

IREM Dallas Chapter 14

Board of Directors Responsibilities

Officers

For a full description, see Bylaws, Article VI.

President

The President, who must be a CPM, ARM, or ACoM, shall preside at all chapter meetings and at all meetings of the Board of Directors. The President shall perform all duties usually pertaining to such office as may be prescribed by the Board of Directors, conducts the business of IREM Dallas in accordance with the chapter and IREM HQ bylaws, and shall be a member, ex officio, with right to vote, of all chapter committees. The President shall provide guidance to all Board members; facilitates a strategic planning session for the upcoming calendar year; attend annual conferences (including governance meetings required by IREM HQ); review, distribute, and act upon IREM HQ direction and correspondence; accordingly, assist in selecting future Dallas Chapter Board members; oversee all financial operations; represents the Chapter as necessary, at official functions with private & public organizations, and any other duties as requested by the Board.

Vice President

In the absence of the President, the Vice President, who must be a CPM, ARM or ACoM member, shall perform the duties of the President and shall also perform such other duties as the President or Board of Directors may prescribe. The Vice President shall assist and collaborate with President on all strategic planning; provide guidance to all Board members; attend all board and general membership meetings; attend annual conferences; participate in IREM HQ leader webinars & conference calls, review communications from IREM HQ, serve as the leader of the Nominations Committee to coordinate nominations process and the selection future Dallas Chapter Board members.

Secretary/Treasurer

The Secretary/Treasurer, who must be a CPM, ARM or ACoM member shall attend and ensure the recording minutes that document actions taken for all chapter board and general membership meetings; oversee the filing of required annual report with the Texas Secretary of State or appropriate department overseeing corporations; ensure the retention of copies of all contracts; oversee the adoption and enforcement of a banking policy; oversee the creation of an annual budget; oversee the filing of required federal and state taxes on an annual basis; oversee and present financial statements on a regular basis; facilitate an annual internal audit; oversee the adoption and enforcement of a policy for savings/reserves. The Secretary/Treasurer shall assist and collaborate with President and Vice President on all strategic planning perform; serve as the Chairperson of the Annual Awards Committee; participate in IREM HQ leader webinars & conference calls, review communications from IREM HQ; attend annual conferences; and perform such other duties as the President, or the Board of Directors, may prescribe.

Immediate Past President

The Immediate Past President, who must be a CPM, ARM, or ACoM, shall serve as an advisor to the Executive Council/Committee and the Board of Directors and ensure the business of IREM Dallas is conducted in accordance with the chapter and IREM HQ bylaws. The Immediate Past President shall carry out other duties as requested by the President and the Board.

Board of Directors Positions

For a full description of responsibilities, see Bylaws, Article VII.

VP of Case Competition

Responsibility: to facilitate and coordinate the annual College Case Competition and work in concert with the VP of College Outreach for university and student outreach & engagement. Oversee the College Outreach/Case Competition Committee and lead the committee in partnership with the VP of College Outreach or work with the chairperson and committee members to plan, recruit college and industry participation, produce and execute the Competition.

VP of College Outreach

Responsibility: to promote IREM and the property management industry, focusing on student outreach & engagement. Work in concert with the VP of Case Competition in the development and introduction of area students to opportunities within the property management industry. Oversee the College Outreach/Case Competition Committee and lead the committee in partnership with the VP of College Outreach or work with the chairperson and committee members to be a part of shaping the future of Real Estate Property Management through inspiring the next generation to pursue careers in property management.

VP of Community Outreach

Responsibility: to facilitate and coordinate the philanthropic and community service efforts of the chapter, encourage member and Industry Partner participation and develop ways for IREM Dallas to make a difference in the community. Oversee the Community Outreach Committee and lead the committee or work with a chairperson to facilitate the purpose and work of the committee.

VP of Education

Responsibility: to facilitate and coordinate the monthly educational programs; oversee the Education Committee and either lead the committee or work with the chairperson and committee to identify programs, subject matter and speakers, that will benefit the IREM membership and property management industry through the chapter's luncheons, seminars, networking events & property tours.

VP of Fashion Show

Responsibility: to facilitate and coordinate the execution of the Annual Fashion Show Fundraiser with the committee. Oversee the Fashion Show Committee and either lead the committee or work with the chairperson and committee members to plan, produce and execute the event.

VP of Golf

Responsibility: is to facilitate and coordinate the execution of the Annual Golf Tournament with the committee. Oversee the Golf Committee and either lead the committee or work with the chairperson and committee members to plan, produce and execute the event.

VP of Industry Partners

Responsibility: to facilitate and coordinate strong relationships with the chapter's Industry Partner participants; recruit and retain Industry Partners; assist with recordkeeping and financial matters as appropriate, oversee the Industry Partner Committee and either lead the committee or work with the chairperson in carrying out the work of the committee to ensure Industry Partners are engaged, receive all eligible benefits and partnership opportunities.

VP of Membership

Responsibility: to facilitate and coordinate the promotion of IREM Membership, recruit and retain members; oversee new member welcome programming/correspondence; promote and enhance member participation in the organization; support CPM and ARM candidates in pursuit of their relevant designation. Oversee the Membership & ARM Committee and either lead the committee or work with the chairperson and committee to produce communications, programs, events and approaches to foster member retention, growth & satisfaction.

Advisors

Board Members at large (2-3) who serve as voting members on the board of directors but do not have a specific program of responsibility. At least one of the Advisors must have their ARM.