

IREM[®] Volunteer Job Description

Position: IREM Immediate Past President

Position Description

The Immediate Past President shall be an ex-officio member on the Board of Directors, attend all meetings of the Institute, and perform such other duties as may be assigned to by the President or the Board of Directors.

Term*

- One (1) year term after serving as IREM President

Responsibilities & 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
- Cultivate a strong working partnership with the IREM Headquarters Executive Team
- Understand and support a clear delineation between the CEO/EVP's management role and the Board's governance role
- Participate in the hiring, evaluation, and compensation of the CEO/EVP
- Maintain confidentiality about all internal matters of IREM
- Serve on NAR committees as appointed by NAR

Required Qualifications*

- Served the immediately preceding term or part thereof as IREM President

Governance Roles**

- Board of Directors [ex-officio member]
- Governing Council [ex-officio member]
- International Management Board [chair]
- Nominating Committee [chair]

Commitments & Engagements

Notes: Exact timing may shift; unless otherwise noted, meetings are in-person.

- IREM Leadership Team & HQ Executive Team weekly calls
- Board of Directors, International Management Board, and Nominating Committee virtual and in-person meetings
- Board of Directors Retreat [January]
- IREM Leadership Team meetings [February/March, April, July/August]
- IREM Global Summit [October]
- Other events, as determined: chapter visits, international trips, and industry events

*Bylaws

**Statement of Policies

Effective as of May 1, 2021