

SAMPLE JOB DESCRIPTIONS – Chapter Committees

Committees can be created as an ad-hoc committee (created for one specific project) or as a standing committee (committees that remain year after year), depending on its purpose. Some chapters do not have any committees but should you choose to create committees within your chapter, below is a list of the more common committees and their functions.

Admissions Committee

(Standing Committee – Optional)

Interview applicants for candidacy/membership, verify experience and general information, submit a recommendation to REIC National, review and verify applications for change of status.

The chapter should establish who will act as applicant interviewers. The interviewer should hold the designation for which the applicant is applying. Timely responses to chapter interviews are crucial – it is often the first impression of REIC. Handling interviews in an expeditious manner leaves a professional impression.

The interview package will be sent from the National Office directly to the chapter president or administrator, who in turn forwards it to the designated interviewer. If, for any reason, there is an unavoidable delay in setting up the interview through no fault of the applicant, REIC may backdate the candidacy approval date. A formal written request must be submitted to REIC National.

When a new member is approved, the individual should be personally invited to attend the next chapter meeting, at which time they are sworn in, presented with their membership pin, certificate and code of professional standards.

Each member and candidate is responsible for sending any changes to contact information directly to REIC National. REIC, in turn, forwards these changes to IREM in Chicago (where applicable). If you have lost contact with a member, candidate and/or prospect, you can request an updated database from REIC National.

Oftentimes, change of address information is not submitted to REIC National. REIC relies on the chapters to make every

Finance Committee

(Standing committee - Optional)

The finance committee's tasks are to prepare monthly financial statements, draft the budget (in conjunction with the education committee) for review and approval by the CMB, prepare the year-end statements for review/audit, send the year-end financial statements and chapter budget to REIC National, handle all banking, payables and receivables.

With the appointment of a new CMB, the signing officers may need to be modified. Your financial institution will require original signatures from all signing officers. Additional documentation to support the signatures will be required included a copy of the minutes of your AGM or driver's licenses.

Audit Committee

(Ad-hoc committee usually operating for a couple of months around fiscal year end – If Required)

The role of the audit committee is to interview auditors, recommend selection of the auditor to the Board, receive auditor's report, meet with the auditor and respond to his/her recommendations. The functions of this committee can also be managed by the Finance Committee.

Nominating Committee

(Ad-hoc committee that is assembled a few months prior to the AGM - Mandatory)

The board development committee may also be known as the nominating, succession planning or governance committee and is responsible for the overall composition and governance structure of the Board; such as to prepare priorities for board composition; meeting with prospective board members and recommend candidates to the Board; recommend a slate of officers to the Board and design a succession plan; conduct orientation sessions and suggest new, non-board members for committee positions.

Educations and Programs Committee

(Standing committee - Optional)

Review courses required by students and candidates (in conjunction with the candidate guidance committee) and to submit to REIC National: by May 15th for the fall schedule and by September 15th for the spring schedule, source speakers for at least 4 member meetings per year and track CPE credits.

REIC can provide, upon request, candidate data sheets, detailing what courses have been completed by the candidate and what courses are still outstanding.

Candidate Guidance Committee

(Standing committee - Optional)

Source a member mentor for each candidate, review candidate educational requirements and recommend courses, and answer all enquiries from local prospects and candidates.

Special Events Committee

(Ad-hoc committee - Optional)

The special events committee tends to be assembled for the planning and execution of a special event, such as an awards dinner, annual general meeting, golf tournaments, or other one-off social or fundraising events. If a meeting administrator is employed by the chapter, the committee is responsible for the planning and oversees the execution of such plans by the meeting administrator.

Marketing Committee

(Standing committee - Optional)

The marketing committee creates the marketing plans for the chapter and presents all plans to the Board for approval. The committee is responsible for ensuring that all marketing and advertising campaigns align with REIC's branding campaigns and strategic plans. The main goals of the marketing committee are to increase awareness of the REIC brand and the benefits of belonging to their local REIC chapter; position the chapter and REIC in a positive light within the community (ie: align the chapter with a local charity, sponsor a high school program that promotes the industry, etc...) and to promote chapter members within the community (value for money).

ARM committee

(Standing committee – IREM affiliated chapters only - Optional)

A handbook is available from REIC National that outlines the responsibilities of this committee. This tool is not only exceptionally valuable to chapter ARM® committees, but may also be used as a model for establishing other designation committees.

Fundraising Committee

(Ad-hoc or standing committee - Optional)

Review involvement in and organization of such areas as charity events, golf tournaments, and other activities that would both raise the profile of REIC and its members as well as provide a networking opportunity for members, candidates, students and prospects.