



## **Criteria for CCIM Institute 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.

### **Treasurer-Elect** (Application deadline: February 21)

The Treasurer-Elect position is open to all CCIMs who meet the following criteria and are voting members in good standing:

- Demonstration of operational experience of multi-million dollar budget demonstrating appropriate skills, responsibilities, capabilities and outcomes.
- Approval by the Governance Committee after an interview.
- A cleared background check including social security, criminal court records (felony and misdemeanor), employment and education verification, and credit report, including bankruptcy court.
- 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** (Application deadline: February 21)

The First Vice President position is open to all CCIMs who meet the following qualifications at time of application and are voting members in good standing:

#### Required Qualifications

- Have been at least one (1) of the following: Chapter President 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 and having completed a minimum of four (4) full calendar years as a member of the Board of Directors within the past eight (8) years.
- Chaired a national committee **and** served on one (1) of the following key committees: Finance; Education, Member Services; Governance and Strategic Planning (or their predecessors);

#### Highly Recommended Qualifications:

- Served as Finance 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

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

**CCIM Board of Director – Member at Large** (Application deadline: March 20)

The Board of Director member-at-large positions are open to all CCIMs who meet the following qualifications and are voting members in good standing:

- Have been at least one (1) of the following:
  - current or past Chapter President
  - graduate of the JWL Leadership Development Academy
  - current or past member of the CCIM Institute Board of Directors
- 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
- The qualification of “business meetings” be defined as:
  - Attendance to any Board of Directors Meeting; AND/OR
  - Attendance to any CCIM Institute Committee Meeting.
- Meetings or Events that do NOT qualify:
  - Networking Events
  - Other Institute Networking Events, such as Regional Events, Trade Shows, Speaker Conferences;
  - Education Seminars or Courses
- **A nomination by petition may not be submitted unless two (2) of the three (3) criteria are met.**

**Executive Committee – Member at Large** (Application deadline: March 20)

The Executive Committee member-at-large positions are open to all CCIMs who meet the following qualifications and are voting members in good standing:

- Actively serving on the Board of Directors.
- Have been either Chapter President 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\* (A member may apply for candidacy during their fourth (4) year of service on the Board of Directors.)
- Chaired an Institute committee, subcommittee or advisory board and served on one (1) of the following key committees: Finance; Education; Member Services; Governance, Designation or Strategic Planning (or their predecessors); (Chair requirement can be waived depending on the amount of service on key committees)
- All of the above qualifications must be met at the time of application submission deadline.
- Past Presidents qualify to serve on the Executive Committee as a result of previous election.

- 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.
- **A nomination by petition may not be submitted unless four (4) of the five (5) criteria are met.**

*\*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.*