



INSTITUTE OF REAL ESTATE MANAGEMENT

West-Central Maryland Chapter

## MEMBER PARTICIPATION FORM

In order for IREM West-Central MD Chapter to be successful, it takes the efforts of many members. In addition to the individuals who have been nominated to serve as Officers and Directors for the upcoming term, there are a number of committees that must be chaired and staffed. The following is a list of these committees and a brief description of their functions. If you have an interest in becoming more involved and serving on one of the following committees, contact Jamie Carr at 301/874-8425. You can complete the information on this form and fax to 1-301/874-8426 or email to [admin@irem92.org](mailto:admin@irem92.org)



Check  those committees you are interested in serving on:

- \_\_\_ 1. **AMO®/CORPORATE OUTREACH** - Keep track of AMO® firms within Chapter 92's jurisdiction, keep updated on current requirements, application procedures, and the rules and regulations governing the Accredited Management Organization® program. Reach out to new companies to teach them about the benefits of IREM and to get their employees involved.
- \_\_\_ 2. **ARM®** - Promotes the ARM® designation, identifies and interviews potential ARM® participants, plans and coordinates ARM® seminars and courses.
- \_\_\_ 3. **AWARDS/NOMINATING** - Solicits nominations for the new term, makes recommendations for CPM®, Candidate, and ARM® of the Year Awards.
- \_\_\_ 4. **COMMUNICATIONS** - Coordinates all communications to members, including newsletters, directory, web site, e-newsletter, Facebook posts. Also includes press releases to the media of newsworthy events.
- \_\_\_ 5. **COMMUNITY INVOLVEMENT** - Responsible for planning and coordinating charitable activities within the community to promote the Chapter and IREM, in the hopes of giving back to the community.
- \_\_\_ 6. **EDUCATION/SCHOLARSHIP** - Participates on the Region 3 Education Committee that coordinates all locally-sponsored IREM education courses. Reviews any scholarships submitted to the Chapter.
- \_\_\_ 7. **INDUSTRY PARTNERS** - Recruits and renews Industry Partners of IREM, coordinates events with Industry Partners.
- \_\_\_ 8. **GALA** - Serves as one of two Chapter representatives on the annual Regional Gala Committee, planning the event, coordinating charity, soliciting sponsors.
- \_\_\_ 9. **GOLF TOURNAMENT** - Serving on Golf Tournament committee, helping to organize the event.
- \_\_\_ 10. **INCOME/EXPENSE** - Coordinates and monitors participation by chapter members in IREM's collection of building operating expense data.
- \_\_\_ 11. **IREM YOUNG PROFESSIONALS/DIVERSITY** - Serve on committee promoting the growth of young professionals joining IREM, as well as promote diversity. Coordinating educational programs and social programs trying to attract these potential members.
- \_\_\_ 12. **JOB PLACEMENT** - Maintains a local listing of members seeking employment, as well as employers with job opportunities.
- \_\_\_ 13. **LEGISLATIVE** - Monitors legislative issues of importance to chapter members. Coordinates Capitol Hill Day visits.
- \_\_\_ 14. **MEMBERSHIP/CANDIDATE GUIDANCE** - Interviews and directs CPM® Candidates, monitors Candidates' progress, keep track of Candidates' meeting attendance, responds to inquiries regarding membership, and contacts members who have not paid their dues. Also provides Candidate guidance and mentoring.
- \_\_\_ 15. **PROGRAMS** - Assists President-Elect in planning and coordinating the program of meetings for the year, including the Forecast and MEGA Meeting. Also coordinates the 50-50 fundraising at each meeting.
- \_\_\_ 16. **LEADERSHIP DEVELOPMENT/STRATEGIC PLANNING** - Serves on committee monitoring chapter bylaws, goals and objectives, and succession planning.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Tel#: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PLEASE EMAIL COMPLETED FORM to [admin@irem92.org](mailto:admin@irem92.org) or FAX (1-301/874-8426)**