



## Women's Council of REALTORS® California 2018 Meeting Protocol

### GENERAL INTRODUCTION PROTOCOL

\*Always introduce yourself first as President when leading the meeting.

Address in order below from least to most importance within the Council

### NO HEAD TABLE:

Community Leaders: City Employees, Council Member, Vice Mayor, Mayor

Sponsors/Strategic Partners: If not including in another part of the program

Out of Area Realtor Association(s): Guests (employees), Directors, Officers, AE

Local Realtor Association: Guests (employees), Directors, Officers, AE

CAR: Directors, Chairs and Vice Chairs, Officers: Treasurer, President Elect, President, AE  
(Option to stand for CAR President introduction)

NAR: Directors, Chairs and Vice Chairs, Officers: RVP's, First VP, VP, President  
(If NAR President in attendance protocol is to stand for introduction)

WCR: Visiting Local Chapter Presidents & accompanying Chapter Officers  
Past State President(s) in attendance by year served, most recent year last  
Current State DVPs in attendance

Current State Governors in attendance

Current State Officers in attendance -Treasurer, Secretary, President Elect

Current State President in attendance

Regional Vice Presidents in attendance

National Guests - such as candidates for national office or visitors

Past National Presidents in attendance

Current National Officers - RVP's, Executive Committee Members, Treasurer, First VP, Pres-Elect

Current National President - (If National WCR President in attendance protocol is to stand for introduction)

### IF HEAD TABLE

If Speaker/Presenter if seated at head table - identify as speaker, name only  
(save introduction for presentation)

Pledge and Inspiration speakers if seated at head table

Parliamentarian (if used)

Local Officers - Program Director, Membership Director, Secretary, Treasurer President-Elect

Visiting State or National Officer seated at head table

### MIXER/SOCIAL EVENTS

Sponsors: Event sponsors and Strategic Partners

VIPs

Leadership Team: Program Director, Membership Director, Secretary, Treasurer, President Elect

## INDUSTRY EVENTS AND BUSINESS RESOURCE MEETING

\*Introduce yourself first (President) when opening the Meeting

### GUESTS IN ATTENDANCE:

Community Leaders: City Employees, Council Members, Vice Mayor, Mayor  
Sponsors/Strategic Partners

Out of Area Realtor Association(s): Directors, Officers, AE

Local Realtor Association: Guests (Employees), Directors, Officers, AE

CAR: Directors, Committee Chairs & Vice Chairs, Officers: Treasurer, President-Elect, President, AE ( Option to stand for CAR President introduction)

NAR: Directors, Committee Chairs & Vice Chairs, Regional Vice Presidents, Officers: Treasurer, First Vice President , President (Stand for President)

WCR: Other Local Network Presidents

Past Presidents-Local Network

\*\* optional Current Network Entrepreneur of the Year Awardee

\*\* optional Current Network Affiliate of the Year Awardee

\*\* optional Current Network Realtor of the Year Awardee

### IF HEAD TABLE:

If speaker or presenter is seated at head table - identify as speaker, name only ( save introduction/Bio for presentation)

Pledge and Inspiration speakers if seated at head table

Parliamentarian (if used)

Local Network Officers: Program Director, Membership Director, Secretary, Treasurer, Pres-Elect

State or National Officers seated at head table

### IF NO HEAD TABLE:

Current Network Officers- Program Director, Membership Director, Secretary, Treasurer, President-Elect

Past State President(s) by year, most recent year last

Current State DVPs in attendance

Current State Governors in attendance

Current State Officers in attendance - Treasurer, Secretary, President Elect

Current State President in attendance

Regional Vice Presidents in attendance

National Guests - such as candidates for national office or visitors

Past National Presidents in attendance

Current National Officers in attendance - Treasurer, First Vice President, President-Elect

Current National President in attendance - (If National WCR President in attendance protocol is to stand for introduction)

## **Tips & Suggestions**

### General Introductions

- 1) If a member or guest serves in 2 or more capacities introduce them ONCE - in their highest WCR position with acknowledgement of other service position held.
- 2) If no head table and pledge and inspiration speakers come from the audience, introduce them when they are called to give their presentation.
- 3) If someone comes in late, introduce when you have a break or next appropriate opportunity. Do not interrupt program to introduce a dignitary unless expected to be late.
- 4) Introduce Speaker if seated at head table only by name and as your Speaker, if not at head table then introduce when time to speak with formal introduction/bio.
- 5) Find a way to use your sign in sheet to identify who is in the audience, or have spotters at a large program to identify dignitaries.
- 6) Don't forget you Leader or VIP in your network! Sometimes we forget we have a leader amongst us. Use that to promote your network.
- 7) Remember that at Women's Council meetings and events the Council is the most important aspect of your meeting.

### **Installations & Retreats & Business Meetings**

- 1) Make your facilitator or installing officer feel special and appreciated. They are volunteering their time and taking time away from their business to be with you. Small gifts are appreciated, and acknowledgement is essential.
- 2) Make sure your DVPs, Govs and line officers are accommodated and comfortable at any local retreats or installations. Do your best to make it easy for them to do their work and you appreciate their time.
- 3) Acknowledge your volunteers at your annual installation inclusive of project teams and Committees. This event should truly recognize the time, energy and talents contributed by your members over the year.
- 4) If state leaders attend your events, comp them the registration as payment of their time. Especially if you have made the invitation to attend.