



IREM Institute of Real Estate Management

Chicago Chapter 23

Programs & Events Committee

PURPOSE

The Programs and Events Committee supports the Executive Council by researching, recommending and supporting the implementation of program topics for quarterly member events, to include networking and IYP events as well as assists the Golf Committee and PREMIER Awards committee.

STRATEGIC GOALS

This committee is responsible for making certain that the meetings and programming is meeting the member needs, and scheduled in advance allowing members to plan to attend. The desired result is increased membership, attendance and member's satisfaction.

ANTICIPATED ACTION ITEMS

- Understand Member Needs For Programming and Special Events
 - Surveys (pre and post event)
 - Leverage Membership Committee
- Develop Annual Programming and Events
- Engage Speakers
 - Acquire Bio, Topic Summary, Presentation and Picture
 - Send Confirmation and Thank You emails
- Plan and implement Lunch and Learn events throughout the year
 - Choose topics that concern the real estate industry
- Plan two IYP Events
 - Encourage participation in committee and leadership positions
 - Provide excellent networking opportunities for all members
- Assist with the annual golf outing
- Project Manage Event Implementation
 - Recruit sponsorship
 - Arrange purchases as required
 - Promotions
- Post social media information on Linked In that has to do with the programs and events



IREM Institute of Real Estate Management

Chicago Chapter 23

TIME AND SERVICE COMMITMENT

- Length of Service
 - One year commitment, 2 years optimal
 - One committee meeting per month
 - Teleconference or in person
- 4 Committee Positions (minimum recommendations)
 - One CPM committee chair
 - One committee co-chair
 - One secretary who documents the discussion and outcome of the meetings
 - One committee or FOI member
- Quarterly Member Meetings
 - As many members of committee as possible should attend the quarterly member meetings
 - Be the greeting committee at the member meetings
- Monthly Executive Committee Meetings
 - A minimum of a monthly report to be submitted one week prior to the Executive Council Meetings, however it is preferred that the Committee Chair attends in person.

SUPPORT EXPECTATIONS

The Chapter IAE is a valuable support to the Programs & Events Committee and will continue to provide administrative support and guidance by the following:

- Maintain programming prospect and idea database
- Update website, create flyers and produce email blasts
- Manage presentation requirements

QUALIFICATIONS

Placing the right volunteers in the right positions is critical to the success of the organization. The right volunteer for this committee may have one or more of these qualifications:

- Desire to strategically choose speakers and topics that respond to member needs
- Relationships with industry speakers
- Practical experience with speaker recruitment
- Comfortable telephone communication skills
- Desire to enhance your resume through committee involvement