



**Florida State Chapter
State Secretary
Duties of Office**

Attendance:

- Attend all Women's Council State Chapter meetings as you are a voting delegate of the Governing Board.
- Attend all Women's Council National meetings/conferences.
- Attend the State Chapter Leadership/Planning Retreat usually held in the fall after elections.
- Be installed as an officer at the Florida State Chapter Installation held during the Mid-Winter Conference.
- 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 Executive President Appointed Group.
- Serve as Vice Chair of the State Chapter Finance and Budget Committee.

Working with the entire Leadership Team;

- Promote the Women's Council Brand.
- Strive for the State Chapter 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:

- Prepare the roll at each state meeting; confirm the presence of a quorum with the assistance of the Credentials Committee.
- Prepare welcome letter/reminder and previous state meeting minutes to Committee/Forum/Task Force Chairs 30 days prior to each state meeting. Include a current State Strategic Business Partners list.
- At the beginning of each state meeting, distribute packet to Committee/Forum/Task Force chairs which includes: attendance rosters, sign-in sheets, committee minutes forms, and motion forms to Committee/Forum/Task Force Chairs and collect after meetings for attachment to minutes, reports and/or other documentation.
- Prior to Governing Board and General Membership Meetings, appoint two members of the Governing Board to take minutes at the meetings and provide them with paper.
- Take and prepare for distribution the minutes of State Chapter meetings.
- Distribute minutes via e-mail to Leadership Team, Past Presidents, and Regional Vice President within 30 days of the meeting. Note: Minutes record what was done (e.g. motions and their disposition), not what was said (e.g. discussion).
- Keep original copies of all minutes in a permanent State Chapter minutes book, or via electronic form, which is passed from Secretary to Secretary.
- Keep National Roster at Election meeting to verify eligibility of candidates for positions.
- Report the results of State Chapter elections to Women's Council National office within 10 days of the meeting.
- Be a liaison to those committees that the State 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.
- Secretary should be the resource for copies of Bylaws and Standing Rules at State Meetings.
- Prepare, along with the State President, the end of year annual report for submission to National prior to deadline.