



IREM Institute of Real Estate Management

Greater Metropolitan Washington Chapter No. 8

MEMORANDUM

TO: IREM 8 Members
FROM: Astrid Steinhilber, CPM®, Incoming Chapter 8 President, 2011
SUBJECT: Participation in IREM 8
DATE: August 16, 2010

GET INVOLVED! IREM Chapter 8 is currently preparing for its year 2010-2011 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 - 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.
- 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.
- ARM® - Helps to promote the ARM® designation, helps to identify and interview potential ARM® applicants, helps to plan and coordinate ARM® seminars and events.
- AWARDS/NOMINATING - Helps to make recommendations for awards in November, as well as helps to solicit nominations for the new term.
- COMMUNICATIONS- Helps to coordinate all communications to the members, including newsletters, directory, web site, e-newsletter. Also includes preparing press releases to the media of newsworthy events.
- COMMUNITY ACTION – Helps to plan and coordinate all charitable activities within the community to promote the Chapter and IREM (falls within Member Services Committee).
- EDUCATION/SCHOLARSHIP – Participate on the Region 3 Education Committee, coordinating all locally-sponsored IREM education courses. Reviews any scholarships received by the Chapter.
- FRIENDS OF IREM – Helps to recruit and renew companies participating in the Friends of IREM program, coordinates Friends of IREM "three minutes of fame", 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.
- PROGRAMS – Assists with the planning and coordination of the programs and meeting topics for chapter meetings for the year.
- YOUNG PROFESSIONALS – 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).

Name: _____

Tele: _____

Company: _____

E-mail: _____

PLEASE EMAIL (jcollins@irem8.org), FAX (301/663-6243) or MAIL COMPLETED FORM TO: JEAN COLLINS, IREM 8, P.O. BOX 86252, GAITHERSBURG, MD 20886