Membership Committee: Chairman, Immediate Past President
Chapter Resource 3.4 Executive Board Position as Past President
Under CCIM Chapter minimum standards, all CCIM Chapters must form a Membership Committee. The Membership Committee develops projects and strategies for recruiting and retaining Chapter Members. The Membership Committee should consist of members who are good at:
- Identifying people to bring into the chapter
- Selling the CCIM organization and designation to prospective members
- Developing ideas for keeping and building membership by keeping members active.
- Manage the two segments of Chapter Membership.
- Sponsor Management:
  - Membership, Relations, and Sales
- Membership Management: Manage the 7 Classes of Membership
- Manage both rosters and report increases/decreases
Chair shall present revenue and expense budget to Chapter Treasurer at the first meeting of the fourth quarter in anticipation of upcoming year’s budget preparation. Establish goals and create a calendar of events for the upcoming year.

Education/Program Committee: Designee Chairman, ________________
Chapter Resource 3.5 Executive Board Position as Director at Large
The quality of our Chapter largely depends upon the types of programs and educational opportunities arranged by Chapter President and Committee Chairs. Since majority of CCIM Members have only infrequent opportunities to attend the annual meetings, their principal contact and identification with the organization is through chapter meetings and educational activities at the local level.
- Direct “Haves and Wants” program before each luncheon meeting.
- Direct “Member to Member Deals” during each luncheon meeting.
- Life after the Pin Program; classes and events
- Develop and manage Continuing Education Classes Post Luncheons
- CCIM Core Class Awareness Course Revenue Share
- STDB Seminars Time Value of Money Seminars
- CCIM Redex Seminars Lunch Speaker/Education Program
Chair shall present revenue and expense budget to Chapter Treasurer at the first meeting of the fourth quarter in anticipation of upcoming year’s budget preparation. Establish goals and create a calendar of events for the upcoming year.
Designation Promotion Committee:  Designee Chairman, ______________
Chapter Resource 3.2  Candidate Vice Chairman, ______________

Public relations are used to increase the public’s awareness of an organization’s goals, programs and membership. A successful public relations effort enhances the core of the CCIM Designation within our local business community and benefits our Members. Manages the following:

- At least one member networking event
- Designee and Candidate Breakfast
- Manage Face book Page and Chapter web page, manage and update
- Ensure that each chapter member is “LinkedIn” connected.
- Distribute CCIM related press releases when necessary
- Manage ads, advertising, photos, and designee directory

Chair shall present revenue and expense budget to Chapter Treasurer at the first meeting of the fourth quarter in anticipation of upcoming year’s budget preparation. Establish goals and create a calendar of events for the upcoming year.

Candidate Guidance Committee:  Designee Chairman, 
Chapter Resource 3.3  

The Candidate Guidance Committee’s responsibility is to assist or guide CCIM Candidates through the entire candidacy process. The staff at CCIM headquarters is available to provide assistance and answer any questions Candidate may have about the program.

- Portfolio assistance Course announcement and communications
- Candidate Management Accountability and Sales of new Candidates
- Meet with each Candidate one on one and as a group annually.
- Develop a Big Brother, Big Sister Mentor Program

Chair shall present revenue and expense budget to Chapter Treasurer at the first meeting of the fourth quarter in anticipation of upcoming year’s budget preparation. Establish goals and create a calendar of events for the upcoming year.

Scholarship Committee:  Designee Chairman
Chapter Resource 3.4  Designee Vice Chairman

The basic responsibility of the Scholarship Committee is to encourage people to take advantage of the 3 scholarship programs offered by the CCIM Institute and the George Larsen Scholarship offered by our local Chapter.

- Chapter CI-101, CI-102 Scholarship
- The Cultural Diversity Scholarship
- The University Scholarship
- The George Larsen Scholarship

Chair shall present revenue and expense budget to Chapter Treasurer at the first meeting of the fourth quarter in anticipation of upcoming year’s budget preparation. Establish goals and create a calendar of events for the upcoming year.
Forecast Committee: Incoming Vice President as Chairman
Incoming Treasurer as Vice Chairman

The forecast Committee organizes and promotes the annual forecast competition. Specific duties include budgetary items, venue, menu, the selection of participants and the selection of the key note speaker, promotion of the event and overseeing the operation of the event. Chair shall present revenue and expense budget to Chapter Treasurer at the first meeting of the fourth quarter in anticipation of upcoming year’s budget preparation. Establish goals and create a calendar of events for the upcoming year.

Community Service Committee: Chapter Member Chairman,
Vice Chairman, ________________

The community Service Committee’s responsibility is to identify community events to become involved with, suggest a financial commitment for Board approval and determine how to get Chapter Members involved in the community events.
One “to be determined” event.
Chair shall present revenue and expense budget to Chapter Treasurer at the first meeting of the fourth quarter in anticipation of upcoming year’s budget preparation. Establish goals and create a calendar of events for the upcoming year.

Legislative Liaison: Designee Chairman, ________________
Executive Board Position as Director at Large

The Legislative Liaison Chairman shall be involved in CCIM National Capital Hill visits each odd numbered year.
Shall be involved in State and Local legislative issues relating to the real estate industry.
Shall contact and maintain relationships with federal, state, county and city elected officials.
Chair shall present revenue and expense budget to Chapter Treasurer at the first meeting of the fourth quarter in anticipation of upcoming year’s budget preparation. Establish goals and create a calendar of events for the upcoming year.

University of Arizona Outreach: Designee Chairman, ________________

The Chairman shall contact and maintain relationships with The University of Arizona’s Real Estate and Business related colleges.
Encourage and manage Faculty and Student Membership
Develop a CCIM guest lecturer program with the U of A

Chair shall present revenue and expense budget to Chapter Treasurer at the first meeting of the fourth quarter in anticipation of upcoming year’s budget preparation. Establish goals and create a calendar of events for the upcoming year.

Past Presidents Advisory Committee: Chairman, Immediate Past President
Vice Chairman, Current President

Create and submit President Cup Package with current Chapter President.
Encourage relations with Past Presidents.
Each Past President is a member of the Advisory Committee.
Develop an advisory panel for Chapter support and succession.
Organize and implement one Past Presidents Advisory Committee lunch event May of each year.
Chair shall present revenue and expense budget to Chapter Treasurer at the first meeting of the fourth quarter in anticipation of upcoming year’s budget preparation. Establish goals and create a calendar of events for the upcoming year.

Budget Committee: Chairman, Current Treasurer
Vice Chairman, Incoming Treasurer
Member, Current President
Member, Immediate Past President
Treasurer to assemble revenue and expense budgets from committee chairman. Present to the Executive Board for approval. Deliver to CCIM National when advised.

Board of Directors and Duty Assignments:

**Board of Directors.** The Board of Directors shall be the governing body of the Chapter. Members of the Board of Directors shall be the elected officers (the President, President-Elect, Secretary, and Treasurer), at least two directors who are not officers (hereinafter referred to as Directors-at-Large), and the Immediate Past President. Each Director must be a CCIM Designee or an Institute Candidate Member. The President and President-Elect must both be CCIM Designee Members.

- Duties may be in addition to Chapter Bylaws.
- Executive Board and Committee Chairman shall meet at least 4 times per year,

**Past President –**
- Membership Committee Chairman

**President –**
- Organize one daily board retreat
- Organize Leadership Training Team to Chicago
- Manage Strategic Plan
- President Cup Submission Assistance
- Attend one Central Arizona Chapter scheduled meeting
- Attend Fall CCIM Annual Meeting
- Prepare a “State of the Chapter” update. To be delivered in October.

**Vice President –**
- Forecast Committee Chairman
- Be actively involved in President Cup Submission planning.

**Treasurer -**
o Prepare annual budget as directed in Chapter Bylaws.
o Prepare Revenue Matrix
o Prepare Expense Matrix
  ▪ Educate and Distribute to all recipients
o Prepare Federal Tax Return

Secretary – Pending Vote
  o Luncheon Menu Management
  o Thank you card communication necessary
  o Post Chapter Banner at each meeting or event.
  o Manage and Prepare Annual Activity Report (Chapter Resource 6.1)
  o Assemble “Chapter Calendar” with information gathered from Committee Chairman
    ▪ Committee’s shall meet at least 3 times per year as needed
    ▪ Executive Board and Committee Chairman shall meet at least 4 times per year,
  o Oversee duties and obligations of the Chapter Administrative Assistant and TAR
  o Manage and Prepare committee attendance reports, and member drop and add rosters.
  o Manage and Prepare Chapter Meeting Reports (Chapter Resources 2.7)
  o Oversee Nomination Committee and deliver notices as described below.

Education/Program Committee Chairman –

Legislative Liaison –

Nomination Committee Shall Be: According to Bylaws Article VII Paragraph 7
A.
B.
C.
This Chapter practices a succession plan. If there is a vacancy, nominate President Elect, Treasurer, Secretary. President Elect must be a CCIM Designee.

Other National Chapter Involvement:
International Activities Committee
National Capital Hill Committee
CCIM National Audit Committee

Participants of the above shall present revenue and/or expense budget to Chapter Treasurer at the first meeting of the fourth quarter in anticipation of upcoming year’s budget preparation.