

## IREM<sup>®</sup> 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 IREM Board of Directors. The duties of the Secretary/Treasurer may, in part, be assigned to the CEO/Executive Vice President or CEO/Executive Vice President's designee or to such others as may be designated by the IREM Board of Directors.

### Term\*

- Nominated by IREM Nominating Committee, elected by Governing Council
- One (1) 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
- Assist the President in leading the IREM 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/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 President
- Review and approve the expenses of the CEO/Executive Vice President
- Assume ultimate responsibility for the integrity of the organization's finances, working with the IREM 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, ethics panels, and ad hoc groups as appropriate, for the following year
- Serve on NAR committees as appointed by NAR

### Required qualifications for IREM Officers\*

- A CPM<sup>®</sup> in good standing
- 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 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. Chair or Vice Chair of an IREM committee, advisory council (advisory board), or other ad hoc group
  4. IREM Chapter President or international equivalent
  5. IREM Foundation Board of Directors
  6. Officer or Chair or Vice Chair of a committee or board of the National Association of Realtors or an NAR affiliate organization
  7. Officer 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 Leadership Team
- IREM Board of Directors [ex-officio member]
- Governing Council [ex-officio member]
- Finance & Audit Committee [Chair]
- International Advisory Council [ex-officio member]
- Nominating Committee [ex-officio member]
- Foundation Investment Committee [ex-officio member]

### 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
- RVP Retreat in Chicago in February/March
- 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