

Chapter 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.

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, ARM, or ACoM with demonstrated chapter leadership experience. The position of President oversees the Board of Directors. 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 Board of Directors 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 Board of Directors.
- Presides over the membership meetings.
- Attends Legislative conference, Chapter Leadership Retreat, and IREM Global Summit.
- 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 if scheduled.
- 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 Board of Directors.
- Serves as a mentor to the Vice President.
- Updates the Bylaws as required.
- Monitors and adheres to the IREM Chapter Standards of Excellence per IREM HQ
- Signs or approve 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 new certifications as required by IREM HQ
- Annually review chapter IAE performance and contract

Vice 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, 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 the IREM Chapter Standards of Excellence.
- Serves as a resource to the Committee Chairpersons in carrying out their responsibilities.
- Attends Chapter Leadership Retreat, and IREM Global Summit.
- Attends majority of the Board of Director meetings.
- Attends majority of the membership meetings.
- Provides monthly updates to the Board of Directors.
- 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 and/or committees 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, ARM, ACoM, Student, Academic, or Associate member. 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 or approve 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 Board of Director meetings. Explanations of significant variances should be understood and explained.
- Keeps the chapter and Board of Directors 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 IAE for 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 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 Board of Directors.
- Works with the incoming Secretary/Treasurer to help them learn their new job.
- Attends majority of the Board of Director and membership meetings.

Vice President of Education

This position is voting member of the Board of Directors. 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.
- Coordinates course logistics (i.e. secures classrooms, sends attendance roster to HQ 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.
- Arranges refreshments during the course.
- Handles check-in for students on the first day of the course.
- Oversees activities of education administrator.
- Promotes scholarship programs available through the IREM Foundation.
- Promotes upcoming courses at local membership meetings.
- Prepares profit/loss statement for each course
- If chapter participates in local trade shows, they will attend to promote educational offerings.
- Promote the development of faculty members within the chapter.
- Provides monthly updates to Board of Directors on educational activities.
- Attends majority of the Board of Director and membership meetings.

Vice President of Membership & Mentoring

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 & Mentoring reports directly to the chapter President.

Typical responsibilities of the Vice President of Membership & Mentoring 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 if needed by IREM HQ to verify experience for final CPM approval and relays findings to Chapter President.
- Assists existing CPM Candidates by advising and assisting them with completing the requirements for the CPM certification 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.
- 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, they will attend to promote membership.
- Reports monthly on activities to the Board of Directors.
- Attends majority of the Board of Director and membership meetings.

ARM Representative

This position is voting member of the Board of Directors. 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 or a CPM. The position of ARM Representative reports to the Vice 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.
- 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 certification within the chapter's jurisdiction.
- Promotes RES201 "Managing Residential Properties" educational offerings to interested individuals.
- If chapter participates in local trade show activities, they will attend to promote ARM certification.
- Reports monthly on activities to the Board of Directors.
- Attends majority of the Board of Directors and 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 such as the Annual Silent Auction at the installation event.
- Regularly reports on activities to the Board of Directors.
- Attends majority of the Board of Directors and 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 Vice President.

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 Partner program.
- Establishes a benefits package for Industry Partners participants.
- Monitors Industry Partner's usage of benefits.
- May coordinate an annual reverse trade show (Business Forum) for the chapter.
- Reports monthly on activities to the Board of Directors.
- Attends majority of the Board of Directors and 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 majority of the membership meetings.

IREM Young Professionals, Student & Academic Outreach 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 & Student Outreach Committee Chairperson reports to the chapter Secretary/Treasurer.

Typical responsibilities of this Committee Chairperson include:

- Develops, implements, and monitors programs to attract young professionals and students to the real estate management profession and to become members of IREM.
- Encourages IYP members to assume leadership roles within the chapter.
- Assists members in applying for scholarships available through the IREM Foundation.
- If chapter participates in local trade show activities, attend to promote IYP and Student outreach initiatives.
- Regularly reports on activities to the Board of Directors.
- Attends majority of the Board of Director and membership meetings.

Advocacy Committee Chairperson

This position is voting member of the Board of Directors. 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 Advocacy Committee Chairperson reports to the Vice President.

Typical responsibilities of the Advocacy 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 Advocacy Day on 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 Board of Directors.
- Attends majority of the Board of Directors and membership meetings.

Vice President of Programs

This position is a voting member of the Board of Directors. 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 event locations.
- 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 chapter events.
- Presents token gifts and thank you notes to speakers as approved by Board of Directors
- 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 Board of Directors.
- Attends majority of the Board of Director and membership meetings.