

## IREM® Volunteer Job Description

Position: IREM Secretary/Treasurer

### Position Description\*

The Secretary/Treasurer shall give notice of and attend all meetings of the Institute, keep a record of all proceedings, attest documents, and perform such other duties as are usual for such office or as may be assigned to the Secretary/Treasurer by the President or the Board of Directors. The duties of the Secretary/Treasurer may, in part, be assigned to the Executive Vice President or Executive Vice President's designee or to such others as may be designated by the Board of Directors.

### 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
- Review and approve the expenses 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 Nominee
- Assist the President-Elect with appointing 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\*

- 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\*\*

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

- Board of Directors [ex-officio member]
- Governing Council [ex-officio member]
- Audit & Investments Committee [chair]
- International Management Board [ex-officio member]
- Nominating Committee [observer]
- Foundation Board of Directors [as appointed by IREM Board of Directors]
- Foundation Investment Committee [ex-officio member]

## 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, IREM Foundation, and Audit & Investments Committee virtual and in-person meetings
- Nominating Committee – attend and participate in meetings for Officer candidate interviews and future candidate selections
- 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 & Conference [November]
- Other events, as determined: chapter visits, international trips, and industry events

\*Bylaws

\*\*Statement of Policies

Effective as of May 1, 2021