

## **Criteria for Leadership Positions**

For more information email CCIM staff at [governance@cciminstitute.com](mailto:governance@cciminstitute.com). Please note that qualifications must be met at the time of the application deadline. Below are the specific qualifications and criteria for these positions. After the application has been received for Executive Committee, Treasurer-Elect or First Vice President, an interview with the Governance Committee will be scheduled in accordance with the Governing Policies.

### **CCIM Board of Director – Member at Large**

Board of Director Positions are open to all CCIMs who meet the following qualifications:

- Voting Member in good standing
- Have been at least one (1) of the following:
  - current or past Chapter President and/or
  - be and/or have been CCIM Instructor in good standing, and/or
  - graduate of the JWL Leadership Development Academy. Requirement can be waived by the governance committee depending on the amount of service to the Institute.
- Have served on two (2) or more CCIM Institute Committees/task forces/forums/subcommittees
- Have attended at least two (2) of the last four (4) CCIM Institute business meetings

### **Executive Committee – Member at Large (Updated at October 2011 Meetings)**

1. Qualifications for candidates for the member-at-large positions:

- Voting Member in good standing
- Have been at least one (1) of the following: Chapter President\*\* and/or a current or past CCIM Instructor, and/or a graduate of the JWL Leadership Development Academy
- Have served on four (4) or more CCIM Institute committees, subcommittees and advisory boards
- Have attended at least four (4) of the last six (6) CCIM Institute business meetings
- Served at least four (4) years as an \*\*\*elected member of the Board of Directors
- Chaired a Institute committee, subcommittee or advisory board and served on one (1) of the following key committees: Budget; Education; Member Services; Governance or Strategic Planning (or their predecessors); (Chair requirement can be waived depending on the amount of service on key committees)
- Past Presidents qualify to serve on the Executive Committee as a result of previous election.
- All of the above qualifications must be met at the time of application submission deadline.
- After two consecutive two (2) year terms as a member-at-large on the Executive Committee, no person may be a candidate to the Executive Committee member at large position until two (2) years have passed from his or her second term.
  - \*Chapter President requirement can be waived depending on the amount of service for the Institute.
  - \*\*Service as the Regional Vice President and/or Presidential Liaison does qualify as part of the four (4) year service on the Board of Directors requirement.

## **Treasurer-Elect**

1. The Treasurer-Elect must meet the following criteria\*

- CCIM/Member in Good Standing
- Demonstration of operational experience of multi-million dollar budget demonstrating appropriate skills, responsibilities, capabilities and outcomes.
- Interview with the Governance Committee
- A background check with full access to national databases (Department of Homeland Security)
- Familiarity with Generally Accepted Accounting Principles for accounting
- Member or past member of Finance Committee
- Knowledge of structure and staff of CCIM Institute

\* The Governance Committee may ask for clarification on any and all information.

## **First Vice President**

### Required Qualifications

- Voting Member in good standing
- Have been at least one (1) of the following: Chapter President\* and/or a current or past CCIM Instructor, and/or a graduate of the JWL Leadership Development Academy
- Have attended at least six (6) of the last eight (8) CCIM Institute business meetings
- Current member of the Board of Directors or no longer than two (2) years removed (at time of application) and having served at least four (4) years as an elected member of the Board of Directors in the member-at-large position within the past eight (8) years.
- Chaired a national committee and served on one (1) of the following key committees: Budget; Education, Member Services; Governance and Strategic Planning (or their predecessors);

\* Chapter President requirement can be waived depending on the amount of service for the Institute

### Highly Recommended Qualifications:

- Served as Budget Committee Chair
- Served as a Presidential Liaison
- Served on other professional REALTOR® organizations, local and national
- Other information such as, additional professional organizations and commercial real estate business activities
- Served as Regional Vice President and/or Regional First Vice President