



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

**Attendance:**

- Attend all Women's Council State Chapter meetings as you are a voting delegate of the State Governing Board.
- Attend all Women's Council National meetings.
- 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.
- 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 Committee.
- Serve as Vice Chair of the Local Chapter President and President Elect Forum.

**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:**

- Obtain, promote and recognize State Strategic Business Partners. Strategic Business Partners are the backbone of the State Chapter both financially and for the value they bring to our members with their services.
- Communicate with the Strategic Business Partners quarterly about all State Chapter events emailing the Strategic Partners updated state membership lists.
- Utilize handwritten notes, phone calls and electronic means to continuously make the Partners aware of our appreciation of their support.
- Communicate to local chapters and membership the importance of recognizing and recommending our State Strategic Business Partners.
- Review with the Leadership Team the Strategic Business Partner guidelines each year. Present to Finance and Budget for approval at the Mid-year Business Meeting.
- Plan, within budget, Strategic Business Partner recognition throughout the year and at the state meetings.
- Work with the Leadership Team, especially the President-Elect, throughout the year strategizing on Strategic Business Partner possibilities/opportunities for the following year.