

IREM[®] Volunteer Job Description

Position: IREM President

Position description*

The IREM President shall be the principal elective officer of the Institute, shall preside at meetings of the Institute and of the Governing Council and of the IREM Board of Directors, and shall be an ex-officio member, with right to vote, of all committees. The President also shall, at the annual meeting of the Institute and at such other times as the President shall deem proper, communicate to the Institute or the Governing Council such matters and make such suggestions as may, in the President's opinion, tend to promote the welfare and increase the usefulness of the Institute, and shall perform such other duties as are necessarily incident to the office of President or as may be prescribed by the Governing Council.

Term*

- Automatic ascension from IREM President-Elect
- 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
- Lead 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
- Oversee the hiring, evaluation, and compensation 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 President-Elect, Secretary/Treasurer, and Secretary/Treasurer Nominee
- Serve on NAR committees as appointed by NAR

Required qualifications for IREM Officers*

(Served the immediately preceding term or part thereof as President-Elect)

- A CPM[®] 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 [Chair]
- Governing Council [Chair]
- Nominating Committee [ex-officio member]
- Ex-officio member of all IREM committees

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
- IREM Leadership Team meetings in Chicago in January and August
- NAR Legislative Meetings & Trade Expo in May
- IREM Board of Directors and Nominating Committee meetings in Chicago in August
- IREM Leadership Forum in the fall
- NAR Annual Conference in November
- Other events, as determined: chapter visits, international trips, and industry events

*Bylaws

**Statement of Policies

Effective April 1, 2024