

**IREM South Florida Chapter No. 19
 Board Member & Committee Volunteer 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.

Officer Positions (*Voting Member)		
President* 8-12 hours per month	Vice President* 8-12 hours per month	Secretary/Treasurer* 8-12 hours per month

Board & Committee Volunteer Opportunities (*Voting Member)		
ARM* 1-4 hours per month	Corporate Outreach 1-4 hours per month	Education 1-4 hours per month
Industry Partner 1-4 hours per month	IYP (IREM Young Professionals) & Student Outreach 1-4 hours per month	Income/Expense <i>as directed by President</i>
Legislative* 1-4 hours per month	Membership & Mentoring* 1-4 hours per month	Past President* Reserved role for immediate Past President 5-8 hours per month
Programs 5-8 hours per month	Social Media 5-8 hours per month	

President

This position is an officer of the chapter and a voting member of the Executive Council. This leadership position must always 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, ARM, or ACoM 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 chapter Executive Committee/Board meetings.
- Presides over membership meetings.
- Attends annual IREM Leadership Forum conference in-person; participates in applicable virtual leadership trainings hosted by HQ when available.
- 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 HQ for communications and the implementation of strategic initiatives.
- Develops annual business plan and submits to IREM HQ and RVP by deadline.
- Prepares and submits annual budget to IREM HQ and RVP by deadline.
- Prepares and submits annual report to IREM Headquarters and RVP.
- Coordinates and attends corporate or academic outreach visits on behalf of chapter.
- Remains in regular communication with Executive Committee.
- Serves as a mentor to the Vice President.
- Oversees chapter bylaw updates as required.
- Monitors and adheres to chapter minimum standards and best practices per IREM HQ.
- Guides the chapter in the formation of its Strategic Plan.
- Updates chapter Policy Manual in collaboration with other chapter officers as needed.
- Updates chapter Job Descriptions as needed.
- Signs any membership certifications chapter approvals that are required.
- Annually review chapter IAE performance and contract

Vice President

This position is an officer of the chapter and a voting member of the Executive Council. This leadership position must always 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, ARM, or ACoM with demonstrated chapter leadership experience. The position of Vice President reports directly to the Chapter President.

Typical responsibilities of the Vice President 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 chapter minimum standards and best practices per IREM HQ.
- Serves as a resource to committee chairpersons and volunteers in carrying out their responsibilities.
- Attends annual IREM Leadership Forum conference in-person; participates in applicable virtual leadership trainings hosted by HQ when available.
- Attends a majority of chapter Executive Committee meetings.
- Attends a majority of chapter membership meetings.
- Provides monthly updates to the Executive Committee.
- Meets with officers and committee chairs to assist them in establishing goals for the new year

Secretary/Treasurer

This position is an officer of the chapter and voting member of the Executive Council. This leadership position must always 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 may be any member of the chapter in good standing. 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 Association Executive (IAE)
- Oversees (with the help of the IAE) and discusses the financial statements at 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 signed and submitted to the IRS by the May 15th deadline. Coordinates with CPA to prepare the tax return.
- Reminds IAE to file copies of the annual tax return with IREM HQ by May 15th.
- Ensures that the IAE maintains accurate and timely financial reports and sends copies to RVP.
- Leads an 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.

Membership & Mentoring Committee Chairperson

This leadership position is a voting member of the Executive Council and must always 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/Candidate. This position reports directly to the chapter President.

Typical responsibilities of the Membership Chairperson 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 IYP & Student Outreach Committee to develop outreach initiatives.
- Plans and Participates in college "Career Days" or job fairs along with the IYP & Student Outreach Committee
- Contacts new members to welcome them and answer any questions they have.
- Coordinates with IREM HQ and IAE to verify CPM experience endorsements and CPM graduation approvals.
- Assists existing CPM Candidates by advising them and keeping them informed of CPM certification requirements.
- Encourages CPM Candidates to take advantage of scholarship programs available through the IREM Foundation as needed.
- Helps find a mentor or serves as a mentor to CPM Candidates seeking additional guidance.
- Works with new members to encourage chapter involvement and volunteerism.
- Conducts membership needs satisfaction survey with assistance from the IAE.
- 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.
- If Chapter participates in local trade show activities, committee chair will attend to promote membership.
- Provides updates to Executive Committee on membership activities.
- Attends a majority of Executive Committee meetings.
- Attends a majority of membership meetings.

**Programs Committee Chairpersons – North, Central, & South
(Palm Beach, Broward, & Miami-Dade Counties)**

These positions are appointed committee Co-Chairpersons. This leadership position must always 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. These positions report directly to the chapter President.

Typical responsibilities of the Programs Chairpersons include:

- Helps to establish 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 the meeting 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 the meeting events.
- Presents token gifts and thank you notes to speakers as approved by Executive Committee.
- Publicizes and promotes attendance at meetings through social media initiatives, emails, and extending personal invitations.
- 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.

Education Committee Chairperson

This leadership position must always 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 reports directly to the chapter President.

Typical responsibilities of the Education Chairperson include:

- Determines the educational needs of the chapter's membership.
- Represents chapter in regional education issues with other chapters as coordinated by the RVP.
- Coordinates course logistics (i.e. secures classrooms, selects instructors, and returns student sign-in sheets to IREM Headquarters at completion of course).
- Identifies local hotel and negotiates discounted rate for students coming from out of town if needed. Relays information to course registrar.
- Confirms travel and arrangements with course instructor in conjunction with IAE.
- Makes arrangements for refreshments during a course.
- Handles registration the first day of a course.
- Works with the IAE on all course plans.
- Promotes scholarship programs available through the IREM Foundation.
- Submits upcoming education course promotion for social media posting.
- Promotes upcoming courses at local membership meetings.
- Participates in local trade shows that the chapter participates in to promote educational offerings.
- Provides updates to Executive Committee on educational activities.
- Attends a majority of Executive Committee meetings.
- Attends a majority of membership meetings.

ARM Representative

This position is voting member of the Executive Council. This leadership position must always 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.

Typical responsibilities of the ARM Representative include:

- Seeks out and encourages qualified individuals to apply for the ARM certification.
- Reviews all ARM applicant forms and approves per IREM HQ guidelines.
- Reviews ARM needs of the chapter.
- Develops and implements ways of increasing ARM participation in the chapter and promotes the ARM Fast Track to those who hold a CAM certification through NAA.
- 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 certification within the chapter's jurisdiction.
- Promotes RES 201 "Successful Site Management" educational offerings to interested individuals.
- If Chapter participates in local trade show activities, committee chair will attend to promote ARM certification.
- Provides updates to Executive Committee on ARM activities.
- Attends a majority of Executive Committee meetings.
- Attends a majority of membership meetings.

Industry Partner Committee Chairperson

This position is an appointed Committee member. This leadership position must always 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.

Typical responsibilities of the Industry Partner 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 Partner program.
- Establishes a benefits package for Industry Partner participants.
- Monitors Industry Partners' usage of benefits.
- Identify Industry Partners that would be able to host a knowledge-based webinar to offering for chapter members and non-members.
- May assist in coordinating a reverse trade show for the chapter Industry Partners and outside vendors to network with property management company representatives.
- Provides updates to Executive Committee on Industry Partner activities.
- Attends a majority of Executive Committee meetings.
- Attends a majority of membership meetings.

Income/Expense Committee Chairperson

This position is an appointed Committee member. This leadership position must always 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.

Typical responsibilities of the Income/Expense Chairperson include:

- Evaluates submission goals established by IREM HQ 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 HQ's "Income/Expense Analysis" publications.
- Provides assistance to chapter members and non-members in submitting data online for HQ's Income/Expense IQ collection.
- Monitors goal achievement in all submittal categories and creates incentives when necessary to ensure goals are met.
- Provides updates to Executive Committee on activities.
- Attends a majority of Executive Committee meetings.
- Attends a majority of membership meetings.

Social Media Committee Chairperson

This position is an appointed committee member. This leadership position must always 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 Chairperson reports to the President.

Typical responsibilities of the Social Media Chairperson include:

- Conducts programs to publicize the chapter, the Institute and its certifications, programs and services.
- Serves as liaison on behalf of chapter with IREM HQ on national advertising campaigns.
- Issues announcements on social media platforms covering the election of officers, meeting announcements, member spotlights, chapter event recaps/celebrations, etc.
- Notifies the IAE of updates as needed for the chapter website.
- Provides announcements or features to be shared on the website highlighting current events, member or Industry Partner recognitions, etc.
- May work with IAE and other committee members to establish a chapter newsletter to be issued by social media and email.
- Provides updates to the Executive Committee on social media activities.
- Attends a majority of Executive Committee meetings.
- Attends a majority of membership meetings.

Legislative Committee Chairperson

This position is an appointed committee member and a voting member of the Executive Council. This leadership position must always 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 Vice President.

Typical responsibilities of the Legislative 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 or by virtual offerings.
- Coordinates legislative activities with other real estate trade associations.
- Coordinates visits with local legislators as per the IREM Guidelines.
- Provides updates to the Executive Committee on current legislative activities.
- Attends a majority of Executive Committee meetings.
- Attends a majority of membership meetings.

IREM Young Professionals (IYP) & Student Outreach Committee Chairperson

This position is an appointed committee member. This leadership position must always 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 & Student Outreach Committee Chairperson reports to the chapter President.

Typical responsibilities of the IYP & Student Outreach Chairperson include:

- Develops, implements, and monitors programs to attract students to the real estate management profession and to become members of IREM.
- Encourages IYP/Student members to assume leadership roles within the chapter.
- Participates in other association activities to promote IYP/Student outreach initiatives.
- Plans an event designed for IYP/Student members of the chapter, working with Programs Committee and IAE as needed.
- Assists members in applying for scholarships available through the IREM Foundation.
- Participates in local college or high school activities to promote student outreach initiatives.
- Provides updates to the Executive Committee on IYP/Student activities.
- Attends a majority of Executive Committee meetings.
- Attends a majority of membership meetings.

Nominating Committee Chairperson

This position is typically held by the current chapter President. This leadership position must always 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, ARM, or ACoM.

Typical responsibilities of the IYP & Student Outreach Chairperson include:

- Solicits, considers and makes recommendations for nominees to hold elective office in the chapter (i.e. President, Vice President, Secretary/Treasurer and other voting members)
- Oversee succession planning on behalf of the chapter.
- Craft strategies for recruiting leaders.
- May also solicit, consider, and make recommendations for awards presented by the chapter, such as "CPM of the Year", "Candidate of the Year", etc.
- Attends a majority of Executive Committee meetings.
- Attends a majority of membership meetings.