

SECRETARY

May be a REALTOR® or NATIONAL AFFILIATE
Oversees Hospitality/Recognition/Awards Committees

The Secretary (a REALTOR® or National Affiliate) takes the minutes of all Chapter Governing Board and Business Resource Meetings.

Duties for 2011:

- Oversee the Awards and Hospitality Committees
- Attend all Governing Board and Business Resource Meetings
- Review and be familiar with the Chapter's Bylaws and Standing Rules
- Review and be familiar with the WCR history and structure
- Attend the following State, Regional and National Meetings (partial chapter subsidy)
 - Dec 1-2, 2010 -- State WCR Orientation/Installation Conference, Scottsdale, AZ*
 - March 10-11, 2011 -- WCR/AAR MidWinter Conference, Prescott, AZ*
- Encouraged to attend the following State, Regional and National WCR Meetings:
 - May 10-14, 2011 --WCR/NAR MidYear Meeting, Washington, DC*
 - July (or August), 2011--State WCR Conference, Phoenix AZ*
 - November 9--14, 2011 -- WCR/NAR National Convention, Anaheim, CA*
- Keep original copies of minutes in a permanent Chapter Minutes Book
- Post minutes on the Chapter website and send a copy to the Chapter President, President-Elect, State Chapter President and State Governor(s) no later than one week after meeting.
- Present the slate of candidates from the Nominating Committee in writing to the general membership at least 10 days before the Annual Election Meeting held prior to October 15th
- At the elections, the Secretary, with the Nominating Committee, ensures that only REALTOR® members and National Affiliates cast one vote each
- **Notify National of the names and addresses of newly elected officers of the Chapter NO LATER THAN November 1st, 2011**
- Turn over the Chapter Minutes Book to the succeeding Secretary upon completion of term.

APPLICATION FOR ELECTED POSITION

Lake Havasu Area Chapter of Women's Council of REALTORS®

Term of Office for 2011

Candidate for (check one): _____ President Elect _____ Vice President of Membership

_____ Secretary _____ Treasurer _____ Nominating Committee

Name _____

Company _____

Business Address _____

Business Phone _____ Fax _____

Home Phone _____ Email _____

Criteria:

Must be a REALTOR® or a National Affiliate member in good standing with the Lake Havasu Area Chapter of the Women's Council of REALTORS®

Must understand the WCR Mission Statement and Vision

Agrees to fulfill the responsibilities outlined in the attached document

Signs the Consent to Serve Agreement

Why I feel I can serve our local WCR chapter: _____

I certify that the above information is accurate and that I understand the duties and obligations of this position.

Applicant Signature Date

Nominating Committee's Use Only

The above applicant meets the minimum requirements as stated above to be a candidate
Yes _____ No _____ If no, the reason is _____

Chairman, Credentials Committee Date

CONSENT TO SERVE

Lake Havasu Area Chapter Women's Council of REALTORS®

Term of Office for 2011

Office (check one): President-elect Vice President of Membership
 Secretary Treasurer Nominating Committee

I agree to serve on the Governing Board of the LHC Chapter of the Women's Council of REALTORS®, and I acknowledge and accept my fiduciary obligation to act in the best interests of the local organization as follows:

1.) Duty of Care: I will use the care that a reasonably prudent person would exercise in a like position and under similar circumstances. This means that I agree to attend meetings, ask questions to gain the information I reasonably need to make a decision and exercise independent judgment.

2.) Duty of Loyalty: I will advance the best interests and well-being of the state WCR over any individual or local interests, and I will refrain from using my position of trust to further my own interests in a way that conflicts with the interests of WCR.

3.) Duty of Obedience: I will accept, support and implement Governing Board decisions, even if I voted against them. I will follow the Articles of Incorporation and Bylaws of WCR and comply with all state and federal laws relating to WCR's activities.

4.) Duty of Confidentiality: I will not discuss matters deemed confidential by the Governing Board outside of board meetings without the express advance permission of the WCR president.

Additionally, I will not speak or act for WCR or the Governing Board unless specifically authorized to do so. I will not present opinions about WCR business unless those opinions are clearly expressed as personal opinions not necessarily the views of WCR.

My signature below acknowledges that I agree to be bound by the terms of consent above.

Signature

(Name – Please Print)