# Director Responsibilities

President

Term: One year (from January to January)

Qualifications

The president must be:

* + - A member in good standing with the Chapter who previously served as the President-Elect
    - A CPM with demonstrated chapter leadership experience
    - Knowledgeable of IREM headquarters and IREM chapter strategic plan, initiatives, goals, and activities
    - Willing to give the time and energy required of this position
    - Willing to be a leader and hold the other volunteers accountable for their responsibilities
    - Well-organized and prepared
    - Have the approval and support of their employer

Responsibilities

* + - Must always strive to uphold the bylaws of the chapter
    - Must always focus on the mission statement of the chapter
    - Must always ensure adherence to the IREM code of ethics
    - Always serve as ambassador for the chapter and be inclusive of all members and Industry Partners
    - Oversee all activities of the chapter including but not limited to membership, activities and events, education, marketing, and finance
    - Ensure other chapter officers, Board of Directors, Committee Chairs and Co-Chairs, and Team Leaders know their roles, responsibilities, and expectations
    - Ensure all important information is passed on from previous chapter officers, Board of Directors, Committee Chairs and Co-Chairs, and Team Leaders to the chapter officers, Board of Directors, Committee Chairs and Co-Chairs, and Team Leaders
    - Manage and provide guidance to all other chapter Officers, Board of Directors, Committee Chairs and Co-Chairs, and Team Leaders as needed
    - Oversee the President-elect and Secretary/Treasurer in carrying out their responsibilities
    - Hold all leadership volunteers accountable to ensure they are performing their assigned duties and meeting the required deadlines
    - Give full support all Chapter and IREM headquarters directives and initiatives
    - Guide the chapter in the formation and implementation of its Strategic Plan and Goals
    - Assist in annual budget establishment and implementation
    - Ensure other chapter officers, Board of Directors, Committee Chairs and Co-Chairs, and Team Leaders know their roles, responsibilities and expectations
    - Preside at all Board of Director meetings (12 per year)
    - Preside at all chapter meetings (6 per year)
    - Attend topical leadership and Headquarters’ webinars as needed
    - Review IREM Headquarters correspondence and act on or distribute accordingly
    - Work in partnership with the Chapter’s IAE
    - Provide communication and feedback to the Chapter’s IAE throughout the year
    - Conduct an annual review with IAE based on directives given from both the national and local level
    - Attend chapter events (10-20 per year)
    - Attend the IREM Regional Meeting and attend Chapter and Education sessions
    - Attend the IREM Global Summit including attendance at Governing Council and Chapter and Education sessions
    - Attend all other related activities and events as necessary
    - Select nominating committee for following year no later than 4th Thursday of July
    - Review and assist with completion of national awards entries
    - Review and assist with coordinating the annual awards and recognition process
    - Serves as a mentor to the President-Elect.
    - Assist in coordinating and attending Corporate Outreach visits with RVP and/or National Officer on behalf of the chapter
    - Accompany the Committee on some of the Corporate Outreach Initiatives
    - Assist with annual budget to be submitted to IREM Headquarters by December 1
    - Assist with annual strategic plan and goals to be submitted to IREM Headquarters by December 1
    - Review of monthly financial information
    - Review the annual tax return
    - Review of monthly financial investments
    - Meet with the past president to seek advice and guidance and make a smooth transition

**President-Elect**

**Term:** One year (from January to January)

The position reports directly to the Chapter President.

Qualifications

**The President-elect must be:**

* A member in good standing with the Chapter who previously served as the Secretary/Treasurer
* A CPM with demonstrated chapter leadership experience
* Knowledgeable of IREM headquarters and IREM chapter strategic plan, initiatives, goals, and activities
* Willing to give the time and energy required of this position
* Willing to be a leader and hold the other volunteers accountable for their responsibilities
* Well-organized and prepared
* Have the approval and support of their employer

Responsibilities

* Must always strive to uphold the bylaws of the chapter
* Must always focus on the mission statement of the chapter
* Must always ensure adherence to the IREM code of ethics
* Always serve as ambassador for the chapter and be inclusive of all members and Industry Partners
* In the absence of the president, the president-elect shall perform all the duties of the President
* In the absence of the president, the president-elect shall perform such other duties as the President or Executive Council may prescribe.
* Assist the President in all President responsibilities requested by the President as appropriate
* Facilitate strategic planning session for upcoming year
* Assist with annual budget to be submitted to IREM Headquarters by December 1
* Assist with annual strategic plan and goals to be submitted to IREM Headquarters by December 1
* Attend topical leadership and Headquarters’ webinars as needed
* Work in partnership with the Chapter’s IAE
* Provide communication and feedback to the Chapter’s IAE throughout the year
* Attend chapter events (10-20 per year)
* Attend the IREM Regional Meeting and attend Chapter and Education sessions
* Attend the IREM Global Summit including attendance at Governing Council and Chapter and Education sessions
* Attend all other related activities and events as necessary
* Attend the IREM Global Summit and attend Governing Council and Chapter sessions
* Attend the IREM Regional Meeting and attend Chapter sessions
* Obtain the bi-monthly committee reports and compile them to be sent out 2 weeks in advance of the Board of Director’s meeting
* Review IREM Headquarters correspondence and act on or distribute accordingly
* Be on the nominating committee if asked to do so by the President
* Assist in selecting slate of Officers and Board of Directors for upcoming year (The Governing Council shall be composed of the elected officers of this chapter, and at least three (3) other voting members, at least one of whom is an ARM member. Notice of slate of officers and Board of Directors must be sent to the chapter membership 30 days before September Chapter Meeting).
* Select the Committee Chairs and Co-Chairs for the upcoming year
* Assist with the selection of Team Leaders for the upcoming year as needed
* Assist with scheduling and conducting the annual committee orientation for the upcoming year
* Assist with selection of next year’s Luncheon meeting location/sign contract if necessary (with the assistance of the other Officers, IAE, and approval from Board of Directors). Due to IAE January 1st.
* Assist with selection of next year’s lunch price (with the assistance of the other Officers, IAE, and approval from Board of Directors). Due to IAE January 1st of prior year.
* Assist in selection of next year’s Board of Directors’ meeting location (with the assistance of the other Officers, IAE, and approval from Board of Directors). Due to IAE January 1st of current year.
* Assist in selection of next year’s education courses including instructor requests (with the assistance of the other Officers, Education Committee, IAE, and approval from Executive Council). Due to IAE July 15th. Due to HQ August 1st.
* Assist with selection of next year’s venue for education courses (with the assistance of the other Officers, Education Committee, IAE, and approval from Board of Directors). Due to IAE July 15th. Due to HQ August 1st.
* Assist with review and update job descriptions for all chapter Officers, Executive Council Members, Committee Chairs and Co-Chairs, and Team Leaders (with the assistance of the other Officers, IAE, and approval from Board of Directors). Due to IAE May 1st.
* Assist with selection of next year’s special events, dates, speakers, etc. including all Social/IYP events, Community relations events, golf tournament, trade show, summit, gala, past President’s event, Candidate Breakfast, Industry Partner event, Outreach events (student and corporate), and Program topics and speakers (with the assistance of the other Officers, Committees, IAE, and approval from Board of Directors). Due to IAE October 1st.
* Assist with selection of next year’s dues prices
* Review of monthly financial information
* Review the annual tax return
* Review of monthly financial investments
* Serves as a mentor to the Secretary/Treasurer
* Meet with the outgoing President-Elect to seek advice and guidance and make a smooth transition

**Secretary/Treasurer**

**Term:** One year (from October to October)

The position reports directly to the Chapter President.

Qualifications

**The Secretary/Treasurer must be:**

* A member in good standing with the Chapter
* A CPM with demonstrated chapter leadership experience
* Knowledgeable of IREM headquarters and IREM chapter strategic plan, initiatives, goals, and activities
* Willing to give the time and energy required of this position
* Willing to be a leader and hold the other volunteers accountable for their responsibilities
* Well-organized and prepared
* Have the approval and support of their employer

Responsibilities

* 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
* Always serve as ambassador for the chapter and be inclusive of all members
* Assist President and President-elect with chapter activities when needed
* Prepare the meeting minutes at each executive council meeting
* Work in partnership with the Chapter’s IAE
* Provide communication and feedback to the Chapter’s IAE throughout the year
* Attend chapter events (10-20 per year)
* Attend the IREM Regional Meeting and attend Chapter and Education sessions
* Attend the IREM Global Summit including attendance at Governing Council and Chapter and Education sessions
* Attend all other related activities and events as necessary
* Guide other leadership volunteers in financial matters to ensure that the Chapter operates within the budget.
* Review of monthly financial information
* Review the annual tax return
* Review of monthly financial investments
* Assist with annual budget to be submitted to IREM Headquarters by December 1
* Assist with annual strategic plan and goals to be submitted to IREM Headquarters by December 1
* Be on the nominating committee if asked to do so by the President
* Meet with the outgoing secretary/treasurer to seek advice and guidance and make a smooth transition

**Board of Director Responsibilities**

Board of Directors

**Term:** One year (from January to January)

The governing powers of this chapter shall be vested in a Board of Directors. The Board of Directors shall supervise, control, and direct the affairs of this chapter and shall determine its policies or changes therein within the limits of these bylaws. It may adopt such policies and procedures not inconsistent with the provisions of the bylaws for the conduct of the chapter affairs as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Qualifications

**The Board of Director must be:**

* A member in good standing with the Chapter
* Knowledgeable of IREM headquarters and IREM chapter strategic plan, initiatives, goals, and activities
* Willing to give the time and energy required of this position
* Willing to be a leader and hold the other volunteers accountable for their responsibilities
* Well-organized and prepared
* Have the approval and support of their employer
* Preferably someone with a CPM or ARM with demonstrated chapter leadership experience

Responsibilities

* Must always strive to uphold the bylaws of the chapter
* Must always focus on the mission statement of the chapter
* Must always ensure adherence to the IREM code of ethics
* Always serve as ambassador for the chapter and be inclusive of all members and Industry Partners

# Leadership Volunteer Application Form

The key to great career networking is through active involvement. IREM Western North Carolina is truly a member- driven organization. We rely heavily on the expertise, professionalism, and enthusiasm of our members to assist the organization with its mission, goals, and developing leaders in the real estate industry. You can make a difference in your profession and your community by volunteering within the IREM organization. Gain the greatest benefit from your membership by becoming active today!

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| **IREM’s Core Purpose:** |
| To **advance the profession** of real estate management while helping real estate managers prosper and add  value to their companies and the properties they manage. |

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| **IREM’s Core Values:** |
| We believe:   * that management matters…that good management translates into value…that well-managed properties improve the quality of life for people who live, work and shop in them. * in professional ethics and integrity. * in the power of knowledge…and the importance of sharing it. |

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| **IREM’s Envisioned Future:** |
| IREM® will be the first choice of real estate owners, investors, and managers and their companies.   * Those in real estate management and their companies will come to IREM − and stay with IREM − because it enhances their prosperity. * IREM will be the primary source of education and knowledge for the real estate management profession. * Real estate owners and investors will seek out IREM’s professional real estate managers to manage their properties. People will realize their lives are improved by living, working, and shopping in   properties professionally managed by individuals and companies with IREM credentials. |

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| **IREM’s Strategic Principles:** | |
| 1 | IREM will be acknowledged as the leader in providing comprehensive, trusted, relevant, accessible knowledge and information about and to the real estate management industry at its broadest level.  . . . sharing best practices and business trends across all asset classes and at all career levels |
| 2 | IREM and its brands will be positioned as market leaders respected by practitioners, valued in  the industry, recognized by the public |
| 3 | IREM will inform, guide, and support those who manage real estate assets from the property level to the portfolio level. incorporating operational management, asset management, sustainability, and technology |
| 4 | IREM’s credentialing programs will be aligned with industry best practices and emerging industry and business trends delivering cutting-edge curriculum and embracing contemporary training, technologies and practices |

Thank you for your interest in serving in a leadership capacity with IREM Western North Carolina. IREM officers, and executive council are a working board and along with committees help guide and support the various events, programs, and initiatives that make IREM relevant, support its members, and grow. Our goal is to bring together a team with complementary skills and a strong commitment to IREM Western North Carolina. To be considered for a position, all interested members must complete the information below, including members who currently hold a position.

|  |  |
| --- | --- |
| Name: | Company  and Title: |
| Email: | Phone: |

1. Please check all leadership position(s) for which you are interested in applying. Descriptions of each committee are available on the IREM Western North Carolina website: [iremwnc/committees.](https://iremwnc.com/Committee_Team_Lead_Position_Descriptions)

**Officers**

* **President** ☐**President-Elect** ☐**Secretary/Treasurer**

**(IREM officers move up through the ranks from Secretary/Treasurer, to President-Elect, to President).**

**Board of Directors**

* **Board of Director**

**(Board of Directors also act as a Co-Chair for one of the Committees)**

**Membership Committee**

2 Board of Directors act as Co-Chairs for this Committee

* Admissions Team Leader
* Admissions Team Co-Leader
* Industry Partners Team Leader
* Industry Partners Team Co-Leader
* ARM Outreach Leader
* ARM Outreach Co-Leader
* Student Outreach Team Leader
* Student Outreach Team Co-Leader
* Corporate Outreach Team Leader
* Corporate Outreach Team Co-Leader

**Activities/Events Committee**

2 Board of Directors act as Co-Chairs for this Committee

* Community Relations Team Leader
* Community Relations Team Co-Leader
* Golf Tournament Team Leader
* Golf Tournament Team Co-Leader
* IREM Young Professionals/Social Team Leader
* IREM Young Professionals /Social Team Co-

Leader

* Signature Event Team Leader
* Signature Event Team Co-Leader
* Trade Show Team Leader
* Trade Show Team Co-Leader

**Education Committee**

2 Board of Directors act as Co-Chairs for this Committee

* Education Team Leader
* Education Team Co-Leader
* Guidance Team Leader
* Guidance Team Co-Leader
* Legislative Team Leader
* Legislative Team Co-Leader
* Lunch-N-Learn Team Leader
* Lunch-N-Learn Team Co-Leader
* REstart Team Leader
* REstart Team Co-Leader
* Programs Team Leader
* Programs Team Co-Leader
* Technology Team Leader
* Technology Team Leader
* CRCBR (IREM Representative)
* CRCBR (IREM Representative back up)

**Marketing/Communication Committee**

2 Board of Directors act as Co-Chairs for this Committee

* Greeting Team Leader
* Greeting Team Co-Leader
* Income/ Expense Team Leader
* Income/Expense Team Co-Leader
* E-Magazine Team Leader
  + E-Magazine Team Co-Leader
  + Social Media Team Leader
  + Social Media Team Co-Leader
  + Survey Team Leader
  + Survey Team Co-Leader

1. Briefly describe your current level of involvement in IREM Western North Carolina (if any).
2. Briefly describe why you are interested in the leadership positions you have chosen and what you hope to gain.
3. Describe the leadership skills and experience that qualify you for the position(s) for which you are applying, including current and past leadership roles within IREM Western North Carolina (if any), and/or professional employment. Include strengths, negotiation skills and conflict resolution tactics.
4. Briefly outline other industry or professional organizations in which you are involved, and the leadership positions held (if any).
5. Depending on the leadership position(s) for which you are interested in, IREM Western North Carolina leadership may require a significant time commitment. Describe the level of support and understanding you have from family, friends and employment to endeavor this commitment.
6. What limitations, if any, will you have to travel on behalf of IREM Western North Carolina, if applicable?
7. If you are considering board or a committee position, have you had (or will you have) difficulty with regular attendance (by phone or in person) at Board of Directors or committee meetings?
8. If you are considering the presidential track, have you discussed the anticipated time commitment with your family, friends and employer and are they supportive?
9. What do you enjoy doing? Identify the tasks where you feel extremely competent.
10. In a work setting, what activities lead to praise? What gets you compliments?
11. What other information or observations should IREM Western North Carolina have when considering your application for leadership?

**In addition to the above questions, please respond to the below questions ONLY if you are seeking a Board of Director or Presidential Track position:**

1. How can IREM Western North Carolina continue to recruit, develop, and retain diverse members who are active, well-respected industry leaders that support IREM Western North Carolina’s mission to advance members and be the most influential, powerful, and respected leaders in the commercial and residential real estate industry?
2. How would you help the organization create an environment of inclusiveness, sharing information, and resources to help its members achieve success through networking and business development opportunities?

By signing below, I acknowledge that, if selected, I will conduct myself with honesty, integrity, professionalism at all times. I will maintain the highest moral and ethical standards consistent with the objectives and higher purpose of the organization. I will seek and maintain an equitable, honorable, and cooperative association with fellow members of the organization. I acknowledge that my IREM Western North Carolina leadership position may require a significant time commitment including attendance at executive council and/or committee meetings and events. I believe that I would be a good ambassador for IREM Western North Carolina, both to members, industry partners, and the industry as a whole. I understand that this position requires knowledge and understanding of IREM Western North Carolina’s values, mission, and purpose and I will strive to learn these and how they work within the organization. I am committed to actively supporting IREM’s efforts, programs, and initiatives. I will make a personal and meaningful contribution to IREM and to IREM Western North Carolina.

Name: Date:

[**The completed application, along with a resume should be returned to www.IREMwesternNC@gmail.com.**](http://The%20completed%20application,%20along%20with%20a%20resume%20should%20be%20returned%20to%20www.IREMwesternNC@gmail.com.) **(\*Note that all officer track and Board of Director candidates must also participate in an in-person interview).**