



## IREM<sup>®</sup> Officer Application

Thank you for your interest in serving as an IREM Officer. Serving the Institute in this prestigious role requires a significant time commitment both prior to serving as an Officer and during the three years in office. In addition, IREM Past Presidents hold ex-officio positions after their time in office.

While there is no guarantee you will be selected by the Nominating Committee to serve as the next IREM Officer, we do appreciate the time and dedication you have already and will continue to commit to this process. We strive to identify the best candidates to serve our great organization and to assure that those who serve understand fully the roles, responsibilities, and commitment.

### **Please note:**

1. Applicants must meet all required qualifications at the time of application.
2. Please be as thorough as possible in your responses on this application.
3. Before completing and submitting your application, review this supporting information – all are posted on our [website](#):
  - ✓ IREM Officer Job Descriptions & IREM Board of Directors Job Description
  - ✓ IREM Strategic Plan
  - ✓ IREM Fact Sheet
  - ✓ IREM Social Media Guidelines for IREM Board of Directors

This application is a writable PDF – to complete it, you must download it and then save it. When completed, email to Lee Anne Marinca, Director of Governance & Ethics, at [lmarinca@irem.org](mailto:lmarinca@irem.org). Upon receipt of your application, you will receive a confirmation outlining the next steps, including an interview process.

Name

Company Name

Address

City

State/Province

Zip

Country

Daytime Number

Email

## 1 Section 1: Personal and Professional Profile

Go to [irem.org/myIREM](http://irem.org/myIREM) - in My profile, update your personal profile, professional profile, and contact information. Check the box below after you have updated your information online.

I have completed my personal and professional profile online.

## 2 Section 2: Required Qualifications for IREM Officers

To be eligible to serve as an IREM Officer, all the following requirements must be met. Check all that apply and provide additional information as requested.

- Current CPM in good standing
- Served on IREM Executive Committee or IREM Board of Directors
- Have been an active practitioner in real estate within the last five years
- Served in at least three of the following capacities (check all that apply):
  - IREM Senior Vice President within the last five years
  - IREM Regional Vice President or Country Vice President
  - Chair or Vice Chair of an IREM committee, advisory council (advisory board), ethics panel (ethics board), or other ad hoc group
  - IREM Chapter President or international equivalent
  - IREM Foundation Board of Directors
  - Officer or Chair or Vice Chair of a committee or board of NAR or an NAR affiliate organization

(List organizations and roles)

- Officer of other professional or trade association or non-profit organization (List organizations and roles)

## 2.1 Section 2.1: Required Qualifications for IREM Board of Directors

If you would also like to be considered to serve on the IREM Board of Directors if not chosen as the next IREM Officer Candidate, complete this section. (If you are currently on the IREM Board and your term continues into 2027, you do not need to complete this section.)

To be eligible to serve on the IREM Board of Directors, all of the following requirements must be met. Check all that apply and provide additional information as requested.

- Current CPM, ARM, or ACoM in good standing
- Have been an active practitioner in real estate within the last five years
- Served in at least three of the following capacities (check all that apply):
  - IREM Senior Vice President within the last five years
  - IREM Regional Vice President or Country Vice President
  - IREM Executive Committee or IREM Board of Directors
  - IREM committee, advisory council (advisory board), ethics panel (ethics board), or other ad hoc group
  - IREM Chapter President or international equivalent
  - Elected Governing Councillor
  - IREM Foundation Board of Directors
  - Officer or member on a committee or board of NAR or an NAR affiliate organization (List organizations and roles)

- Officer or member on a committee or board of other professional or trade association or non-profit organization (List organizations and roles)

### 3 Section 3: Expertise and Professional Experience

What specialized expertise do you possess and why, i.e., specialized training, certificate/license, detailed experience, instructor, etc. (Check only those that apply and provide details on why you are an expert on the topic selected.)

- Business development/transactions

- Cybersecurity

- Digital/social engagement

- Diversity, equity, and inclusion

- Emergency preparedness

- Fair housing

- Legislative/regulatory

- Next gen engagement/mentorship/leadership

- Prop tech

- Risk management/insurance

- Specific training/licensing/certificate

- Sustainability/ESG

- Talent management/leadership development

- Other

Describe your current employment, including: your current role/position, tenure with company, number of employees you directly manage/oversee, etc.

What values are most important to you as a leader and why?

How do you motivate your team? Please include an example.

What are your most recent volunteer roles (within the past five years) with other professional and/or charitable organizations (other than IREM)? List the name of the organization(s), how you participate, and the community impacts you've seen as part of your engagement.

How has IREM impacted you? Why are you interested in serving as an IREM Officer?

What strengths do you bring that will contribute to you being a successful IREM Officer?

What skill/attribute is not your strength and what is your approach for improvement?

The IREM Officer Job Descriptions provided with this application outline the time commitment for each of the Officer roles. Describe how you would need to prepare/adjust personally and professionally to accommodate for this time commitment.

Do you have any experience conducting business and/or do you have business relationships in other countries? If so, list the countries and your experiences. If you speak any languages other than English, please include.

Is there anything in your background that would prevent you from traveling abroad and/or acquiring VISAs?  
If yes, explain.

Is there anything on your social media channels that would be contrary to the interests and reputation of IREM?  
If yes, explain.

Is there anything in your background that you have not disclosed to IREM, and which is not specifically asked on this application, but if made known to the general public and/or IREM membership could cause concern for IREM?  
If yes, explain.

Is there any reason – personal, financial, professional, or otherwise – that would prohibit or limit you from fulfilling the IREM Officer roles and responsibilities? If yes, explain.

## 4 Section 4: Legal and Criminal Background Information

Check Yes or No for each question; if Yes, provide a detailed explanation.

Upon submitting this application, which includes an IREM Authorization for Release of and Disclosure of Credit, Legal, and Criminal Background Reports, IREM uses a third-party auditor to conduct a comprehensive background check to confirm the items below.

Have you ever been indicted or convicted of a felony?

- Yes  
 No

If yes, provide explanation

Do you have any pending felony indictments?

- Yes  
 No

If yes, provide explanation

Are you currently a defendant in any pending criminal proceedings?

- Yes  
 No

If yes, provide explanation

Have you, or a firm that you are or were a principal in, ever been a defendant/respondent in an action involving alleged fraud, misrepresentation, or misappropriation of funds or property?

- Yes
- No

If yes, provide explanation

Have you ever been subject to disciplinary action by IREM, NAR, a licensing body (i.e., regulatory), or any other professional organization?

- Yes
- No

If yes, provide explanation

Have you ever served on a profit or non-profit board and resigned, or been asked to resign during your term?

- Yes
- No

If yes, provide explanation

## 5 Section 5: Financial Background Information

Check Yes or No for each question; if Yes, provide a detailed explanation.

Upon submitting this application, which includes an IREM Authorization for Release of and Disclosure of Credit, Legal, and Criminal Background Reports, IREM uses a third-party auditor to conduct a financial background check to confirm the items below. You will be asked to provide to the auditor a tri-merge credit report with a FICO score (Experian, TransUnion, or Equifax) or an international equivalent based on your country of residence.

Have you had a personal bankruptcy pending or discharged within the last 7 years?

- Yes  
 No

If yes, provide explanation

Have you, as a real estate professional, or any firm that you are or were a principal in, been involved in business bankruptcy pending or discharged within the last 7 years?

- Yes  
 No

If yes, provide explanation

Have you had any personal foreclosures within the last 7 years?

- Yes  
 No

If yes, provide explanation

Have you had any foreclosures for a firm you are/were a principal in within the last 7 years?

- Yes  
 No

If yes, provide explanation

Do you have any current delinquent personal tax filings and/or payments?

- Yes  
 No

If yes, provide explanation

Do you have any current delinquent business tax filings and/or payments?

- Yes  
 No

If yes, provide explanation

**U.S. Applicants Only:** Do you have a credit score at or below 650?

- Yes  
 No

If yes, provide explanation

**Canadian Applicants Only:** Is your credit score below the baseline to qualify for a standard loan (650)?

- Yes  
 No

If yes, provide explanation

**Note:** If applicant is from any other country, the equivalent baselines for that country will be identified.

## 6 Section 6: Terms of Agreement

In completing and signing this application, I hereby acknowledge, understand, and agree to the following terms:

- A. All of the information provided by me is complete and correct to the best of my knowledge and belief.
- B. I will adhere to the roles and responsibilities associated with each IREM Officer position and/or IREM Board of Directors, as outlined in the job descriptions, should I be elected.
- C. I will abide by the IREM Social Media Guidelines for the IREM Board of Directors in order to protect the interests and reputation of IREM. I further understand that IREM will use a third-party service to conduct a social media review of my social media channels, and if there are any issues deemed controversial based on the Nominating Committee's discretion, it may result in my ineligibility to serve as an IREM Officer.
- D. I will be subject to a third-party review of my financial, legal, and criminal background, all of which will be kept strictly confidential by IREM and the parties that are part of the Officer application and selection process.
- E. I possess the required and desired skills and attributes to serve as an IREM Officer and/or IREM Board of Directors.
- F. I will remain in good standing and be a dues paying member for the duration of my service to IREM.
- G. I will continue to adhere to the IREM Code of Professional Ethics.
- H. I have disclosed anything that, if made known to the general public and/or IREM membership, could cause concern for IREM.
- I. I will submit an annual non-disclosure agreement and conflict of interest and notify IREM if my circumstances change.
- J. If nominated to be the next IREM Officer, I will submit an Officer Reaffirmation that I agree to these terms starting with the year I am announced as the incoming IREM Secretary/Treasurer Nominee and each subsequent year thereafter through my year as IREM President.
- K. I will notify IREM's CEO/Executive Vice President if I am charged with a criminal act or civil lawsuit in which I am named at any time during the Officer selection process and through IREM presidency, if elected, and/or during the IREM Board of Directors selection process and through the end of my term, if elected.
- L. I will keep confidential all materials, information, and discussions that are a part of this Officer and/or IREM Board of Directors application and selection process. Likewise, IREM and the Nominating Committee will keep confidential the same.

Typing your full name will serve as a signature

Date

# Authorization for Release of and Disclosure of Credit, Legal, and Criminal Background Reports

I hereby authorize the Institute of Real Estate Management (IREM) to request, through a third-party, a copy of my criminal background report. I also authorize the third-party auditor to evaluate the financial credit report that I will provide directly to the auditor when requested. In granting this authorization, I acknowledge that I have been informed of IREM's purpose in obtaining the report and consent to such use.

Furthermore, I hereby authorize the disclosure of the financial, legal, and criminal background evaluation reports by IREM's third-party auditor. I understand that all information obtained about my background will be kept confidential, not provided in writing to anyone including IREM members and IREM Headquarters, it will be reviewed only by the third-party auditor in totality, and verbally reported from the third-party auditor to the Nominating Committee any issues deemed as material for concern. I further understand and acknowledge that any issues deemed controversial based on the Nominating Committee's discretion and as reported by the third-party auditor, may result in my ineligibility to serve as an IREM Officer.

Typing your full name will serve as a signature

Date