



**Florida State Chapter
State District Vice President
Duties of Office**

Attendance:

- As an officer of the Florida State Chapter, District Vice Presidents are to attend all state meetings, as they are a voting delegate on the State Governing Board. District Vice Presidents are encouraged to attend all National meetings as well, especially if you desire to serve in a line officer position in the future.
- Attend and be a visible advocate for the Council at Florida Realtors® functions and with all Realtor® organizations.
- Attend the State Chapter Leadership/Planning Retreat typically held in the fall following elections.
- Be installed as an officer at the Florida State Chapter Installation held during the Mid-Winter Conference.
- Attend the District Retreat and District Conference.
- Attend at least one Business Resource Meeting and one Board Meeting at each chapter in their District.

Working with the entire Leadership Team;

- Promote the Women's Council Brand.
- Strive for the State and Local chapters to provide value and grow/mentor membership.
- Seek out future leadership for the local chapters, the state and national council.
- Ensure Strategic Business Partners recognition and value benefit.
- Monitor budget adherence.

District Responsibilities:

- Organize and facilitate District Retreat for officer training and review of chapter business plan by December 30th (in the year before service).
- Supervise organization of the local chapters District Conference, ensuring that each chapter is clear on their responsibilities, deadlines, etc.
- Receive quarterly reports from all chapters, compile and forward to Governor.

Chapter Responsibilities:

- Assist with planning and facilitation of Local Chapter Leadership/Planning Retreat.
- Review each chapter's list of Business Resource Meetings planned for the year to make sure all areas required for the Annual Report are covered.
- Review each chapter's Bylaws, Standing Rules and annual budget.
Know and understand the national and state Bylaws to be able to give guidance.
Review with the Governor the local standing rules for any conflict with State or National.
- Offer guidance and assistance for local chapter fundraising efforts.
- Receive periodic updates from chapter officers on the progress of the Annual Report/Business Plan.
- Help chapters with any concerns/problems/conflicts and enlist the aid of Governor, if needed.
- Mentor chapter line officers, not only at the District Retreat, but throughout the year.