

^



**Women's Council of
REALTORS®**
**Florida State Chapter
State President
Duties of Office**

Attendance:

- ^ Preside over all Women's Council State Chapter meetings.
- ^ Be installed as an officer at the Florida State Chapter Installation held during the Mid-Winter Conference.
- ^ Attend all National Women's Council meetings where the President is a voting member of the National Governing Board and the Regional Meeting. Attend the Governing Board Working Session at the National Meetings.
- ^ Attend all Council District Conferences and address each group with a message relaying the value of membership in the Council.
- ^ Attend and be a visible advocate for the Council at Florida Realtors® functions and with all Realtor® organizations.
- ^ Be installed with the Institutes, Societies and Councils as President at the Florida Realtors® Installation at the Mid-Winter Business Convention. The President will receive information on this directly from Florida Realtors®
- ^ Serve as an appointed director/voting member of the Board of Directors for Florida Realtors® and to be in attendance at the Directors meeting for the Mid-Winter and Annual Meetings.
- ^ Serve as a member of the Florida Realtors® Institute, Society and Council Leadership Forum/Group.
- ^ Be an ex-officio member of each committee with the exception of nominating.

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.

Responsibilities:

- ^ Appoint all Committee, Task Force and Forum Chairs with the exception of Finance and Budget, President and President Elect Forum and Nominating.
- ^ Appoint, with the assistance of the Leadership Team, the Steering Committee members. (Typically done towards the end of the year serving as President Elect)
- ^ Appoint members of the Leadership Team as liaisons to all Committees, Task Forces and Forums with the exception of Nominating and National Focus.
- ^ Facilitate monthly conference calls with the Leadership Team, as well as with the Governors, District Vice Presidents and Local Chapter Presidents.
- ^ Invite the National Council President to the Annual Business Meeting. Work with the Events Support Task Force to ensure her visit is organized appropriately.
- ^ Oversee, with the Treasurer, the plans, organization and budgeting of the Mid-Winter and Annual Business Meetings.
- ^ Work with Florida Realtors® for room assignment and planning as they have agreed to graciously provide us meeting rooms at no cost. All necessary A/V equipment will need to be accounted for in the budget. Determine, with the Treasurer, the cost and inform the membership of any event/meal that cannot be provided within the budget.