



Vice President – IREM Canada

Term: June 2021 – June 2023 (2 years)

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In October 2017, IREM® changed its policy related to countries with multiple chapters outside the U.S. As part of this change, the IREM Canadian chapters, formerly recognized as Region 14, became IREM Canada. IREM Canada has a Vice President, tasked with providing a localized connection between IREM Headquarters, with its head office located in Chicago, USA and IREM chapters in Canada.

IREM is currently accepting applications for the IREM Canada Vice President position. The position is for two years, with the term beginning and ending at the REIC Annual Conference and AGM every other year. If you are interested in applying, please review the below job requirements and complete the attached application.

#### Job requirements:

- Be an active CPM, in good standing (paid up on dues)
- Actively engaged in the real estate management business
- Able to visit with each IREM Canada Chapter at least once annually, either virtually or in person, and submit an IREM Chapter Visit Report, participate in chapter executive council meetings, and install chapter officers
- Identify future leaders at the chapter level and provide support of incoming VP in transitional years
- Able to attend the IREM Global Summit and IREM Canada's Leadership Conference and REIC Annual Conference & AGM
- Assist in developing IREM's Leadership Conference for IREM Canada and the annual IREM Canada Forum
- Serve as a main contact to IREM Headquarters and present reports as requested
- Be knowledgeable on chapter policies and IREM Best Practices and the organization's initiatives
- Willing to provide ongoing guidance and advice for chapter issues/concerns, support for struggling chapters or chapters launching new initiatives, monitoring chapters relative to their completion of the minimum requirements as outlined in the IREM statement of policies
- Serve as a spokesperson for IREM with media, real estate owners and investors, employers of real estate management professionals, and colleges and universities
- (preferred) Have held a leadership position at the chapter level

#### IREM provides funding for the following:

- In-person chapter visits (once annually to each chapter, does not include home chapter; nothing is reimbursed for virtual visits)
- Registration (in-person or virtual) and travel expenses, if applicable, for the IREM Canada Leadership Conference (part of the REIC Annual Meeting) \*\*
- Complimentary registration (in-person or virtual) for the IREM Global Summit

#### REIC provides funding for the following:

- Registration (in-person or virtual) for the REIC Annual Meeting\*\*
- Travel expenses and airfare for the IREM Global Summit, if applicable

Email questions and the completed application to Leah Misbin, IREM Senior Director of International Programs, at [lmisbin@irem.org](mailto:lmisbin@irem.org) by March 29, 2021

\*\*During a transition year, only the outgoing VP is reimbursed for attending the IREM Canada Leadership Conference and REIC Annual Meeting. The incoming VP officially takes on the position following the conclusion of this event; thus, the incoming VP does not receive reimbursement.



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## Application

Term: 2021-2023

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Fill in the below information:

First and last name:
Company name:
Company address:
Email:
Phone:
Chapter name/number:
CPM Key Number and year received:

Please provide the following to [lmisbin@irem.org](mailto:lmisbin@irem.org) by March 29, 2021:

- This form, filled out with your personal information
- A current resume
- Photograph (in JPG format)
- Narrative, no more than 1000 words, responding to the below questions:
  1. What is your position and responsibilities within your firm, including the property type(s) you current manage?
  2. What contributions and/or impact have you made to your local chapter, either as a chapter officer or in another capacity?
  3. What other organizations do you participate in outside of IREM and what roles have you played/do you play in these organizations?
  4. Why do you want to serve as Vice President, and what talents, skills, and expertise do you bring to this leadership position?
  5. What will be your objectives if you become Vice President, and what do you see as the greatest areas of opportunity?
  6. Have you reviewed the Vice President job description and requirements, and do you fully understand the time and travel commitment associated with this position?
  7. Do you have the support of your company?
  8. Are there any other comments or observations you would like to make about IREM Canada or the contribution you could make as Vice President?

Email the completed application to [lmisbin@irem.org](mailto:lmisbin@irem.org) by March 29, 2021.