

## IREM® Volunteer Job Description

**Position:** IREM Immediate Past President

### Position description

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

### Term\*

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

### 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
- 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 Presidents
- 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\*\*

- IREM Leadership Team
- IREM Board of Directors [ex-officio member]
- Governing Council [ex-officio member]
- International Advisory Council [Chair]
- Nominating Committee [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
- IREM PropertyCon with Leadership Team meeting in April (location TBD)
- NAR Legislative Meetings & Trade Expo in May
- 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