

President-Elect's Quick Start Guide & Pointers



Important Dates:

Monthly	Attend each Business Resource, Executive Board, and Governing Board meeting.
March 31	Spring dues deadline for reporting members to Women's Council National so members can remain in "Active Status."
August 31	Fall dues deadline for reporting members to Women's Council National for Network compliance.
November 1	Deadline to report newly elected officers to National via local network reporting form.
December 31	Deadline to submit Mandatory Annual Report to Women's Council National.

President Elect Duties:

- In the absence of the President, the President Elect will preside at all meetings and perform the necessary duties of this office. President Elect automatically succeeds to the Presidency the following year.
- Succeed to the Presidency in the event of the death, disability, removal from office or resignation of the President.
- Is a signatory on all Network bank accounts.
- Attend your Local and State Orientation meetings each Fall.
- Attend all Executive meetings, Governing Board meetings, Business Resource meetings, Network events, and project team meetings, if assigned as liaison to said project team meetings.
- Attend the Winter, Spring and Fall State meetings and as many National meetings as possible and/as budgeted.
- Attend the Local Network business planning retreat.
- Serve as a voting delegate at the Women's Council State and/ or Women's Council National Committees.
- Attend the Leadership Academy in Chicago in August.
- Attend educational sessions when traveling on Network business and report back to the membership through various communication avenues. Also, share what you learned at your next Business Resource Meeting verbally or in a written testimonial.
- Act as a Project Team Liaison to Bylaws, Education & Programs, Awards and Recognition and Installation Project Teams and/or others assigned by the President or Governing Board.
- Coordinate meeting arrangements and perform any other duties as assigned by the President.
- Upload all permanent documents into an online storage database (Dropbox, Google Docs, etc.) as directed by the President

- Send Organization Chart, Announcement of Topics & Standing Rules to Women's Council California President Elect by January 15th.
- Ensure monthly programs surveys are issued and collected at each Business Resource Meeting.
- Prepare & upload the annual report for quarterly and yearly submissions.

Resources:

Women's Council California website	www.wcrca.org
Women's Council National website	www.wcr.org
Women's Council National, Facebook	www.facebook.com/wcrfans
Women's Council California, Facebook	www.facebook.com/wcrca
Quarterly Newsletters	Electronic communications from Women's Council, California and National
Network Bylaws	President to always have an updated copy available for reference
Resource Guide	LPPM: Leadership Policy and Procedure Manual. Women's Council officers can download a copy from wcr.org
Network Standing Rules	All officers can obtain from President or from shared online storage (Dropbox, Google Docs, etc.)

Women's Council Events & Networking Opportunities 2017

- ◆ October-December 2016 Local Network Retreats (*held by Local Officers & Incoming and Outgoing DVP's and Governors*)
- ◆ January 23-24 Women's Council Winter Conference, Indian Wells, CA
- ◆ January 25-28 C.A.R. Winter Conference, Indian Wells, CA
- ◆ May 1-2 Women's Council Spring Conference, Sacramento CA
- ◆ May 3-6 C.A.R. Meetings and Legislative Day
- ◆ May 15-20 NAR REALTOR® Party Convention, Washington DC
- ◆ May 18-20 Women's Council National REALTOR® Party Convention, Washington DC
- ◆ August 4-6 Women's Council Leadership Academy, Chicago IL (2017 President Elect only)
- ◆ August 14-16 Leadership Team Transition
- ◆ Sept/Oct TBD 2018 Women's Council California State Officer Leadership Orientation, TBD California
- ◆ October 8 Women's Council California Strategic Planning, San Diego CA
- ◆ October 8-10 Women's Council California Fall New Local Officer Orientation Meeting, San Diego CA
- ◆ October 11-14 C.A.R. Annual Conference & Expo, October 9-10, San Diego CA
- ◆ November 1-6 Women's Council/ NAR National Annual Conference & Expo, Chicago IL

