

IREM® 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 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 and Elected by Governing Council
- One (1) year term

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
- Assist the President in leading the 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/EVP's management role and the Board's governance role
- Participate in the hiring, evaluation, and compensation of the CEO/EVP
- Assume ultimate responsibility for the integrity of the organization's finances, working with 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, and task forces, as appropriate, for the following year
- Serve on NAR committees as appointed by NAR

Required Qualifications*

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

- A CPM in good standing
- An IREM Foundation contributor
- Served as an IREM Chapter president or international equivalent
- 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 two (2) 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 of an IREM Committee, Advisory Board, Advisory Council, or other ad hoc group
 4. IREM Foundation Board of Directors
 5. Officer of the National Association of Realtors or an NAR affiliate organization
 6. Officer of other professional or trade association or non-profit organization

Desired 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

Governance Roles**

- Board of Directors [ex-officio member]
- Governing Council [ex-officio member]
- International Management Board [ex-officio member]
- Nominating Committee [ex-officio member]
- Regional Vice Presidents 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, Nominating Committee, International Management Board, and Regional Vice Presidents Committee virtual and in-person meetings
- Board of Directors Retreat [January]
- ASAE CEO Symposium [February]
- RVP Retreat [February]
- IREM Leadership Team meetings [February/March, April, July/August]
- Chapter Leadership Retreat [April]
- NAR Legislative Meetings & Trade Expo [May]
- IREM Global Summit [October]
- NAR Governance Meetings & Conferences [November]
- Other events, as determined: chapter visits, international trips, and industry events

*Bylaws

**Statement of Policies

Effective as of May 1, 2021