

## District Vice President's Quick Start Guide & Pointers

### Important Dates:

Quarterly	Monitor submission of Network Quarterly Reports to National
Biannual	Monitor submission of Network Best Programs to State for review and forwarding to National
March 31	Spring dues deadline for reporting members to Women's Council National so members can remain in "Active Status".
August 20	Network elections to be completed prior to transition bootcamps
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 reports to Women's Council National

### District Vice President Duties:

- Serve as a mentor, accountability partner, resource and liaison for Local Networks assigned to them by the President (may be assigned to Members-at-Large)
- Serve on the State Strategic Planning Committee
- Serve on the State Governing Board
- Provide accountability reports/status updates as requested by President
- Provide written reports to incoming officers at year end as to Local updates
- Assist Local networks with Forums and/or Industry Events
- Attend three (3) State meetings
- Participate in annual transition workshops with Network leadership teams held in mid to late August (by District)
- Attend annual Leadership Retreat held in October
- Conduct/attend annual planning retreats for assigned networks as outgoing or incoming District Vice President
- Make initial contact with Local Network leadership teams within 3 weeks after receiving network assignments
- Have regular, productive contact with leadership teams of local Network to which they are assigned (face to face, by phone, email, conference call)
- Utilize Talking Points for Conference Calls and Network Visits provided by State leadership to monitor Network operations and performance
- Have good working knowledge of Women's Council mission, vision, values, goals and talking points
- Have a good working knowledge of State and National websites
- Have a good working knowledge of State Bylaws and Standing Rules of Networks to which they are assigned
- Have good working knowledge of National structure/staff
- Have good working knowledge of Women's Council branding guidelines
- Perform other duties as directed by the President



### District Vice President Best Practices/Reminders:

- Regularly monitor membership roster of assigned Networks to ensure that realtor member number remains above 20 and that realtor-affiliate ratio is above 80%
- Ensure that officer reporting forms are returned to National no later than 11/1
- Ensure that quarterly reports are uploaded to National by established deadlines
- Ensure that annual taxes are filed
- Ensure that Networks have appropriate insurance in place (E&O, event specific, etc.)
- Ensure that draft budget is prepared and approved by Network Board in a timely manner
- Review Network annual calendars to monitor scheduling governing board meetings, programs and industry events
- Obtain and review copies of Network's governing board meeting agendas ahead of meetings to support leadership in conducting effective and efficient meetings

- Obtain and review copies of Network financial reports presented at governing board meetings to monitor budget to actual report
- Ensure that annual elections are conducted in August prior to Network transition meetings and in accordance with Network governing documents
- Monitor and encourage leadership development within Network
- Support development and implementation of Network Business Plan
- Ensure that Network Program Recognition submissions are timely provided to State leadership
- Remind Networks to submit applications for annual awards given at Fall meeting (additional information available on [wcrca.org](http://wcrca.org) under the Resources tab)
- Provide consultation to local Network leaders on relevant topics, such as running a governing board meeting, conducting an election, conflict resolution, installation planning, etc.)

## Resources:

Women's Council California website	<a href="http://www.wcrca.org">www.wcrca.org</a>
Women's Council National website	<a href="http://www.wcr.org">www.wcr.org</a>
Women's Council National, Facebook	<a href="http://www.facebook.com/wcrfans">www.facebook.com/wcrfans</a>
Women's Council California, Facebook	<a href="http://www.facebook.com/wcrca">www.facebook.com/wcrca</a>
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 <a href="http://wcr.org">wcr.org</a>
Network Standing Rules	All officers can obtain from President or shared online storage (Dropbox, Google Docs, etc.)

## Women's Council Events & Networking Opportunities 2018

- ◆ Oct-Dec 2017: Local Network Retreats (*held by Local Officers & Incoming and Outgoing DVP's and Governors*)
- ◆ January 13-15 Women's Council Winter Conference/Installation Monterey, CA
- ◆ January 15 Women's Council of REALTOR'S CA, Installation Dinner
- ◆ January 16-19 C.A.R. Winter Conference, Monterey, CA
- ◆ April 29-May 1 Women's Council Spring Conference, Sacramento CA
- ◆ May 2-5 C.A.R. Meetings and Legislative Day
- ◆ May 14-19 NAR REALTOR® Party Convention, Washington D.C.
- ◆ May 17-19 Women's Council National REALTOR® Party Convention, Washington D.C.
- ◆ August 1-3 Women's Council Leadership Academy, Chicago IL (2017 President Elect only)
- ◆ August 14-16 Leadership Team Transition
- ◆ Sept 17-20 2018 Women's Council California State Officer Leadership Orientation, TBD California
- ◆ October 7-9 Women's Council California Fall New Local Officer Orientation Meeting, Long Beach CA
- ◆ October 10-13 C.A.R. Annual Conference & Expo, Long Beach CA
- ◆ November 2-5 Women's Council/ NAR National Annual Conference & Expo, Boston MA

