



**Florida State Chapter  
State President-Elect  
Duties of Office**

**Attendance:**

- Preside over meetings in the absence of the State President.
- Attend all Women's Council State Chapter meetings as you are a voting delegate of the State Governing Board.
- Be installed as an officer at the Florida State Chapter Installation held during the Mid-Winter Conference.
- Attend all Women's Council National meetings, where you are a voting member of the Regional Committee.
- Attend as many as possible Council District Conferences.
- Attend and be a visible advocate for the Council at Florida Realtors® functions and with all Realtor® organizations.
- Serve as a member of the State Chapter Executive President Appointed Group.
- Chair the State Chapter Leadership Retreat typically held in the Fall after elections.
- Chair the Local Chapter President and President Elect Forum.
- Automatically serve on all State Chapter governance-related committees, such as Finance and Budget Committee and Strategic Planning.

**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:**

- Be a liaison to those committees that the President has assigned you to, as liaison you will be aware of the committee goals and responsibilities; as their liaison you will provide guidance and accountability.
- Work with the current and incoming Treasurer and Finance and Budget Committee to prepare and present a proposed budget for the following year at the Annual Business Meeting in the year you are President-elect. This proposed budget will go to Finance and Budget for approval and then to Governing Board for approval. The budget will be reviewed prior to the Mid-Winter meetings for any changes that may need to be brought forward.
- Preside over a Leadership Retreat committee for all incoming officers, committee chairs, forum steering committee chairs and chapter presidents elect. (Typically in October). The goal is to coordinate and implement plans for the following year, set retention and new member goals, and non-dues revenue targets such as sponsorships, etc. Make sure programs are planned that accomplish the Women's Council of Realtors® mission, the state strategic plan, for membership value and budget adherence.
- Obtain sponsors for any cost over the state budget line item for retreat and or determine the cost per attendee.
- Appoint all committee and forum vice chairs with the exception of finance and nominating. (Typically done right after elections at the annual business meeting when you are president elect-elect). No later than Aug 30<sup>th</sup>
- Budget and plan, with the leadership team, the January installation of officers for the following year, with the event support committee, and to obtain sponsors to cover any and all expenses above the budget line item for installation. The budget item is for essential a/v equipment and staff, electric and items like backdrop, riser and lectern work within budget to determine the cost of the event for the members attending.
- Strategize with Vice President throughout the year on possible Strategic Partners for the following year.