

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

Position: Director, IREM Board of Directors

### Position description\*

The IREM Board of Directors shall supervise and direct the operations of the Institute in accordance with the mission and purpose of the Institute and any policies set by the Governing Council or otherwise adopted by the Institute. The IREM Board may exercise the powers of the Governing Council when the Governing Council is not in session and when prompt action is required, reporting to the Governing Council at its next succeeding meeting any action taken. It may adopt such policies for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

### Term\*

- Nominated by IREM Nominating Committee, elected by Governing Council
- Two (2) 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.
- Adopt, and from time to time shall modify as deemed desirable, a strategic plan for the Institute.
- Monitor current and proposed programs and services to align with the Institute's mission and purpose.
- Protect the Institute's assets and provide financial oversight to ensure adequate financial resources for the Institute to fulfill its mission.
- Recommend an annual budget to the Governing Council for approval.
- Act on the annual external audit report.
- Consider all policy matters, approving operational policy revisions and recommending governance policy revisions to the Governing Council.
- Take such other actions, consistent with the policies set by the Governing Council, that it deems appropriate to advance the mission and purpose of the Institute.
- 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 Board's governance role.
- Maintain confidentiality about all internal matters of IREM.

### Required qualifications\*

- Be a CPM<sup>®</sup>, ARM<sup>®</sup>, or ACoM<sup>®</sup> in good standing
- Have been an active practitioner in real estate within the last five (5) years
- Have 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. IREM Executive Committee or Board of Directors
  4. IREM committee, advisory council (advisory board), ethics panel (ethics board), or other ad hoc group
  5. IREM Chapter President or international equivalent
  6. Elected IREM Governing Councillor
  7. IREM Foundation Board of Directors

8. Officer or member of a committee or board of the National Association of Realtors or NAR affiliate organization
9. Officer or member of a committee or board 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 Board of Directors [Director]
- Governing Council [ex-officio member]
- Serve on NAR committees as may be requested by the President and appointed by NAR

#### Commitments and engagements

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

- IREM Board of Directors virtual meetings
- IREM Board of Directors Retreat in Chicago in January/February (expenses covered by IREM)
- IREM Board of Directors meeting in Chicago in August (expenses covered by IREM)
- IREM Leadership Forum in Chicago in October/November
- Other events, as may be requested: chapter visits, industry events (expenses covered by IREM)

\*Bylaws

\*\*Statement of Policies

Effective April 15, 2025