



2021 STANDING COMMITTEES & PROJECT TEAM DESCRIPTIONS AND GOALS

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 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, First Vice President, Treasurer, 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

LEADERSHIP DEVELOPMENT CALIFORNIA:

The State Network provides mentoring and coaching support to local networks and their leaders. In all of its activities, the state should provide education, networking opportunities, breakout sessions, etc. for local leaders to learn from each other, share information, work on issues of concern, etc. The State Network should be part of the leader identification and cultivation process for local, state and national leadership positions.

- Observe emerging leadership – act as a talent scout for future leaders at any level of the organization via the State’s National Leadership and Identification Committee
- Ensure any event held by State includes tangible opportunities for networking and relationship building.
- Use tools developed by National (e.g., leadership criteria, systems, checklists, etc.), consult with local networks on leadership development processes and strategies.

GOAL: Empower and engage members following the Mission, Vision, Impact and Values statements of Women’s Council of REALTORS®. Focus on Leaders Made Here training to build leaders and strong networks within Women’s Council of REALTORS®, California, California Association of REALTORS®, National Association of REALTORS® and within the community

REPORTS TO: President and President Elect

*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 Committees to focus on the following year. Inclusive of State Leadership Team, Past State Presidents, District VP’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 (NATIONAL):**

This committee is responsible for the identification, development and positioning of qualified members from the local and state networks for leadership opportunities, ensuring that the organization has a strong talented cadre of members interested in developing their leadership skills.

GOAL: Observe and scout emerging leaders for local and state leadership opportunities and share observations with the local/state leadership.

- Provide guidance to California State members wishing to obtain national chairmanships and committee involvement.
- Ensure funds are provided for National candidates.
- Develop and provide input to the State on a leadership training program that meets the needs of the members and further develops leadership involvement and skills.
- Intentionally cultivate local presidents for future contribution at the state level.
- Be familiar with the opportunities for leadership at all levels of Women’s Council.
- Identify and submit to National 10 member recommendations for volunteer opportunities for the following year by May 2, 2021. Resumes’ to be submitted by Committee Chair.
- Interview any qualifying candidates interested in running for National Line Officer. The committee is charged with assuring that members have an understanding of and access to, leadership opportunities across the organization, the industry and the communities they serve.

Committee consists of Chair, Vice Chair and 3-4 members who are Past Presidents that are actively involved in the State Network.

REPORTS TO: President and President-elect

PROJECT TEAMS and TASK FORCES

STRATEGIC PARTNERSHIP AND SPONSORSHIPS:

Work with the State Leadership Team and the STRATEGIC PARTNERSHIP team to secure Strategic Partnerships for the State network budget. Update the State Strategic Partnership guidelines annually with accurate information. Responsible for Strategic Partners set up and break down at the state meetings. Helps to communicate the needs of the Strategic Partners to the Treasurer or State Leadership Team.

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.

REPORTS TO: President and Treasurer

AUDIT*:

The audit project team will audit the books of the past Treasurer by 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. Check 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

REIMAGINE! EXPO:

Organize and staff a Women’s Council of REALTORS® California State Network booth at C.A.R. EXPO in the Fall. Coordinate prospective member information to local networks and State President. Sell raffle tickets to each Local Network during state meetings and at Expo booth.



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: Treasurer

AWARDS AND RECOGNITION:

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.

GOAL: Promote awareness to members of available awards

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.

GOAL: Identify the best candidate and honor an individual whose contributions have exceeded expectations to the state network.

REPORTS TO: President

STANDING RULES and 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

SOCIAL MEDIA AND MARKETING:

This project team will work with the President and First Vice President they provide some of the content for all forms of media communication including leadership communication and/or newsletter and website. They will oversee formatting the state newsletter and posting on a minimum quarterly basis or as determined by the President.

GOAL: Consistent message and branding of Women’s Council of REALTORS® California. Up to date, consistent and relevant media communications from state to and for the local network leadership and general membership.

REPORTS TO: President, President-Elect & First Vice President

C.A.R. LIAISON*:

Serves as a liaison for Women’s Council of REALTORS® California State Network with the California Association of REALTORS®.

GOAL: To build and support an ongoing collaborative relationship between the two organizations.

REPORTS TO: President

CALIFORNIA STATE NETWORK HISTORIAN:

Appointed by State President to serve as historian to the council. Record and track all past state Presidents. Record all state and local awardees. Track and advise leadership team of important historical dates.

GOAL: To preserve process, catalog, and archive important milestones, documents and awards.

REPORTS TO: President and First Vice President

BOBBIE NELSON’S PATH TO LEADERSHIP GRANT:



Grant for California Women's Council members that want to pursue leadership opportunities within the real estate community, including Women's Council of REALTORS®, the California Association of REALTORS® and the National Association of REALTORS®. Project team consists of 3) Past State Presidents willing and able to serve; one (1) Active REALTOR member from the General Membership, two (2) Governing Board members and one (1) current State Network Line Officer.

GOAL: To provide grants to members pursuing leadership opportunities.

REPORTS TO: President

CALIFORNIA STATE LEADERSHIP INSTALLATION:

Responsible for assisting the incoming California President in the planning of the State Leadership Team installation at the Winter meeting.

Goal: To assist the incoming President and assure the installation is an industry event.

REPORTS TO: Incoming President

STATE MEETING PLANNING:

MEETING PLANNING:

Coordinate with C.A.R. Staff, the State President and the current Hotel managers that schedule 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. Meet with all meeting planning committee chairs to co-ordinate meeting details.

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

REPORTS TO: President

CREDENTIALS AND REGISTRATION:

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 First Vice President.

REPORTS TO: First Vice President and Meeting Planning Chair

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.

REPORTS TO: President and State Meeting Planning Chair

AUDIO VISUAL AND TECHNOLOGY:

Assist in research and decisions made in all areas of technology for the State network. 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 provide an organized and professional meeting.

REPORTS TO: President and State Meeting Planning Chair



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 Network Leadership and make sure that they are included during and after the meetings.

GOAL: To welcome, involve and include new attendees. Inform new attendees of what to expect at the conference and the benefits of belonging to Women's Council.

REPORTS TO: President, President-Elect, and Meeting Planning Chair

WAYS & MEANS/FUNDRAISING:

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.

REPORTS TO: Treasurer and Meeting Planning Chair

PARLIAMENTARIAN:

Serves at the head table, is well versed in 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.

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

REPORTS TO: President

SERGEANT AT ARMS:

Timer for all member presentations, Network spotlights and Strategic Partner spotlights, informs and keeps break-out meetings on time, moves members into the meeting rooms

GOAL: To keep order during the meeting.

REPORTS TO: President

*** Indicates a closed committee or project team meeting that is by appointment or election only.**