

IREM Job Descriptions

The mechanism for carrying out the chapter's goals and meeting the needs of its members is through a committee structure. The following job descriptions have been developed to provide an outline of what each committee does and what is expected from the person that chairs that committee. It is our hope that these guidelines provide an understanding to each member of the leadership team how to work best together to maximize the use of each volunteer's time and to facilitate clear and effective lines of communication.

These guidelines should be reviewed each year to ensure they reflect the current leadership environment and are adapted to the chapter's needs as they evolve.

President

This position is an officer of the chapter. This leadership position must at all times strive to uphold the bylaws of the chapter focus, on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The person holding this position must be a CPM with demonstrated chapter leadership experience. The position of President oversees the Executive Committee. This position reports to the Regional Vice President of Region 4.

Typical responsibilities of the President include:

- Identifies and appoints Vice Presidents and Committee Chairpersons to serve on the Executive Committee during their term.
- Oversees the Vice Presidents and Committee Chairpersons in the carrying out of their responsibilities.
- Oversees the chapter's IAE.
- Appoints Nominating committee in accordance with the chapter's bylaws.
- Presides over the monthly meetings of the Executive Committee.
- Presides over the membership meetings.
- Attends Leadership & Legislative conference, Regional leadership training conference, and Annual Fall Conference.
- Serves as a member of the Governing Council at national governance meetings.
- Leads planning session in the fall with the incoming leadership team to set goals for the coming year.
- Serves as the liaison between the chapter and IREM Headquarters for communications and the implementation of strategic initiatives.
- Develops annual Business Plan and submits to IREM Headquarters and RVP by deadline.
- Submits annual Budget to IREM Headquarters and RVP by deadline.
- Prepares and submits the President's Message for the newsletter by the published deadline.
- Coordinate and attend Corporate or Academic Outreach visits with RVP and/or National Officer on behalf of the chapter.
- Prepare and submit Annual Report to IREM Headquarters and RVP.
- Provides regular updates to the Executive Committee.
- Serves as a mentor to the President-Elect.
- Updates the Bylaws as required.
- Monitors and adheres to the Chapter Minimum Standards per IREM HQ
- Signs checks in the absence of the IAE or Treasurer.
- Guides the chapter in the formation of its Strategic Plan.
- Updates the chapter's Policy Manual with the officers of the chapter.
- Updates the chapter's Job Descriptions as needed.
- Sign all chapter approvals for CPM's, ARM's, Candidates & AMO's
- Annually review chapter IAE performance and contract

President-Elect

This position is an officer of the chapter. This leadership position must at all times strive to uphold the bylaws of the chapter focus, on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The person holding this position must be a CPM with demonstrated chapter leadership experience. The position of President-Elect reports directly to the chapter President.

Typical responsibilities of the President-Elect include:

- Performs the duties of the President in his/her absence.
- Works closely with the President to achieve the chapter's annual goals.
- Oversees and administers the chapter's minimum standards.
- Serves as a resource to the Committee Chairpersons in carrying out their responsibilities.
- Attends Leadership & Legislative conference, Regional leadership training conference, and Annual Fall Conference.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.
- Provides monthly updates to the Executive Committee.
- Set up meeting with new officers and all committee chairs to assist them in establishing their goals for the new year
- Send correspondence to incoming officers as to their responsibility and duties as well as statement of chapter goals for the year

Secretary/Treasurer

This position is an officer of the chapter. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The person holding this position must be a CPM. The position of Secretary/Treasurer reports directly to the chapter President.

Typical responsibilities of the Secretary/Treasurer include:

- Authors the annual budget for the upcoming year. This includes, but may not be limited to, the numerical calculations for both income and expenses, the narrative budget assumptions associated with the budgeted numbers, as well as a comparison against prior year actual expenses.
- Signs checks for disbursements in the absence of the IREM Administrative Executive (IAE).
- Prepares (with the help of the IREM Association Executive) and discusses the financial statements at the monthly Executive Committee meetings. Explanations of significant variances should be understood and explained.
- Keeps the chapter and Executive Committee focused on meeting the annual operating budget.
- Ensures that the annual tax return for the local chapter is submitted to the IRS by the May 15th deadline. Coordinate with CPA to prepare the tax return.
- Reminds the IAE to file copies of the annual tax return to IREM Headquarters by May 15th.
- Ensures that the IAE maintains accurate and timely financial reports and sends copy to IREM HQ & RVP.
- Leads the internal financial review/audit as necessary.
- Recommends investment vehicles to maximize return of chapter's funds.
- Is prepared to provide financial reports to chapter members per the directive of the Executive Committee.
- Works with the incoming Secretary/Treasurer to help them learn their new job.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.

Vice President of Education

This position is voting member of the Executive Council. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The position of Vice President of Education reports directly to the chapter President.

Typical responsibilities of the Vice President of Education include:

- Determines the educational needs of the chapter's membership.
- Represents chapter in regional education issues and participates on scheduled conference calls with other chapters as coordinated by the RVP.
- Coordinates course logistics (i.e. secures classrooms, selects instructors, orders course materials from IREM Headquarters, inventories materials received prior to course, returns course materials to IREM Headquarters at completion of course).
- Identifies local hotel and negotiates discounted rate for students coming from out of town. Relays information to course registrar.
- Coordinates travel and arrangements with course instructor.
- Makes arrangements for refreshments during the course.
- Handles registration the first day of the course.
- Oversees activities of education administrator.
- Promotes scholarship programs available through the IREM Foundation.
- Submits upcoming education articles to local newsletter.
- Promotes upcoming courses at local membership meetings.
- Prepares profit/loss statement for each course (unless education program is done on a regional basis with a regional administrator).
- Participates in local trade shows to promote educational offerings.
- Promote the development of faculty members within the chapter.
- Provides monthly updates to Executive Committee on educational activities.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.

Vice President of Membership

This position is voting member of the Executive Council. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The person holding this position must be a CPM. The position of Vice President of Membership reports directly to the chapter President.

Typical responsibilities of the Vice President of Membership include:

- Seeks out and encourages qualified individuals to apply for membership in IREM.
- Find and enlist at least one additional person to help with the mentoring of CPM Candidates.
- Works with the Student & Academic Outreach Committee to develop outreach initiatives.
- Plans and Participates in college “Career Day” along with the Student & Academic Outreach Committee
- Contacts new members to welcome them and answer any questions they have.
- Interviews Candidates or coordinates interviews to verify experience for final CPM approval and relays findings to Chapter President.
- Coordinates training for CPM members who may be interested in interviewing applicants.
- Assists existing CPM Candidates by advising and assisting them with completing the requirements for the CPM designation and advising Candidates to take advantage of the Chapter Mentor Program.
- Works with new members to help them decide what Committee to serve on.
- Consults with CPM members who are considering emeritus or inactive status.
- Seeks out and encourages qualified firms to apply for the AMO designation.
- Interviews applicants for the AMO designation.
- Conducts membership needs satisfaction survey with assistance from the IAE.
- Prepares recommendations on behalf of the chapter to the national AMO Committee.
- Acts as a liaison between the chapter and its AMO member firms and seeks ways to assist AMO firms in marketing their services to local owners and investors.
- Participates in local trade show activities to promote membership.
- Reports monthly on activities to the Executive Committee.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.

ARM Representative

This position is voting member of the Executive Council. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The person holding this position must be an ARM. The position of ARM Representative reports to the President-elect.

Typical responsibilities of the ARM Representative include:

- Seeks out and encourages qualified individuals to apply for the ARM designation.
- Reviews all ARM applicant forms.
- Reviews ARM needs of the chapter.
- Develops and implements ways of increasing ARM participation in the chapter.
- Assists Education Chair in determining ARM educational needs.
- Serves as a liaison between the chapter and its ARM members.
- Establishes goals and objectives for the chapter's ARM members.
- Provides interesting and informative programs for those individuals holding the ARM designation within the chapter's jurisdiction.
- Promotes RES 201 "Successful Site Management" educational offerings to interested individuals.
- Participates in local trade show activities to promote ARM designation.
- Reports monthly on activities to the Executive Committee.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.

Community Service Committee Chairperson

This position is an appointed committee member. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The position of Community Service Committee Chairperson reports to the chapter Secretary/Treasurer.

Typical responsibilities of the Community Service Committee Chairperson include:

- Identifies a local charity or community organization that would benefit from the support of the chapter, whether financially or through volunteering of time and energy.
- Plans fundraising and other supportive events for the charity or community organization.
- Regularly reports on activities to the Executive Committee.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.

Income/Expense Committee Chairperson

This position is an appointed Committee member. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The position of Income/Expense Committee Chairperson reports to the President-elect.

Typical responsibilities of the Income/Expense Committee Chairperson include:

- Evaluates submission goals established by IREM Headquarters for the chapter and makes appeals to IREM's national Income/Expense committee as deemed necessary.
- Assists in the promotion and compilation of statistical information to produce IREM Headquarters' "Income/Expense Analysis" publications.
- Provides assistance to chapter members and non-members in completing the data on-line information.
- Monitors goal achievement in all submittal categories and creates incentives when necessary to ensure goals are met.
- Regularly reports on activities to the Executive Committee.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.

Industry Partner Committee Chairperson

This position is an appointed Committee member. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The position of INDUSTRY PARTNER Committee Chairperson reports to the President-elect.

Typical responsibilities of the INDUSTRY PARTNER Committee Chairperson include:

- Establishes recommendations, application and approval procedures for outside vendors as participants in the chapter's INDUSTRY PARTNER program.
- Serves as liaison between the chapter and the INDUSTRY PARTNERS.
- Coordinates greeters at each of the chapter meetings.
- Recommends to the chapter how to enhance the INDUSTRY PARTNERS program.
- Establishes a benefits package for INDUSTRY PARTNER participants.
- Monitors INDUSTRY PARTNERS' usage of benefits.
- May coordinate an annual reverse trade show for the chapter.
- Reports monthly on activities to the Executive Committee.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.

Internal Audit Committee Chairperson

This position is an appointed Committee member. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The position of Internal Audit Committee Chairperson reports to the chapter President.

Typical responsibilities of the Internal Audit Committee Chairperson include:

- Provide oversight of the financial reporting process.
- Review the annual financial statements and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles.
- When necessary, meet separately with the IREM executive to review any matters that the committee or internal audit believes should be discussed.
- Attends a majority of the membership meetings.

IYP (IREM Young Professionals Committee) Chairperson

This position is an appointment committee member. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The position of IYP IREM Young Professionals Committee Chairperson reports to the chapter Secretary/Treasurer.

Typical responsibilities of the IYP (IREM Young Professionals) Committee Chairperson include:

- Develops, implements, and monitors programs to attract young professionals to the real estate management profession and to become members of IREM.
- Encourages IYP members to assume leadership roles within the chapter.
- Participates in local trade show activities to promote IYP outreach initiatives.
- Regularly reports on activities to the Executive Committee.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.

Legislative Committee Chairperson

This position is an appointed committee member. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The position of Legislative Committee Chairperson reports to the President-elect.

Typical responsibilities of the Legislative Committee Chairperson include:

- Monitors and reviews local, state and national legislation and makes recommendations to the chapter on proposed, pending and prospective legislation.
- Responds to IREM calls for action.
- Participates in IREM Capitol Hill visits if possible through budgeted chapter subsidy.
- Serves as a liaison between the chapter and local office of the U.S. Department of Housing and Urban Development and fair housing agencies.
- Coordinates legislative activities with other real estate trade associations.
- Regularly reports on activities to the Executive Committee.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.

Programs Committee Chairperson

This position is an appointed committee of the chapter. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The position of Programs Committee Chairperson reports directly to the chapter President.

Typical responsibilities of the Programs Committee Chairperson include:

- Establishes the annual calendar for chapter meetings and coordinates a general program for each meeting.
- Identifies and recommends timely topics and speakers for programs with consideration given to the strategic plan.
- Assists with selection of monthly luncheon location.
- Extends invitations to speakers and coordinates necessary audio visual arrangements with IAE.
- Coordinates meeting logistics with speakers.
- Obtains biographies from speaker for promotion of program and speaker introductions.
- Introduces speakers at monthly luncheons.
- Presents token gifts and thank you notes to speakers as approved by Executive Committee
- Publicizes and promotes attendance at meetings.
- Coordinates details of joint meetings with other real estate organization within the chapter's jurisdiction.
- Regularly reports on activities to the Executive Committee.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.

Social Media – Facebook, Twitter, LinkedIn, Website Committee Chairperson

This position is an appointed committee member. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The position of Social Media & Public Relations Committee Chairperson reports to the Secretary/Treasurer.

Typical responsibilities of the Social Media & Public Relations Committee Chairperson include:

- Conducts programs to publicize the chapter, the Institute and its designations, programs and services.
- Serves as liaison on behalf of chapter with IREM Headquarters on national advertising campaigns.
- Issues press releases & announcements on Social Media covering the election of officers, meeting announcements, new CPM, ACoM, and ARM members, etc.
- Oversees updates as needed to the chapter's web site.
- Provides & updates the "What's New" on the website in addition to what IREM HQ posts.
- Develops, implements, & updates PowerPoint presentations slides for meeting announcements, etc.
- Regularly reports on activities to the Executive Committee.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.

Student & Academic Outreach Committee Chairperson

This position is an appointed committee member. This leadership position must at all times strive to uphold the bylaws of the chapter, focus on the mission statement of the chapter, and ensure adherence to the IREM code of ethics. The position of Student & Academic Outreach Committee Chairperson reports to the chapter Secretary/Treasurer.

Typical responsibilities of the Student & Outreach Committee Chairperson include:

- Develops, implements, and monitors programs to attract students to the real estate management profession and to become members of IREM.
- Assists members in applying for scholarships available through the local chapter as well as through the IREM Foundation.
- Participates in local trade show activities to promote student & academic outreach initiatives.
- Regularly reports on activities to the Executive Committee.
- Attends a majority of the Executive Committee meetings.
- Attends a majority of the membership meetings.