



IREM GA has been recognized for having such a strong Leadership and Succession plan in place for grooming officers to become the President. The GA Chapter promotes volunteering to be a committee person to the entire chapter. **Serving on a committee is open to Associates, Students, ARM's, ACoM's, CPM Candidates, CPM's and Industry Partners.**

Serving on a committee, then becoming a committee chair - begins the process for becoming an officer one day. We have several active committees and becoming a chairperson for one of them is a big responsibility and a great opportunity to get the most out of your membership. Everyone is encouraged to recruit members to the committee you are chairing or co-chairing.

While Industry Partners are unable to chair a committee, we definitely value the participation on a committee as it brings greater opportunities for building professional relationships.

INDUSTRY PARTNER COMMITTEE (Chairperson - Total time allotment per year 24 hours / as a committee member 18 hours)

- Promotes the Industry Partner program to potential sponsors, secures Partners and promotes partners at chapter events.
- Promote open spots within the Industry Partner Program on a monthly basis. (Create a marketing plan for the year.)
- Responsible for renewal follow up and Partner Satisfaction.
- Aware of priority wait list and respectful of the policy: 1 partner for every 10 members. No more than two vendors per category (few exceptions grandfathered in).
- Follows up with potential new Partners, recommends and coordinates an annual IP spotlight event in conjunction with a luncheon.
- Two hours prior to the Annual Industry Partner Spotlight and then during the event - Heavily assists with the promotion of the IP Spotlight to get GREAT attendance from Property Management Professionals.
- Renewals should begin in October and be completed by the end of December. (Most of them are completed by November).
- Copied on all invitations for future Partners if unable to send out invitations. IAE is available to heavily assist with invites. Encouraged to reach out to potential IP's for follow up. *Follow up is key from this committee.*
- Approve annual renewal notice. Assist with calling anyone that does not renew on time.
- Participate in Executive Council Calls / Meetings – Provides a report prior to session (there are 4 to 6 a year).

CORE BUSINESS: MEMBERSHIP COMMITTEE (Chairperson -Total time allotment for the year 36 hours / as a committee member 12-15 hours)

- Identify sources of new members.
- Participate in National webinars for training and fully understanding the role of the Membership Chairperson.
- Hosts new member orientations on an as needed basis (usually held after luncheons for 30 minutes to one hour) Offer a session before the Annual IREM Showcase and Wine Social (usually held in March).
- Personally contact new members to encourage their involvement – assign mentor to each new member.
- In partnership with the IAE, Coordinates a phone bank to contact members at risk of losing their designation for not paying local or national dues.
- Confirms CPM Candidate work experience. Schedule and conduct interviews with candidates to review their goals and objectives for their future and assist them as needed, confirm involvement with the chapter, and make a recommendation for CPM approval based on their successful completion of all classes, their attending two events a year prior to the installation, and obtaining the three letters of recommendation.
- Once approval forms are sent to the membership Lead Chairperson, completes interviews ASAP for candidates transitioning into a CPM position.
- Participate in Executive Council Calls / Meetings – Provides a report prior to session (there are 6 a year).
- Assists with coordinating the following Sub-committees:

Sub Committee of Membership: MENTORING / CANDIDATE GUIDANCE (Consists of council CPM members and annual volunteers)

- Advises new candidates on the application and designation process. Proactively helps candidates through the paperwork process to ensure they have no surprises or delays in attaining their designation.
- Introduces and coordinates the chapter's Mentor Program, explains the various educational tract options, increases awareness of scholarship opportunities, promotes pursuit of the designation, and encourages active involvement in IREM.

INCOME & EXPENSE COMMITTEE – (Chairperson -Total time allotment 20 hours / as a committee member 12 hours)

- Promotes and coordinates the annual data gathering process for input into IREM's Income & Expense Analysis publications.
- Plans a chapter event or contest to raise/ encourage participation in this program.
- Calls for submissions and sends thank you notes.
- Participate in Executive Council Calls / Meetings – Provides a report at each Executive Council Call or Meeting (there are 6 a year).

PROMOTIONS/PUBLIC RELATIONS COMMITTEE (Chairperson -Total time allotment 40 hours / as a committee member 12 hours)

- Work with social media, businesses, members to increase the awareness of IREM credentials, new council members, etc.
- Responsible for taking photos (or arranging for photos) at IREM events: Chuck Negas with Northwest Exterminating is available and volunteering to assist.
- Submits announcements of new council in local papers or digital e-mail productions.
- Prepares and places announcements about Luncheons, Fund raisers, Community projects, IYP events etc. in Atlanta Business Chronicle and France publication or asks IAE to do so.
- Encourage article writers for publications.
- Promote Facebook page / Linked In / Twitter and use it.
- Participate in Executive Council Calls / Meetings – Provides a report at each Executive Council Call or Meeting (there are 6 a year).

SUB COMMITTEE: COMMUNITY OUTREACH (Chairperson -Total time allotment 20 hours / as a committee member 12 hours)

- Plan and oversee chapter volunteer opportunities during the year.
- Plan at least one fund raiser per year for the Foundation / Scholarship Program.

SUB COMMITTEE: CORPORATE OUTREACH (Chairperson -Total time allotment 20 hours / as a committee member 6 hours)

- Select a minimum of ten dates for Corporate Outreach visits to promote credential awareness, hiring IREM trained professionals, and the National gold standard educational curriculum.
- Reach out to companies via e-mail and phone calls with the goal to secure meetings.
- Once meetings are secured, discuss the benefits of being involved with IREM, promote the hiring of designated members, and find out what IREM can do to assist their company.
- Utilize officers as needed to secure visits and to attend the meetings if necessary.
- Encourage officers to conduct Corporate Outreach Meetings any chance they can. Form submission to the President and IAE are required for recordkeeping.

PROGRAMS COMMITTEE (Chairperson -Total time allotment 20 hours / as a committee member 12-15 hours)

- Secures speakers for 4 luncheon meetings. The goal is to provide members with information that will benefit their owners, buildings, tenants, or their career. Program topics may be industry specific, industry related, or items of personal or local interest. The intent is to provide information that will enable our members to be well-informed as professionals, to be more effective and efficient in their positions, and to be current and fluent on topics that matter to peers, building owners, tenants, or vendors. *
- Ultimate Goal and chapter policy, is to have meetings with speakers that can relate to all real estate arenas and not just one particular field.**
- Approve the timing for lunch programs and insure they do not overlap with other major players (Including regional / national meetings) holidays and spring breaks as well. Deborah asks BOMA, CREW, NARPM, AAA, and pulls dates for holidays and recommends avoiding those dates on a master calendar.
- Write the program or review and check for errors or ways to enhance the program.
- Arrive at the luncheons or meetings one and a half hours prior in order to assist with the distribution of the agenda, handouts, set up displays... If able, stay afterward and help pack up. At the end of the luncheon, assign two members to help collect all member badges and re-alphabetizes.
- The committee solicits input from the Chapter President, the Council, and members for ideas and suggestions on future speaker and topics, and seeks feedback on past programs and speakers. The IAE coordinates luncheon details (date, time, and location), facility set-up and AV needs, presentation length, IREM content expectations, program title and summary.
- Four to six weeks prior to luncheon, coordinates with the IREM chapter office to promote the speaker and the program to members, and forwards a photo and a biography from the speaker.
- At the luncheon, meets & greets speaker, assists speaker with any set-up, reviews with speaker the luncheon agenda, escorts speaker through the buffet line, sits with speaker at a table near the front, and introduces the speaker to the audience. After the presentation, the Chapter will present the speaker with a thank you gift.
- After the luncheon, the committee chair will follow-up with a written thank you letter to the speaker.
- The Program chair will coordinate speakers from January to November. The out-going Program chair and or IAE will coordinate the January speaker(s). This should be done by November each year.
- Coordinate Greeters before each program and IREM Showcase. Assist with the IREM Showcase and Wine Social – it is the largest fundraising event for the IREM Foundation and an opportunity to share what IREM can do for guests. At the end of the luncheon, assign two members to help collect all member badges and re-alphabetizes.
- Participate in Executive Council Calls / Meetings – Provides a report at each Executive Council Call or Meeting there are 6 a year.

**EDUCATION COMMITTEE (Co-Chairs -Total time allotment 40 hours / as a committee member
12-15 hours**

- Approve the timing for courses and insure they do not overlap with other major players and region IV's schedule.
- Schedule one IDEA Exchange a year.
- Promote the various forms of educational offerings through personal e-mails and phone calls.
- Coordinate two to four seminars to be held with companies or as offerings to membership at large, depending on the amount of national courses being offered.
- When writing a new seminar, assist with the class syllabus for GREC.
- Course coverage to welcome students and secure Officer representatives so the IREM evaluations will have the chance to score well for GA.
- Phone training / assignments to promote courses and seminars (hold the committee members accountable for calling). Use a tracking system and report to Council and IAE for recording IREM Bucks earned.
- National Classes – must be aware of the break even point. Fifteen for out of state instructors.
- Work with the IAE and PR Chairperson to encourage promotions. IAE to obtain leads for the Committee to utilize for marketing the classes.
- Participate in Executive Council Calls / Meetings – Provides a report prior to session (there are 6 a year).
- Be aware and Promote other Knowledge Products IREM has available.
 - Business Strategies for Real Estate Management Companies
 - Forms and checklists
 - Webinars
 - Publications
 - Credentialing courses
 - Leadership white papers
 - Financial tools
 - IREM Executive Edge – education component of fall conference
 - JPM Magazine
 - Free website content – videos, tutorials, recorded webinars, articles, blog, e-newsletter, research & stats, slide shares, public policy news and legislative whitepapers, career center

IREM YOUNG PROFESSIONALS (IYP) – (Chairperson -Total time allotment 10 hours / as a committee member 6 hours)

- Plans and executes events that specifically target the interests and professional needs of IREM's younger members and *encourages long term members to mentor IYP's.*
- Plan one to two socials at interesting places usually in the evening.
- Consider implementing a speaker about career development before an event.
- Reach out to non-IREM members earlier in their careers to help promote IREM as part of their career path.
- Partner with other Young Professional Organizations is encouraged.
- Seek sponsors for IYP events and making sure that they are represented and announced at each event.
- Participate in Executive Council Calls / Meetings – Provides a report at each Executive Council Call or Meeting there are 6 a year.

GENERAL NOTES:

1. **Committee chairs are required to attend all Council and committee meetings / calls so they are aware of all chapter activities, etc.**
2. **Committee Chairs and Members are asked to invite at least one vendor to join the Industry Partners Program. Additionally it is the responsibility of all committees to know how to use the website to identify open categories. Notable: 1 vendor allowed for every 10 members; 2 vendors per category- (Landscaping and Roofing were grandfathered in since they have been partners for over 20 years)**
3. **All committees are required to attend the annual “kick off” meeting to establish committee goals, projects, etc. The date for this is November 29, 2017. Encouraged to meet with your own committees prior to this date as this will be the final wrap up and confirmation for all activities to be held in 2018.**
4. **All committee chairs are requested to post all committee meeting dates on the IREM Calendar.**
5. **Committee chairs are to copy the Vice President and Association Executive on meeting notes including each attendee name and purpose of meeting / accomplishments...**

6. Committee budgets are included in the Chapter annual budget. Any variances should be addressed with their Committee RVP and Association Executive (and in some cases the full council) prior to committing any chapter funds.
7. Committee Chairs should keep a Backup or binder of notes and important documents to utilize in training the next Committee Chair. It is also helpful to save documents on a disk or thumb drive so that modifications can be made. This memory stick or binder should be handed off to the next year's Chair.
8. Conference Calls are an effective way to hold some committee meetings. We utilize a free system for these calls. It will require you to have a phone that includes all long distance calls. In order to schedule the use of the service, contact the Executive Director: Deborah Westphal - Deborah@iremga.org.