

JOB DESCRIPTIONS

All Elected Officers shall be a REALTOR®, REALTOR®-Associate or National Affiliate in good standing with primary membership at SCCAR. National Affiliates can only serve as Secretary or Treasurer.

President

The duties of the President are described in the Bylaws, Article 6. The President shall be a member of the Association's Events Committee.

Local Chapter President's annual report form is due and shall be submitted to the Missouri Chapter President NO LATER than October

President-Elect

The President-Elect shall:

- Perform the duties of the President in the event of the President's disability or absence, including attendance at State, Regional and National meetings.
- Serve as Chairperson of the Standing Rules and Bylaws Committee. This committee is to include Bylaws Chairperson and a minimum of two other members. The purpose of this committee is to revise and update the Standing Rules as it becomes necessary. All revisions shall be noted on the Standing Rules (e.g., approved 1/20/86, revised 11/1/06, etc.) and submitted to the Governing Board for approval.
- Submit approved local chapter Bylaws to National WCR no later than November 15.
- Insure that protocol is followed for any visiting State and National officer.
- Attend the National Leadership Academy and State Orientation.
- Call a joint Governing Board meeting, consisting of present and newly-elected officers, prior to the first regular Governing Board meeting. The purpose is for an intensive planning session to outline goals and

- direction for the upcoming year.
- Handle arrangements for visiting VIP's.
- Coordinate the Installation Banquet with the President (see preceding paragraph regarding Awards Banquet and Installation of Officers.
- Assist the current President with the Installation Ceremony and order a gift of appreciation for the outgoing President
- Be a member of the SCCAR Membership Services committee.

The President-Elect may have NO MORE THAN ONE UNEXCUSED ABSENCE from Governing Board Meetings. Pursuant to the Bylaws, in the event that a vacancy in the office of President-Elect is NOT caused by a vacancy in the office of President, the members of the Nominating Committee shall submit the name of at least one nominee to the President, who shall present it to the Governing Board for approval. An affirmative vote of a majority of the Governing Board shall be necessary to elect. The President-Elect who fills this type of vacancy shall automatically become President after completion of the unexpired term of the President-Elect.

Chair of the Chapter Excellence Award
 Monthly Newsletter article

Vice-President of Membership

The person holding this position should not necessarily be considered as a candidate for Chapter President, but should be elected solely for the qualifications of this office. This person shall:

- Oversee all membership activities. Be accountable for the recruitment, retention and recapture of membership efforts for the chapter. Be responsible for the implementation and follow-through on the national membership marketing campaign when one is in effect.
- Establish Local Chapter membership goals in coordination with the Local Chapter President and Local Chapter Governing Board.
- Communicate membership goals and organize Chapter efforts to achieve goals.
- Monitor membership reports received from National WCR for accuracy and follow-up on any discrepancies.
- Report to National WCR any corrections, changes (i.e. telephone, address) to member information.
- Encourage participation in national and local referral rosters.
- Monthly Newsletter article

Special Committees Under V.P. of Membership

1. Membership Services

Duties:

- a. Help V.P. of Membership with Recruiting New Members
- b. Four New Member orientations per year
- c. Help with call-around for retention and recruitment
- d. Report back to V.P. of Membership regarding orientation, materials needed such as pins, certificates, and packets.
- e. Newsletter article with new members as a spotlight after each orientation.

2. Marketing and Promotions

Duties:

- a. Call on all offices in St. Charles to promote WCR, deliver program material for each meeting.
- b. News Releases in the Papers
- c. Work hand in hand with the affiliate chair, and all new sources of recruitment.
- d. Newsletters article

3. Mentor Committee

Duties:

- a. Call all new members & assign a Mentor
- b. Stay in touch with V.P. of Membership, & Member Service to make sure they attend the orientation, receive pin & packet.
- c. Get new members involved in a committee
- d. Send out Thank You Notes for joining WCR
- e. Newsletter article at least 6 times during the year

Secretary

The Secretary shall take accurate records of all action taken during the Governing Board Meetings and all business meetings of the Chapter. The Secretary shall provide a copy of the minutes of the Membership Meeting to every local chapter Member, the Parliamentarian, State President, Governor, Regional Vice President, National President and National CEO after each meeting without submitting them first for approval. Minutes of the Governing Board Meetings and special called meetings by the President shall be kept as recorded by the Secretary.

The Secretary may have no more than one unexcused absence from the Governing Board meetings.

Monthly Newsletter article

Treasurer

The Treasurer shall:

Be bonded.

Keep written and accurate records of all dues.

Chair the Finance and Budget Committee. The Finance and Budget Committee will include the current and incoming Treasurer, the incoming President, the outgoing President, and the incoming President-Elect. Their meeting should be held prior to the January General Membership meeting.

Receive all membership dues checks and membership printouts from National WCR.

Receive funds from all fundraising projects within five (5) working days after receipt by all committee chairpersons.

All Chairpersons and/or members will not be reimbursed for any expense or budget line item expense without a signed voucher and paid receipt.

The Treasurer's books should be closed and filed for review by our Chapter's financial review designee on or before January 15th and semi-annually thereafter (no later than June 30th). The financial review report should be presented at the February Membership Meeting.

At the Governing Board planning session on or before December 15th, the incoming Treasurer should be given a preliminary year-end report and new signature cards.

It is recommended that available surplus funds be placed in an interest-bearing account.

The reserve fund may be used as designated by the Governing Board with the recommendation from the Treasurer.

Monthly Newsletter article

Committees

All fundraising and chapter project chairs must submit a budget to be approved by the Governing Board before the project is started.

All committees shall consist of no less than three (3) members. Minutes of all meetings shall be noted and motions included in the Chairperson's report. Copies of the reports shall be given to the President-Elect.