on tools and opportunities to development members leadership skills within Women's Council, California Association of REALTORS[®], National Association of REALTORS[®] and within the community.

REPORTS TO: President-Elect

LEADERSHIP SUPPORT PROJECT TEAM B:

Responsible to create one (1) program relevant to the outcome. Program to be presented at the 2017 Winter and Spring meetings. Committee consists of Chair, Vice Chair, 5 - 6 members. Committee to create a break out session to provide members the best possible programming for the subject. Programs will be 30 minutes in length.

OBJECTIVE: Fully communicate Women's Council of REALTORS[®] in all forms of communication

Provide members with information on National "Branding Tools" available online at www.wcr.org

Inform Real Estate industry and communities about Women's Council of REALTORS[®]. Provide members with best practices for building strong networks. Share programming ideas and network operation from other areas and states

REPORTS TO: Secretary

SPECIAL PROJECT TEAMS

AUDIT: The audit project team will audit the books of the past Treasurer at the first meeting of the year and will audit per Standing Rules. Committee consists of Outgoing and Incoming Treasurer, Chair, Vice Chair, 2 appointed members. **GOAL:** Oversee financial statements to ensure accuracy and that all action items voted on are completed as per minutes of each meeting. Books should be reviewed for complete and accurate accounting practices. Report should be made to the governing board at each meeting.

REPORTS TO: President-Elect

EXPO: Organize a Women's Council of REALTORS[®] California State Network booth at C.A.R. EXPO in the Fall. Coordinate raffle sales with \$1,000.00 as the prize during the year. Schedule Women's Council members to man the booth and provide information. Coordinate prospective member information to local networks and State President.

GOAL: To provide information and gain exposure for Women's Council, attract new members and/or new networks. Generate enough funds to cover all costs of the booth and production of raffle tickets.

REPORTS TO: Secretary

STATE MEETING PLANNING:

REPORTS TO: President

1. CREDENTIALS: Sign in members and guests at the State Meetings to verify that all members are current paid members of Women's Council at the time of the meeting. Account to State President for National member quorums

prior to the State governing board meeting. Provide registration collateral for members. Provide the President with a list of VIP's who have signed in before the start of the meeting.

GOAL: Facilitate meeting registration, identify voting members for elections, governing board meetings and general membership meetings. Make sure quorums are met and give sign in sheets to Secretary.

2. HOSPITALITY: Organize food and drinks plus sponsorships for the President's Reception at each State Meetings within the budget as directed by the State President. Welcome members at all State Receptions during the year and at all State Meetings and events.

GOAL: Provide enjoyable cost effective receptions at designated State Meetings and provide welcoming atmosphere for new and current members.

3. MEETING PLANNING: Coordinate with C.A.R. Staff, the State President and the current Hotel managers the schedule for our events. Determine room set-up, meal planning and timing of meals for each state meeting. Negotiate with hotel for costs associated with meeting planning. Prior to the meeting, report to the hotel the anticipated number of attendees. At the meeting, coordinate with hotel staff to assure service requests are being met.

GOAL: To provide a comfortable, organized meeting place and keep the cost to a minimum for our members.

4. AV & WEBSITE: Assist in research and decisions made in all areas of technology for the State chapter. To act as the director and work with the State President and Strategic committees for any AV needs for the meeting. Create PowerPoint(s) as needed for the State meeting. Works as the onsite coordinator with the Meeting Planner and the AV company.

GOAL: To make the website is user friendly and efficient tool for the State chapter and to develop tools and ideas to create more member value from the website.

5. NEWSLETTER: This group will work with the President and Secretary as they provide some of the content for newsletter. They will oversee formatting the state newsletter and posting on a quarterly basis.

6. SPONSORSHIP: Work with the State Line Officers and the sponsorship project team to secure Strategic Partnerships for the State chapter budget. Update the State Strategic Partnership guidelines annually with accurate information.

GOAL: To market the benefits of Strategic Partnership to the industry and vendors that market to REALTORS® and to generate revenue for the state network operations.

7. FIRST TIME ATTENDEES: To welcome first time attendees at each State meeting. Take responsibility for advising them of process, agendas and committee opportunities. Introduce them to State Chapter Leadership and make sure that they are included during and after the meetings.

GOAL: To involve and include new attendees to utilize the benefits of belonging to Women's Council.

8. WAYS AND MEANS: Organize and implement fundraising projects during the State meetings to meet the objectives set in the budget. Coordinate network spotlights and raffle sales for network donations. Manage Local Network booster tables and coordinate with meeting planning for tables required at the State meetings.

GOAL: Generate the funds needed to meet the budget at each State meeting.

RECOGNITION & AWARDS: Distribute special award application forms to general membership at the Winter State meeting. All awards are to be given at special luncheon at the last State meeting of the year. Awards based on merit and applications/nominations received by July 31st. All strategic partners are to be recognized at special luncheon. All awards will be given as per Standing Rules. All application forms for Member, Network, Educational, Joanne McEhren and Member of the Year to be on the website after the first State meeting of the year.

- 1. Special Awards-** including Presidents Award (previously called Outstanding Service Award), other member awards: Founders and Humanitarian, Network Awards, Shining Star , Network of the Year and Landmark Award.
- 2. State Education Awards-** given to members who complete a course between August 1st -July 31st. **GOAL:** To recognize outstanding members, networks and strategic partners, and to distribute the maximum number of scholarships possible within the budget.

REPORTS TO: President & President-Elect

MEMBER OF THE YEAR: Chair is previous year's Member of the Year. Applications to be received by July 31st. Member of the Year will be chosen by the committee members. Award to be presented at special luncheon.
GOAL: Identify the best candidate and honor an individual whose contributions have exceeded expectations to the state network.

REPORTS TO: President

STANDING RULES/BYLAWS: Task Force appointed by President when needed to address changes in standing rules or by-laws. Recommend changes to Governing board and members during the year.

GOAL: Revise Standing Rules to address current needs. File notices of By-law changes and submit to National in a timely matter.

REPORTS TO: President

SERGEANT AT ARMS: Timer for all member presentations, informs and keeps break-out meetings on time, moves members into the meeting rooms

REPORTS TO: President

PARLIAMENTARIAN: Serves at the head table, is well versed on Robert's Rules of Order, helps the President with meeting protocol and guidance when needed, reviews Rules of the Day for accuracy and assists during the election process in oversight.

GOAL: To facilitate a smooth professional meeting environment and conduct fair meeting protocol.

REPORTS TO: President