

## IREM<sup>®</sup> Volunteer Job Description

Position: IREM President-Elect

### Position description\*

The President-Elect may be delegated by the President to perform the President's duties in the event of the President's disability or absence from meetings and shall have such other duties as the President or the IREM Board of Directors may assign. In the event of a vacancy in the office of the President, the President-Elect shall become the President and shall complete the remaining unexpired term and shall also serve as President for the next immediate term.

### Term\*

- Nominated by IREM Nominating Committee, elected by Governing Council
- One (1) year term

### Responsibilities and duties

- Ambassador of the Institute and the IREM brand worldwide, representing IREM and cultivating relationships and business development opportunities through IREM chapters, corporations, industry partners, and other organizations that support the advancement of IREM's mission
- Assist the President in leading the IREM Board of Directors in governing the organization and engage the Board in strategic discussions and advancements
- Cultivate a strong working partnership with the IREM Headquarters Executive Team
- Understand and support a clear delineation between the CEO/Executive Vice President's management role and the IREM Board's governance role
- Participate in the hiring, evaluation, and compensation of the CEO/Executive Vice President
- Assume ultimate responsibility for the integrity of the organization's finances, working with the IREM Board and other governing bodies to oversee the budget of the organization and ensure appropriate resources
- Maintain confidentiality about all internal matters of IREM
- Mentor the Secretary/Treasurer and Secretary/Treasurer Nominee
- Appoint volunteers to IREM standing committees, advisory councils, ethics panels, and ad hoc groups, as appropriate, for the following year
- Serve on NAR committees as appointed by NAR

### Required qualifications for IREM Officers\*

(Served the immediately preceding term or part thereof as Secretary/Treasurer)

- A CPM<sup>®</sup> in good standing
- Served on the IREM Executive Committee or Board of Directors
- An active practitioner in real estate within the last five (5) years
- Served in at least three (3) of the following capacities:
  1. IREM Senior Vice President within the last five (5) years
  2. IREM Regional Vice President or Country Vice President
  3. Chair or Vice Chair of an IREM committee, advisory council (advisory board), or other ad hoc group
  4. IREM Chapter President or international equivalent
  5. IREM Foundation Board of Directors
  6. Officer or Chair or Vice Chair of a committee or board of the National Association of Realtors or an NAR affiliate organization
  7. Officer of other professional or trade association or non-profit organization

## Desired qualifications [skills & attributes]\*\*

- Interpersonal skills: excellent communication skills, influencer, high EQ, inspirational
- Personal skills: strategic/forward thinking, innovative and creative
- Group skills: strong leadership, consensus builder, collaborative
- Personal attributes: integrity, accountability, humility
- Technical skills: expertise/understands real estate management industry, knowledge/understanding of IREM, understanding of governance fundamentals, global awareness/experience
- IREM Foundation contributor

## Governance roles\*\*

- IREM Leadership Team
- IREM Board of Directors [ex-officio member]
- Governing Council [ex-officio member]
- International Advisory Council [ex-officio member]
- Nominating Committee [ex-officio member]
- Regional Vice Presidents Advisory Council [Chair]

## Commitments and engagements

(Exact timing may shift; unless otherwise noted, meetings are in-person. Expenses are covered by IREM.)

- IREM Leadership Team & HQ Executive Team bi-weekly calls
- Virtual meetings for assigned governance bodies
- IREM Board of Directors Retreat in Chicago in January/February
- IREM Leadership Team meetings in Chicago in January/February and August
- RVP Retreat in Chicago in February/March
- IREM PropertyCon with Leadership Team meeting in April (location TBD)
- NAR Legislative Meetings & Trade Expo in May
- NAR Leadership Summit in Chicago in August
- IREM Board of Directors and Nominating Committee meetings in Chicago in August
- IREM Leadership Forum in Chicago in October/November
- NAR Annual Conference in November
- Other events, as determined: chapter visits, international trips, and industry events

\*Bylaws

\*\*Statement of Policies

Effective April 15, 2025