



**Florida State Chapter
State Governor
Duties of Office**

Attendance:

- Attend all State and National Meetings as a voting delegate in the State Governing Board and the National Governing Board.
- Attend at National the above as well as the Regional Committee of which the State Governor is a voting member, the annual business meeting, all officer meetings and workshops, Governing Board working session, and installation of officers. Be sure to check schedules prior to the meetings.
- Attend, as many as possible, Council District Conferences, definitely those in your assigned area.
- 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 after elections.
- Be installed as an officer at the Florida State Chapter Installation held during the Mid-Winter Conference.
- Serve as a member of the State Executive President Appointed Group.
- Attend the District Retreats and when possible the Local Chapter Retreats in your assigned territory.
- Attempt to attend at least one governing board meeting and one business meeting for each chapter in your assigned territory.

Responsibilities:

- Obtain a copy of the budget, bylaws and standing rules by January 30th from the Local Chapters in your appointed areas.
- Be the source for the District Vice President(s) to come to for assistance in any situation that arises in a chapter be it conflict resolution, membership business plan etc.
- Follow up with the District Vice President to ensure that the local chapter officer information is reported to National Council office soon as they officers are elected.
- Charter new Chapters or Business Resource Groups as needed with the assistance of the leadership team and District Vice President. Encourage Members at large to form a Business Resource Group. Nurture new chapters and business groups by working closely with their leadership.
- Work with the District Vice President to ensure every chapter completes and submits the Annual Business Plan. r
- Make contact with each Local Chapter President quarterly to review their chapter status.
- Know and understand the National and State bylaws to be able to provide guidance, review the local standing rules for any conflict with State or National bylaws.