

San Diego Chapter Officer Positions & Qualifications

Corresponding Secretary

Qualifications:

- Must be a WCR San Diego Chapter national or local member in good standing.
- Must have served as a committee member on at least one WCR or local board committee.

Position Requirements:

- Send thank you notes to all guest speakers following Business Resource meetings.
- Send cards and/or flowers to Chapter members in event of illness, death etc as directed by President and Governing Board.
- Perform duties of Recording Secretary in her/his absence.
- Review By-Laws, Standing Rules and applicable sections of the Policy and Procedure Manual.

Recording Secretary

Qualifications:

- Must be a WCR San Diego Chapter National or local member in good standing.
- Must have served as a committee member on at least one WCR or local board committee.

Position Requirements:

- Take the minutes of each San Diego Chapter Governing Board Meeting.
- Maintain original copies of all minutes in a permanent Chapter minutes book.
- Notify the national WCR office of the names and information of newly elected officers of the San Diego Chapter as soon as elected, but no later than November 1st.
- Take attendance at all Governing Board Meetings.
- Review By-Laws, Standing Rules and applicable sections of the Policy and Procedure Manual.

<http://www.wcrsd.org>

Treasurer

Qualifications:

- Must be a WCR San Diego Chapter REALTOR® member or National Affiliate member in good standing.
- Must have served as a committee member on at least one WCR or local board committee.

Position Requirements:

- Take custody of the funds of the San Diego Chapter and make disbursements as directed by the President and Governing Board.
- Maintain records showing all receipts and disbursements.
- Review financial status of the chapter on a regular basis to insure fiscal integrity.
- Present regular financial reports to the Governing Board (have available at all regular chapter meetings as well), and present an annual financial report to the membership.
- Give receipts for collection of monies and keep copies of all transactions for the chapter's permanent records.
- Prior to the end of the term of office, the books of the Treasurer will be made available to an audit committee appointed by the President.
- Review By-Laws, Standing Rules and applicable sections of the Policy and Procedure Manual.

VP of Membership

Qualifications:

- Must be a WCR San Diego Chapter National REALTOR® member in good standing.
- Must have served as a committee member on at least one WCR or local board committee.

Position Requirements:

- Oversee all membership activities including the recruitment, retention, and recapturing membership efforts of the chapter, such as the implementation of the national membership marketing campaign when one is in effect and membership orientations.
- Establish the membership goals for the San Diego Chapter in coordination with the President and Governing Board.
- Communicate membership goals and organize Chapter effort to achieve goals.
- Monitor membership reports received from national WCR for accuracy.
- Report to national WCR any corrections, changes to member information.
- Review By-Laws, Standing Rules and applicable sections of the Policy and Procedure Manual.

President-Elect

Qualifications:

- Must be a WCR San Diego Chapter National REALTOR® member in good standing.
- Must have served as a committee chair on at least one WCR or local board committee.

Position Requirements:

- Attend Leadership Academy (usually in August in Chicago).
- Attend as many WCR State, National and Regional meetings as possible.
- Review the WCR Leadership Policy and Procedure Manual.
- Visit www.wcr.org and review the national Strategic Plan.
- Review the San Diego Chapter's Bylaws and Standing Rules.
- Chair the SDAR Expo
- In the fall, and in collaboration with the Chapter's incoming leadership team, complete the Chapter Business Plan.
- Plan and conduct a leadership retreat for incoming officers, committee chairs etc.
- Perform the duties of the President in her/his absence. The President-Elect automatically succeeds to the presidency the following year.
- Perform other duties assigned by the Chapter Governing Board.