

TREASURER

Must be a REALTOR® or NATIONAL Affiliate
Oversees Finance/Budget/Ways & Means Committees

The Treasurer (a REALTOR® or National Affiliate) has custody of the funds of the Chapter and makes disbursements as directed by the President or Governing Board. It is suggested that the Treasurer be bonded for an appropriate amount.

Duties for 2011:

- Oversees the Finance & Budget Committee
- 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
- Prepares a balanced Budget in 2010 for the following the following year
- Attend the following State, Regional and National WCR Meetings (partial chapter subsidy)
 - Dec 1-2, 2010 -- State WCR Orientation/Installation Conference, Scottsdale, AZ*
 - March 10-11, 2011 – State 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*
- Requires documentation for all disbursements
- Provides receipts for all cash collections
- Keeps an account book showing all receipts and disbursements
- Balance the Treasurer's Report with the monthly bank statement
- Review Chapter expenditures and financial status on a regular basis to ensure overall fiscal integrity
- Submit monthly financial reports to the Governing Board.
- Present an annual financial report in conjunction with the Finance and Budget Chair, to the general membership
- Has the Treasurer's Report book available at all regular chapter meetings
- Submits the financial accounts of the Chapter to the Finance & Budget Committee for Audit each quarter
- Performs a year-end audit of the books with the Finance & Budget Audit sub-committee before passing the books on to the next Treasurer
- Notify National of any dues changes for the following year no later than October 31.

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)