

President's Quick Start Guide & Pointers

Important Dates:

Quarterly	Hold New Member Orientations
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 reports to Women's Council National

President Duties:

- Preside at all Executive, Governing Board and Business Resource Meetings with well-planned and written agendas
- Coordinate all of the business and affairs of the Network
- Work together with Network Treasurer and/or Finance & Budget Project Team Chair to prepare a Network Annual Budget for approval by the Governing Board
- Work together with Network Line Officers to prepare an organization chart for approval by the Governing Board
- Perform a quarterly review of Network's process/procedures, along with the Governing Board, to include: Business Plan, Budget, Financial Audit, Ways and Means/Events, Standing Rules, Membership Recruiting & Retention, Marketing and Education/Programs
- Attend all Network Events, Project Team meetings in which is liaison to
- Attend all District, State, Regional, and National Women's Council of REALTORS® meetings representing the Network
- Serve as a Voting Member and Delegate of the Women's Council California State Governing Board and at Women's Council National Annual Elections
- When unable to attend a Women's Council California State Governing Board/Membership Meeting or Women's Council National Annual Election Meeting, issues the "Alternate Voting Delegate Letter" to the President Elect or other Active REALTOR® member in order to ensure the Network's vote(s) are cast.
NOTE: The Local Network Delegate shall be the President, President Elect or other active REALTOR® member in good standing of the Local Network
- Coordinate and schedule Local Network Orientation with all newly elected officers and project team chairs. Furnish each Officer and Chair with copies of the Organization Chart, Bylaws, Standing Rules, Budget and current Leadership Policy and Procedure Manual
- Represent the Network and act in its name, subject to its policies, at all times during the term of office
- Attend all Executive, Governing Board, Business Resource Meetings, Network Events, New Member Orientations and all project teams acting as liaison to
- Act as an ex-officio member of all Project Team meetings except the Nominating and Audit project teams
- Assign and/or charge Officers with the responsibility to meet with and act as liaison between Network Project Teams and the Governing Board. It will be clearly understood that such assigned Officer has no vote in project team activities and only serves as an observer. Project team visitation gives Officers the opportunity to be more knowledgeable about the Network's operational structure
- Communicate all correspondence and materials received from Women's Council California and/or Women's Council National, including Meeting Reports and keeps the Local Officers and Project Team Chairs informed of communication that is applicable to their position throughout the year
- Attend education sessions when traveling on Network business and report back to the membership through a newsletter article or at the next Network meeting
- Issue an invitation early in the year to the California State President or Line Officers for a California State Official Visit to the Local Network
- Is a signatory on all Network bank accounts.
- Sign the prepared tax return for the year served as President
- Appoint the Audit Project Team members in January in order to complete quarterly network audits
- Upload all permanent network documents to Local Network online storage database (Dropbox, Google Docs, etc.) or assigns another Officer this task, but follows up to ensure it is completed



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 shared online storage (Dropbox, Google Docs, etc.)