

2025 Committee Descriptions & Agreement Forms

IREM Georgia is focused on leading the way within our industry, ensuring a sustainable profession for generations to come. Gold standard learning and innovative programs guide our way for the future. With Core values for all, Leadership, Ethics, Integrity, Innovation, Collaboration, Excellence, and Fun; we are fostering a vibrant and supportive environment for every generation and sector in real estate. Together we thrive in servicing the assets and clients.

Connections Committee

- Oversee, organize, and promote Connection Corner events.
- Promote connection corners to new members, existing members and legacy leaders that hold executive positions with their companies. We offer this gathering before our big meetings, but in a separate area, so those seeking can feel safe about connecting. Plan four before the quarterly meetings of IREM.
- Promote Speed NetWeaving event.
- Connect job seekers to potential employers during events or make email introductions.
- Invite our leaders from our BOD and AMO's to speak about the industry, the need for good talent, and the benefits of staying connected to one another. Ask them to share how IREM has enhanced their career and is always an encouraging message.
- Ask the Board of Directors to attend in order to promote any openings at their companies.
- When the chapter has inquiry calls or seeking employment - invite those thinking about a career in real estate property management to attend.
- Guide job seekers to our website and show them how to connect with hiring management companies.
- During the meetings, committee members provide tips on interviewing, building the right resume, and landing the job.
- Place a member's resume on the website if they ask us to do so.
- Resume editing assistance.
- When applying for a job - ask our member to fill out the company's application, send us the requisition number (if available), then we reach out to the company leader (usually within IREM) to let them know someone from IREM GA has applied.
- Work with the PR Committee to promote events 90 to 120 days before.
- Makes calls and sends e-mails to promote attendance.
- Submit a full committee report to VP and IAE on or before the date that it is due to the BOD.

Community Committee

- Coordinate various outreach and fund-raising events for the IREM Foundation.
- Plan and execute the fundraising event held during the golf outing or Open House.
- Attend IREM GA Chapter events – registration required.
- Plan at least two events for members and partners to participate in.
- Toys for Tots in Dec (work with Cherrie Carney) and Donations during the first quarter for an organization needing clothing, suits, rolling suitcases (to help the homeless).
- Plan and participate in the IREM Community Events.
- Time Commitment: Typically, quarterly– more as needed i.e.: Global Summer of Service.
- Work with the PR Committee to promote events 90 to 120 days before.

- Makes calls and sends e-mails to promote attendance.
- Submit a full committee report to VP and IAE on or before the date that it is due to the BOD.

Program Committee

- Four Quarterly Membership Meetings planned with a theme. Secure speakers for the meetings. Including the Connection Corner, Speed Netweaving, the program and the Member / Partner Benefit Orientation. "The IREM GA Experience."
- Create a Theme name for each Meeting. Program topics may be industry specific, economically 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 is to have meetings with speakers that can relate to all real estate arenas and not just one particular field.*
- Plan, Promote through personalized phone calls, e-mails, texts, and social media.

Responsibilities:

- Approve Promotions for upcoming events and heavily promote by contacting members and partners to attend events. Personal emails and phone calls prior to each event (usually three weeks prior).
- Make sure we have five sponsors minimum for each luncheon event. Work with the VIP Committee to find sponsors 90 days in advance and try not to have the same category sponsoring an event. We do not need sponsors for the Annual VIP Spotlight.
- Improve consistency of member experience at the chapter level.
- Promote events through emails, texts, calls, social media...so your event will be successful and well attended. Even if virtually. This includes reaching out to members, partners, AMO's, management companies, and/or potential members.
- Increase effectiveness of communications about IREM opportunities and solutions.
- Increase opportunities for engagement at all levels within IREM. Improve perceived value of engagement in IREM.
- Promoting IREM as a premier educational organization in the real estate business by recruiting best of class speakers for the event; Promoting both Partner and Management sponsors as well as promoting IREM GA.
- In Person events: Arrive at the luncheons or meetings one to two hours prior to assist with set up, supporting Partners with their set up, helping with the distribution of the agenda, handouts... Badge Bucket at each table. Virtual and in person Meetings arrive or log on 30 minutes beforehand for testing technology.
- The committee solicits input from the Chapter President, the Board of Directors, and members for ideas and suggestions on future speaker and topics and seeks feedback on past programs and speakers. The committee secures the speaker and coordinates with the speaker on luncheon or Virtual details (date, time, and location).
- The Executive Director coordinates with the facility set-up and AV needs, presentation length, IREM content expectations, program title and summary.
- When a session is in person: Secures four greeters that are the face of the Chapter that are quick, friendly, upbeat, and ready to serve before the Luncheon and Golf Tournament.
- Keep an eye on Budgeted "EVENTS" – operating at true cash flow. Actual Income versus Actual Expenses.
- Work with the PR Committee to promote events 90 to 120 days before.
- Makes calls and sends e-mails to promote attendance.
- During in person events: Chairpersons or an assigned committee member meets & greets speaker, assists speaker and Executive Director with any set-up, reviews with speaker any questions about the agenda, escorts speaker through the buffet line, sits with speaker at the head table, and may introduce the speaker to the audience. After the presentation, the Chapter President will present the speaker with a thank you gift. After the event, the

- committee chair will follow-up with a written thank you letter to the speaker.
- Use the Event Check off list to make sure everything runs smoothly, and the event is IREM WORTHY!
- Carefully and intentionally pack up IREM materials and help load the day of or before / unload at the office the day of or the day after the event.
- **Constantly ask ourselves:**
 - How are members feeling about IREM today?
 - Has member engagement and loyalty changed?
 - What is important to members now?
 - How can we prepare for what comes next?
- Submit a full committee report to VP and IAE on or before the date that it is due to the BOD.

PR Committee (To reduce liability Jonathan Saar is our assigned counsel for all things PR).

- Help promote engagement with social media to members / remind the Board of Directors to engage on a weekly basis. Quarterly check the metrics data to see where we can improve (Jonathan Saar computing metrics).
- Collaborate with members to increase the awareness of IREM credentials, Events, announcements of new Board of Director members, New Members, Award Winners etc.
- Responsible for taking photos (or arranging for photos) at IREM events: Chuck Negas with Northwest is available and volunteering to assist.
- Increase awareness of the value of real estate management professionals to employers, to property owners and clients, including, but not limited to, the Step into the Spotlight Video Series.
- Increase awareness of real estate management as a career among students and others entering the workforce.
- Advertise Upcoming Events – social media, Flyers at times (Jonathan Saar is our “Market Me Social” Partner for Promotions) The Executive Director works through Constant Contact to design promos and send out through mass emails coupled with the use of a program (Jonathan Saar’s account). Encourage the BOD to get active - the more engaged we can get the better. Weekly reminder to the Board.
- Submit announcements of new BOD, IREM designees and certified members through social media.
- Design templates through CANVA – using the IREM Brand guidelines.
- Continue the interviews for the YouTube Channel.
- Use Facebook page / Linked In / Twitter / Instagram weekly.
- Promote the Awards at the National Level – IREM GA has winners!
- In addition to Deborah sending out Constant Contact – Share weekly posts from HQ through the Buffer account on Facebook, Instagram, LinkedIn, and Twitter. YouTube videos as requested.
- Improve consistency of member experience at the chapter level. Assist with promoting events so events will be successful and well attended. This can include reaching out to members, partners, AMO’s, management companies, and/or potential members.
- Increase effectiveness of communications about IREM opportunities, Diversity, and solutions.
- Increase opportunities for engagement at all levels within IREM.
- Improve perceived value of engagement in IREM.
- Partner with each committee to promote their events and announcements as well as promote ways for members to get involved. Remind them to use the [Google link for submissions](#).

Advocacy / Legislative Committee (Overseen by Past, Incoming or Current President)

- Tracks legislative and regulatory issues at the local and state level which have an impact on the real estate management profession or industry. Prepares reports on legislative activity for approval by the Board of Directors and presentation to the members. Familiar with the resources available on the IREM.org website.
- The chairperson is required to secure attendance for Advocacy Impact Day in DC. If the Chapter budget allows – some or all of the costs for travel and hotel could be covered.
- Promote and encourage participation in all things legislative. IREM In District Meetings – Between August 1-31. All members can participate.
- Check the website to make sure it is linked to IREM's Advocacy page.
- Work with the PR Committee to promote events 90 to 120 days before.
- Makes calls and sends e-mails to promote attendance.
- Provide an update during the Board Meeting as needed.
- Identify and communicate local and national issues that will impact our members.

Membership Committee

- Know and understand the different types of memberships available through IREM AND IREM GA - be able to explain to BOD and members. Be familiar with all criteria for becoming an ARM®, ACoM®, or CPM® / fast track info included.
- Understand the billing program with IREM and the rate structure for national and local dues.
- Participate in the Membership / Education & Scholarship Benefits Orientations in person and/or virtual 4 times a year– can be held during a scheduled meeting.
- Increase awareness of the value of real estate professionals to employers, to property owners, and clients.
- Stay aware of the Budget “CORE BUSINESS” making sure we have a TRUE NET
- CASH FLOW FAVORABLE variance. Actual Income versus Actual Expenses.
- Re-engage members that have not been attending events.
- Secure two dates for Corporate Outreach visits (virtually or in person) to promote credential awareness, hiring IREM trained professionals, national gold standard educational curriculum. Utilize other officers to participate.
- Improve consistency of member experience at the chapter level.
- Increase effectiveness of communications about IREM opportunities and solutions.
- Increase opportunities for engagement at all levels within IREM.
- Improve perceived value of engagement in IREM.
- Identify sources of new members (other associations, schools, etc.)
- Host new member orientations on an as needed basis / before or after luncheons / and one to two other times throughout the year as a stand-alone event. Virtual is also an option.
- Personally contact new members to encourage their involvement and find out their goals.
- Starting after the 15th of January, coordinate a phone bank to contact

- members about dues payments.
- Starting March 1 – ask the Board to assist with calls for those at risk of losing their membership for not paying local or national dues.
- Review the membership Orientation PowerPoint and make suggestions for improvement, update to customize the presentation prior to the meetings with schools, businesses, etc.
- Assist with recruiting and coordinating efforts of the following Sub-committees.
- Work with the PR Committee to promote events 90 to 120 days before.
- Makes calls and sends e-mails to promote attendance.
- Submit a full committee report to VP and IAE on or before the date that it is due to the BOD.

Sub-committees of the Membership Committee

CPM admissions & Candidate guidance

- Partners with the Education Committee to split the Associate Members and Candidates for assigned mentees.
- Schedule and conduct mentorship times with candidates to review their work experiences and/or at the completion of their CPM® Candidate completing their certification requirements.
- Advises new candidates on the application and certification process. Proactively helps candidates through the paperwork process to ensure they have no surprises or delays in attaining their certification.
- Introduces and coordinates the chapter's Mentor Program, explains the various educational tract options, increases awareness of scholarship opportunities, promotes pursuit of the certification, and encourages active involvement in the local Chapter.
- Identifies candidates for courses held locally in advance based on their current course needs and solicits them to attend the class.
- Improve consistency of member experience at the chapter level.
- Increase effectiveness of communications about IREM opportunities and solutions.
- Increase opportunities for engagement at all levels within IREM.
- Improve perceived value of engagement in IREM.
- Work with the PR Committee to promote events 90 to 120 days before.
- Makes calls and sends e-mails to promote attendance.
- Meet with Mentees – once or twice a month. Virtually, in person or after a meeting is also an option.

ARM / ACoM Admissions

- Promotes the ARM and ACoM certification, identifies potential ARM participants, plans, promotions when certification orientations are being held. Group to assist with membership outreach initiatives.
- Share the benefits of your membership with others. Attend events to promote IREM and Certifications.
- Approve apps within 24 hours up to 48 hours after HQ sends.

AMO Admissions

- Be familiar with IREM Headquarters' guidelines for earning and maintaining the AMO certification, promote the AMO certification locally, identify potential AMO firms, determine and oversee services to chapter AMO firms. Schedule and execute any AMO interviews as needed.
- Coordinates and participates in CORPORATE OUTREACH visits with IREM officers to promote the AMO certification.
- Promote programs and benefits to the AMO's and update the AMO membership template for the chapter to use by adding member contacts.
- Approve apps within 24 hours up to 48 hours after HQ sends.

DEI – Diversity, Equity, and Inclusiveness Committee

- Provide guidance for development, refinement, and execution of IREM's DEI strategy, ensuring alignment with organizational goals and strategic direction.
- Develop and refine best practices around DEI for chapter.
- Serve as a sounding board for DEI governance and marketing practices.
- Promote and recruit Student Membership- to include diverse and strategic outreach strategy.
- Increase awareness of property management as a career among students and others entering the workforce.
- Promote the Legacy Leaders program and heavily engaged in the Mentorship program.
- Make two appointments with HBCU's to promote IREM or offer real estate sessions. Find out when they will be having Student Engagement Opportunities – work with the Emerging Leaders Committee to coordinate dates and contacts so there aren't any overlaps.
- Research alternative avenues to attract diverse talent to our industry (via trade schools or associate degree programs)
- Ensure alternative communications are available to those who are hard of hearing or seeing.
- Support and promote all IREM national DEI initiatives such as DISI, Diversity Scholarship, CORE, and Reimagined.
- Work with PR committees to ensure the holiday calendar is promoted and all members are celebrated.
- Promote and challenge members to gain DEI badge.
- All committee members must also complete the DEI badge.
- Work with the VIP Committee to see how many of our VIPs are Vet Owned, Women Owned or Minority Owned- Promote.
- Work with the PR Committee to promote events 90 to 120 days before.
- Makes calls and sends e-mails to promote attendance.
- Submit a full committee report to VP and IAE on or before the date that it is due to the BOD.

Corporate Outreach Committee

- Promotions regarding IREM to the various individuals and groups: Owners, Developers, Investors and Employers.
- Build and sustain relationships through face-to-face contact.
- Increase recognition of IREM credentials.
- Convince CORPORATE OUTREACHs that IREM-credentialed members are uniquely qualified to help them achieve their business objectives.
- 4 Independent visits are greatly encouraged.
- Usually tied to Senior Leadership or RVP visits.
- IAE can access and download Excel spreadsheets of current and AMO members.
- Encourage companies that already employ members to promote IREM education and credentials to non-members.
- Reach out to companies whose IREM members are not as actively engaged as they might be.
- Submit a full committee report to VP and IAE on or before the date that it is due to the BOD.

Emerging Leaders Committee

- Dedicated to promoting growth for Emerging Professional, IREM, and the Real Estate Management fields by providing Educational & Social Networking Mixers in a casual, progressive, and fun environment.
- Plan two social events to result in more members and increased awareness of the real estate industry.
- Engage Next Gens, Students, and younger members to get plugged in. Have a guest speaker for 10 to 15 minutes (Must have a Legacy Leader speak in hopes of inspiring the attendees).
- Work with the PR Committee to improve digital/social engagement with the next generation.
- Increase membership of the next generation, students, new industry professionals.
- Bring awareness to the Connection Corner. Promote and help members know about the program and the "Careers" Tab on the IREMG.A.ORG website. Make suggestions for other companies to be added to the website.
- Promote the many programs and competitions IREM HQ offers. IREM 30 Under 30, DISI, Student Leaders, Next Gen Etc.
- Increase engagement and participation in non-certification benefits.
- Obtain a list of birthdates from the HQ report and create two lists of how many members are under the age of 30 and 40.
- Understand and share all benefits - encourage Next Gen CPM® Leader nominations from members and AMO's. Create a Flyer of past GA participants.
- Work with colleges to promote the Student Leaders Application process. Prepare a list of all GA Award winners.
- Work with the PR Committee to promote events 90 to 120 days before.
- Makes calls and sends e-mails to promote attendance.
- Submit a full committee report to VP and IAE on or before the date that it is due to the BOD.

Mentoring Guidelines

- Strive for mutual benefits: The relationship should be defined from the beginning as mutually beneficial. Each participant has committed to the relationship by choice.
- Each should openly share their goals at the beginning of the relationship and work collaboratively to help achieve them.
- Agree on confidentiality: Maintaining an environment of confidentiality is a critical component in building trust between the participants. Without a mutually understood ability to speak freely as the situation warrants, the relationship is unlikely to reach its full potential.
- Commit to honesty: The participants should be willing to candidly share what they expect to gain from the relationship and their vision for getting there. They should be prepared to offer frank feedback as appropriate, even if the feedback is critical.
- Listen and learn: Mutual benefit and honesty can only be achieved when both members feel their viewpoints are heard and respected. Mentors, especially, need to remember that the relationship is not primarily about them. Mentors and mentees should not be intimidated or made to feel their views are not valued.
- Build a working partnership: Consider structuring a working partnership that includes project consultation or active collaborations rooted in the common ground of shared professional or personal goals. These collaborations can lead to discoveries about each participant's preferred working style, daily obligations, personal goals, and professional aspirations.
- Lead by example: Actions create the most lasting impression.
- Be flexible: It might help for a mentoring relationship to have defined goals, but the process may be as important—or more so—than the goals.

Industry Partners Committee (Valued Industry Partners)

- Understand and Promote the Valued Industry Partner program to potential sponsors, secures Partners and promotes Partners at chapter events.
- Educate BOD and Members as to why this is such a valuable program.
- Responsible for renewals and Partner Satisfaction. Renewals should begin in November and be completed by January 15.
- Chairpersons follow up with potential new Partners until secured.
- Review and revise Renewal Letter.
- Review and Revise Invitation Letter for new partners.
- Review and revise the Handbook.
- Review the VIP Website on a quarterly basis.
- Review the Orientation PowerPoint and make suggestions for improvements.
- Secure Sponsors for all Signature Events no later than January 15.
- The website should have links to the Partners company. A video from the main representative plus accurate contact info (headshot, logo, e mail and cellphone).
- Review who has presented videos and highlight on the Master IP List Partners that have completed a video and reach out to others to prepare a video for our YOU Tube channel and for the website.
- Stay aware of the Budget "CORE BUSINESS" making sure we have a TRUE NET CASHFLOW FAVORABLE variance. Actual Income versus Actual Expenses.
- Recommends and coordinates with the Program Committee, the annual VIP spotlight event.
- Encourage members to refer other Partners up to our maximum limit and have them in place (ideally) by the end of the first quarter.
- Follow up with Officers to get one referral and a new partner.
- Encourage programs to be mutually beneficial. Create Excitement, Encourage Engagement, and keep promoting the VIP Program regularly to members.
- Submit a full committee report to VP and IAE on or before the date that it is due to the BOD.

VIP Policies:

- Our program is limited to one partner for every ten members with no more than three Partners in any one category type. Participants have to be referred by an IREM member or another approved Partner. Then approved by our Officers.
- The cost of our Industry Partners program is \$1720 per year to include the annual Spotlight / Tradeshow at a special rate... Other options are available.
- Meetings are usually \$50 to \$60 and include lunch. Partners are encouraged to prepay for Events and Meetings at their time of renewal. Money savings and for better planning for the year.
- Unless a Partner is the sponsor for a quarterly meeting – only two can attend.
- If Sponsoring, two prepaid admissions are covered. Additional employees will pay the rate of admissions.
- To better support the industry, our organization, and our members, it is a request that Valued Industry Partners participate in committee activities, attend at least three events, contribute to financial sponsorships, donations, and prizes - totaling an additional \$500 annually.
- The IREM GA Board of Directors monitors the quality of the program. Chapter leaders' welcome feedback from Industry Partners.
- Industry Partners not sponsoring an event or luncheon will need to register in advance and pay the admission cost.
- **Industry Partners may not use the IREM GA logo in their company collateral but may use the approved Industry Partners logo.**
- The Board of Directors reserves the right to decline any application with or without cause. Once approved, membership fees are calculated on a calendar

year and a prorated amount will be reimbursed.

- Participation in the Industry Partners program is reviewed annually, and invitations are sent to Partners for renewal during the fourth quarter. Payments must be received on or before January 31 to eliminate other Vendors from activating their pending application.

VIP Benefits and Opportunities include:

- Occasions to Network / NET "WEAVE" with the Georgia area's top professional property managers and real estate decision-makers.
- The Partner shall be included on the Chapter E-Mailing List.
- Attendance at any of the membership meetings per year. The Partner will be allowed to bring one paying guest from the Partner's company at the discounted partner rate.
- Sponsorships are available and include complimentary attendance for one representative at the IREM event. Up to two additional representatives are welcome to attend at the discounted partner rate, with reservations only. The Partner will be given access to the Chapter's mailing list for attendees at sponsored events.
- As there are a limited number of Chapter meetings per year, meeting sponsorship is available to The Partner at an additional cost, whereby the Partner can provide literature, promotional materials, and a Spotlight - an opportunity to make a 2-to-3-minute presentation to the audience and introduction/stage presence during an exciting auction.
- The Partner's logo and link to The Partner's website will be posted on the Chapter Partner page at <https://iremga.org/sponsors.php>
- Opportunities to serve on IREM Committees with property management professionals.
- Recognition throughout the year in member communication, social media outlets and reminders.
- Notification of all IREM events and Netweaving opportunities.
- Ability to use the Partner logo on their websites. Reach out to the Valued Industry Partners and encourage them to prepare a video and use the approved Partner logo on their website.

Learning / Education Committee

- Be familiar with all criteria for becoming an ARM®, ACoM®, or CPM® / fast track info included.
- Ensure courses are offered that IREM GA sponsors in order to stay in compliance with the GREC. If needed, offer seminars. Member needs, CE Credit requests... Plan two in the classroom ETHICS 800 courses 2nd qtr. and 4th qtr. (this will keep us in compliance).
- Improve consistency of member experience at the chapter level.
- Increase effectiveness of communications about IREM opportunities and solutions.
- Increase opportunities for engagement at all levels within IREM.
- Improve perceived value of engagement in IREM.
- Increase knowledge of current and future real estate technology.
- Promote corporate education programs for greater flexibility in delivering IREM education. Discount for Company groups of seven or more students. Design a flyer or ask PR to prepare one, IAE will send it to AMO's and other companies.
- Understand the IREM brand for knowledge sharing opportunities (Self-Paced, Live On-Line courses, Webinars, White papers and more).
- Enhance "after pin" education content, course selection, and delivery methodologies.
- The Education Committee helps promote courses and seminars.
- Understand decoupling membership and certification.
- Stay aware of the Budget "EDUCATION" making sure we have a TRUE NET CASH

FLOW FAVORABLE variance. Actual Income versus Actual Expenses.

- Collaborate with partners that already have approved CE courses and add these to the calendars to support our Partners. Let the IAE know to schedule them on the Website.
- For IREM sponsored courses held in the classroom, Coordinate an officer to welcome students at the beginning of each course. Preferably the Education Officer.
- **EFFECTIVE MENTORSHIP - 90 to 120 days before a course**, Phone training / assignments to promote courses and seminars. Learn how to use the Marketing report and create a program for mentoring in 2024.
90 days before a course - work with the **mentoring (sub) committee** to complete the contact list by calling and then following up with an e-mail. Seek out leaders on the 15th of November to be a mentor... **Officers and other CPM's**.
- Work with the PR Committee to promote events 90 to 120 days before.
- Makes calls and sends e-mails to promote attendance.

Mentoring Guidelines

- Strive for mutual benefits: The relationship should be defined from the beginning as mutually beneficial. Each participant has committed to the relationship by choice.
- Each should openly share their goals at the beginning of the relationship and work collaboratively to help achieve them.
- Agree on confidentiality: Maintaining an environment of confidentiality is a critical component in building trust between the participants. Without a mutually understood ability to speak freely as the situation warrants, the relationship is unlikely to reach its full potential.
- Commit to honesty: The participants should be willing to candidly share what they expect to gain from the relationship and their vision for getting there. They should be prepared to offer frank feedback as appropriate, even if the feedback is critical.
- Listen and learn: Mutual benefit and honesty can only be achieved when both members feel their viewpoints are heard and respected. Mentors, especially, need to remember that the relationship is not primarily about them. Mentors and mentees should not be intimidated or made to feel their views are not valued.
- Build a working partnership: Consider structuring a working partnership that includes project consultation or active collaborations rooted in the common ground of shared professional or personal goals. These collaborations can lead to discoveries about each participant's preferred working style, daily obligations, personal goals, and professional aspirations.
- Lead by example: Actions create the most lasting impression.
- Be flexible: It might help for a mentoring relationship to have defined goals, but the process may be as important—or more so—than the goals.
- Work with the PR Committee to promote events 90 to 120 days before.
- Makes calls and sends e-mails to promote attendance.
- Submit a full committee report to VP and IAE on or before the date that it is due to the BOD.

FORMS that will be reviewed and signed by Committee Members, then sent in after the annual voting takes place are below.

CODE OF CONDUCT & COMMITMENT FOR LEADERSHIP & VOLUNTEERS

Accountability

We recognize that members' perception of the quality and efficiency of our work is essential. We accept responsibility for our decisions and actions, and the review of both.

Performance

We are committed to a high standard of excellence. We are dedicated to the mission of IREM Georgia and to the pursuit of quality in our work. We maintain the highest standards of integrity, balance, fairness, and industry in the performance of our duties for the Organization, our companies, and are always considered representatives or IREM Ambassadors. This includes excellent manners, abiding by the code of ethics, public appearances, and time at Chapter events and other organizational events.

Honesty

We are scrupulously honest in all our dealings with other Property Managers, team members and members of the public. We maintain the highest standards of personal and professional conduct.

Teamwork

We are committed to working together as a team with genuine concern and respect for each other and for the organization itself. We are committed to helping other volunteers, IAE, and members succeed and grow personally and professionally.

Trust

We earn the trust of our members every day by fulfilling commitments and abiding by the spirit as well as the letter of our position description and the mission of the IREM Georgia Chapter. We deliver what we promise. And we always give the extra effort necessary to accomplish a goal, finish a project, or serve the members.

I have read, understand, and agree to IREM Georgia's Code of Commitment for Leadership/Volunteers.

Name: _____

Position: _____

Antitrust Violation Avoidance Agreement

The Institute of Real Estate Management Georgia Chapter is a not-for-profit organization. The Chapter is not organized to and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The Chapter provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings, and Board meetings. The Board recognizes the possibility that the Chapter and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the Chapters Board of Directors uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the Chapter also recognizes the severity of the potential penalties that might be imposed on not only the Chapter but its members as well in the event that certain conduct is found to violate the antitrust laws. Should the Chapter or its members be involved in any violation of federal/state antitrust laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the Chapter plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

Policy

In order to ensure that the Chapter and its members comply with antitrust laws, the following principles will be observed:

- The Chapter or any committee, section, chapter, or activity of the Chapter shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at Chapter meetings or other activities.
- There will be no discussions discouraging or withholding patronage or services from or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.
- There will be no discussions about allocating or dividing geographic or service markets or customers.
- There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is false, misleading, deceptive, or directly competitive with Chapters products or services.
- There will be no discussions about discouraging entry into or competition in any segment of the marketplace.
- There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-

competitive, unless the discussions or complaints follow the prescribed due process provisions of the Chapter's bylaws.

- Certain activities of the Chapter and its members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level. 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions constituting a "sham" to cover anticompetitive conduct.
- Speakers at committees, educational meetings, or other business meetings of the Chapter shall be informed that they must comply with the Chapters antitrust policy in the preparation and the presentation of their remarks. Meetings will follow a written agenda approved in advance by the Chapter.
- Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken, or conclusions reached.

At informal discussions at the site of any Chapter and/or Committee meeting all participants are expected to observe the same standards of personal conduct as are required of the Chapter in its compliance.

Name:

Chapter Position:

Signature:

Date:



IREM Georgia video and photo disclaimer and waiver agreement

As a condition of participation in IREM Georgia events, attendees waive any claim against IREM and its officers, directors, employees, or agents, or against the presenters or speakers, for reliance on any information presented. Attendees release IREM Georgia from and against any and all liability for damage or injury that may arise from participation or attendance at the event.

Attendees understand and agree that all property rights in the material presented, including common law copyright, are expressly reserved to the presenter or speaker or to IREM Georgia as applicable. Attendees acknowledge that participation in IREM Georgia events and activities brings some risk and do hereby assume responsibility for their own well-being.

IREM Georgia intends to take photographs and video of this event for marketing and promotional materials in print, electronic and other media, including the IREM Georgia website.

By participating in IREM Georgia events, attendees acknowledge that they may be photographed, filmed, or otherwise recorded. Further, IREM Georgia is given the irrevocable right to use any image, photograph, voice, or likeness, without limitation, for any purpose, including in its marketing, promotional materials, and publicity efforts, without compensation. All photographs, film, footage, other recordings, or media are the property of IREM Georgia. Any attendee who does not agree with these terms should not participate in this event.

Due to the prevalence of mobile recording devices, IREM Georgia denies all liability for the capture of any image in any multimedia format by other attendees at the event.

Name:

Signature:

Date:

Confidentiality, Conflict of Interest & Non-Disclosure Policy for Board of Director Members, Volunteers and Employee(s)

Members serving as IREM leaders (officers, governing councilors, committee and board members, and senior staff) or as IREM chapter leaders (officers, board members, chapter committee members, and chapter administrators), shall serve with integrity and shall not:

- engage in undisclosed conflicts of interest.
- take inappropriate advantage of their position; or
- abuse their position of trust and responsibility.

In support of this statement, all members involved in making decisions on behalf of the Institute shall disclose their ownership interests according to the following ownership disclosure and conflict of interest policy.

Ownership Disclosure and Conflict of Interest Policy

When IREM has an ownership interest in, or is engaged in a partnership agreement for mutual benefit with, an entity, and a member has an ownership interest* in that same entity, such member must disclose the existence of his or her ownership interest prior to speaking to a decision-making body on any matter involving that entity.

If a member has personal knowledge that IREM is considering doing business with an entity in which a member has any financial interest, ** or with an entity in which the member serves in a decision-making capacity, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision-making body about the entity.

If a member has a financial interest in, or serves in a decision-making capacity for, any entity that the member knows is offering competing products and services as those offered by IREM, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision-making body about an issue involving those competing products and services.

After making the necessary disclosure, a member may participate in the discussion and vote on the matter unless that member has a conflict of interest.

A member of any of IREM's decision-making bodies (including those of chapters) will be considered to have a conflict of interest whenever that member:

- Is a principal, partner or corporate officer of a business providing products or services to IREM or a local chapter or in a business being considered as a provider of products or services ("Business"); or

- Holds a seat on the board of directors of the Business unless the person's only relationship to the Business is service on such board of directors as IREM's or an IREM chapter's representative; or
- Holds an ownership interest of more than one percent of the Business.

Members with a conflict of interest must immediately disclose their interest at the outset of any discussions by a decision-making body pertaining to the Business and any of its products or services. Such members may not participate in the discussion relating to that Business other than to respond to questions asked of them by other members of the body. Furthermore, no member with a conflict of interest may vote on any matter in which the member has a conflict of interest, including votes to block or alter the actions of the body in order to benefit the Business in which they have an interest.

*Ownership interest is defined as the cumulative holdings of the member, the member's spouse, children, siblings and to any trust, corporation or partnership in which any of the foregoing individuals is an officer or director, or owns, in the aggregate, at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation) or (c) partnership interests (if a partnership).

**Financial interest means any interest involving money, investments, credit, or contractual rights.

Compliance and Disclosure Certification Form

Compliance and Disclosure Certification Form

☐ I certify that, to the best of my knowledge, I am not engaging in or profiting in any way from any business activity as set forth in IREM's Conflict of Interest Policy.

☐ I hereby disclose the following business activities that I am engaging in or profiting from as set forth in IREM's Conflict of Interest Policy.

Check:

- ☐ National Executive Committee Member
- ☐ Governing Councilor
- ☐ National Committee or Board Member

- ☐ Senior IREM Staff
- ☐ Chapter Board Member
- ☐ Chapter Committee Member
- ☐ Chapter Administrator

Name:

Date:

Signature:

IREM® Conflict of Interest Statement Extracted from IREM Statement of Policies.

Article I. Organization, Section 1. Governance and Volunteer Participation, Subsection 1.9: Leadership Integrity 1.9.1 Members serving as IREM leaders (officers, Governing Councilors, committee and board members, and senior staff) or as IREM chapter leaders (officers, executive council members, chapter committee members, and chapter administrators), shall serve with integrity and shall not: a. Engage in undisclosed conflicts of interest; or b. Take inappropriate advantage of their position; or c. Abuse their position of trust and responsibility.

1.9.2 In support of this statement, all members involved in making decisions on behalf of the Institute shall disclose their ownership interests according to the following ownership disclosure and conflict of interest policy.

1.9.3 Ownership Disclosure and Conflict of Interest Policy a. When IREM has an ownership interest in, or is engaged in a partnership agreement for mutual benefit with, an entity, and a member has an ownership interest* in that same entity, such member must disclose the existence of his or her ownership interest prior to speaking to a decision-making body on any matter involving that entity. b. If a member has personal knowledge that IREM is considering doing business with an entity in which a member has any financial interest** or with an entity in which the member serves in a decision-making capacity, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision-making body about the entity. c. If a member has a financial interest in, or serves in a decision-making capacity for, any entity that the member knows if offering competing products and services as those offered by IREM, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision-making body about an issue involving those competing products and services.

1.9.4 After making the necessary disclosure, a member may participate in the discussion and vote on the matter unless that member has a conflict of interest as defined below.

1.9.5 A member of any of IREM decision-making bodies (including those of chapters) will be considered to have a conflict of interest whenever that member: a. Is a principal, partner or corporate officer of a business providing products or services to IREM or a local chapter or in a business being considered as a provider of products or services ("Business"); or b. Holds a seat on the board of directors of the Business unless the person's only relationship to the Business is

service on such board of directors as IREM's or an IREM chapter's representative; or c. Holds an ownership interest of more than one percent of the Business.

1.9.6 Members with a conflict of interest must immediately disclose their interest at the outset of any discussions by a decision-making body pertaining to the Business and any of its products or services. Such members may not participate in the discussion relating to that Business other than to respond to questions asked of them by other members of the body. Furthermore, no member with a conflict of interest may vote on any matter in which the member has a conflict of interest, including votes to block or alter the actions of the body in order to benefit the Business in which they have an interest.

1.9.7 Ownership interest is defined as the cumulative holdings of the member, the member's spouse, children, siblings and to any trust, corporation or partnership in which any of the foregoing individuals is an officer or director, or owns, in the aggregate, at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation) or (c) partnership interests (if a partnership).

1.9.8 Financial interest means any interest involving money, investments, credit, or contractual rights.