



IREM Institute of Real Estate Management

Greater Metropolitan Washington Chapter No. 8

MEMORANDUM

TO: IREM 8 Members
FROM: Cheryl Belle-Deen, CPM®, Incoming Chapter 8 President, 2017
SUBJECT: Participation in IREM 8
DATE: August 9, 2016

GET INVOLVED! IREM Chapter 8 is currently preparing for its year 2016-2017 Committees. We are looking for individuals who would like the opportunity to become involved in our professional organization, bring value to the real estate community, and meet others in the industry. Below is a list of IREM 8's primary committees, sub-committees and related activities. If you have an interest in participating, please indicate so by checking the committee or activity of interest and return this form to Jean Collins, our Executive Director, as soon as possible. A member of the nominating committee will contact you to assist you in becoming involved. Don't let this opportunity pass you by. Take a moment to fill out this form and realize the opportunity to make a difference.



COMMITTEES: Check as many as you are interested in serving on.

- ADMISSIONS, CPM® - Assists with Interviews of CPM® Candidates, monitors Candidates' progress, meeting attendance, responds to inquiries regarding membership, helps to contact members who have not paid dues. Also provides Candidate mentoring and guidance.
- ADMISSIONS, AMO® - Helps to keep track of AMO® firms within Chapter 8's jurisdiction, keep updated on current requirements, applications procedures, and the rules and regulations governing the program.
- ADMISSIONS, ARM®/ACoM - Helps to promote the ARM® and ACoM designations, helps to identify and interview potential ARM® and ACoM applicants, helps to plan and coordinate ARM® and ACoM seminars and events.
- AWARDS - Helps to make recommendations for awards in November.
- COMMUNICATIONS- Helps to coordinate all communications to the members, including newsletters, online directory, web site, e-newsletter. This also includes the Chapter's social media efforts, as well as preparing press releases to the media of newsworthy events. Updating Facebook and Twitter pages.
- COMMUNITY ACTION - Helps to plan and coordinate all charitable activities within the community to promote the Chapter and IREM. Includes coordinating a community action event every month at meetings.
- EDUCATION/SCHOLARSHIP - Assist on the Region 3 Education Committee, coordinating all locally-sponsored IREM education courses. Volunteering at registration for courses. Reviews any scholarships received by the Chapter. Liaison with IREM Foundation.
- INDUSTRY PARTNERS - Helps to recruit and renew companies participating in the Industry Partners program, and helps to sell sponsorship for golf tournament, gala, and other events.
- GALA - Serves as one of two Chapter representatives on the annual Regional Gala Committee, planning the event, coordinating the charity, soliciting sponsors.
- GOLF TOURNAMENT - Serve on the golf tournament committee, helping to organize the annual event.
- INCOME/EXPENSE - Helps to coordinate and monitor the participation by Chapter members in IREM's collection of building operating expense data (falls within Member Services Committee).
- JOB PLACEMENT - Helps to maintain a local listing of members seeking employment, as well as employers with job opportunities (falls within Member Services Committee).
- LEGISLATIVE - Helps to monitor legislative issues of importance to Chapter members and submitting information for the monthly newsletter on legislative issues that affect our members.
- PROGRAMS - Assists with the planning and coordination of the programs and meeting topics for chapter meetings for the year.
- STUDENT OUTREACH - Assists with the Chapter's student outreach efforts with local universities. Arrange for and attend college career fairs in the metro area.
- IREM YOUNG PROFESSIONALS/DIVERSITY - Serve on committee promoting the growth of young professionals joining IREM. Plan special events for this group, encouraging IREM membership (falls within Member Services Committee). Also help with the diversity efforts of the Chapter.

Name: _____

Tele: _____

Company: _____

E-mail: _____

**PLEASE EMAIL (jcollins@irem8.org), FAX (301/874-8426) or MAIL COMPLETED FORM TO:
JEAN COLLINS, IREM 8, P.O. BOX 86252, GAITHERSBURG, MD 20886**