

President's Quick Start Guide & Pointers

Important Dates/Deadlines

Monthly	Attend each Network Event and Governing Board Meeting
Quarterly	Hold New Member Orientations
July/August	Network President Elect attends Network 360 in Chicago
August 15	Annual Network Elections completed
October 1	Deadline to submit Network Certification Report to National
October 30	Annual Network Business Planning completed
November 1	Deadline to report newly elected officers to National via Local Network Reporting Form.
December 31	Network Installation of New Governing Board to have been completed
March 31	National deadline to renew members for current year.
April 15	Deadline for State and National Taxes

President Duties:

- Preside at all Governing Board Meetings and all Network events with well-planned, 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 Events
- Attend all Project Team meetings in which is a 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 Business Planning Workshops 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 Local Network Operating Standards
- Represent the Network and act in its name, subject to its policies, at all times during the term of office
- 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
- Read the Roadmap for Network Leadership emails from National .Communicate all correspondence and materials received from Women's Council California and/or Women's Council National, including Meeting Reports. Keep 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
Roadmap for Network Leadership, Council Corner and State Newsletters	Electronic communications from Women's Council, California and National
Network Bylaws	President to always have an updated copy available for reference
Resource Guide	Network Tools Tab at wcr.org
Network Standing Rules	All officers can obtain from President or shared online storage (Dropbox, Google Docs, etc.)