



## India Chapter Board Members 2021 – 2022

### Roles and Responsibilities

#### Co-Chairs

- Ensure the Chapter operates in alignment with CoreNet Global By-laws, Memorandum of Understanding (MOU) and its strategy and priorities
- Develop an operating plan for the Chapter in alignment with Global strategy and priorities and enhance CoreNet Global's brand value in India
- Ensure the Chapter is operating at an optimum level
- Serve as the primary face of the Chapter at events
- Select and develop officers from CoreNet Global members and with the required expertise to fulfil their roles and responsibilities and implement a succession plan for all positions
- Review Board applications and decide placements for the following year
- Serve as the principal spokesperson for the Chapter with all matters as they relate to the Global organization and the general public
- Assist in the timely execution of the Chapter's Annual Compliance
- Provide leadership and support for both Officers and staff in achieving membership growth
- Oversee marketing agency
- Oversee Chapter Awards Programs

### Chair Elect

- Support the Co-Chairs in overall governance and administration of the Chapter
- Assist in the development of the Chapter's operating plan
- Represent the Co-Chairs at all meetings if they are unable to attend
- Support the Co-Chairs with the recruitment of officers and in implementing a succession plan
- Review Board applications and decide on placements for the following year
- Support the Chapter and officers to achieve membership growth
- Oversee Chapter Awards Program

### Past Chair

- Provide continuity to the new Board and the operating plan
- Assist in promoting CoreNet Global brand value in India
- Promote CoreNet Global membership to new industry members
- Assist in social media strategy
- Assist in membership retention and recruitment initiatives

### Treasurer

- Develop and manage Chapter budget under the guidance of Co-Chairs & Staff with inputs from Chapter Officers
- Present a financial statement at the Chapter Board meetings and as requested by the Board/Chapter officers
- Review Chapter financial status updates from CoreNet Global, including revenues associated with Member / Chapter dues sharing
- Develop a sponsorship plan for the Chapter to solicit support from the industry
- Engage the local CRE community to communicate sponsorship benefits and secure the funding required to support the activities of the Chapter
- Participate in monthly meetings with the membership and events committee members, treasurer and young leader director
- Assist in membership retention and recruitment initiatives

### Membership Directors

- Develop and oversee the execution of the new member engagement program
- Develop a Chapter prospective list of organizations and CRE professionals
- Identify and recruit potential members in the region
- Promote membership advantages at Chapter events and digital medium (LinkedIn)
- Get Chapter to support and execute regional recruitment initiatives
- Collaborate with CoreNet Global Staff to ensure alignment and on Chapter membership retention initiatives
- Participate in monthly meetings from October 2021-March 2022 with the Membership Champions
- Review member engagement calendar and make changes as needed
- Review volunteer opportunities and create new ones for member engagement
- Edit membership survey and analyse results for future initiatives

### Events Director

- Manage and oversee the Chapter events including networking and learning programs for members and non- members
- Generate new ideas and opportunities for members to meet, learn and network within the realm of CRE and allied areas of interest.
- Assist in the Chapter promotion of CoreNet Global MCR and QPCR certifications, Annual Summits and any other program CoreNet Global may hold in the region
- Assist in creating surveys to collect feedback from events to enhance member engagement
- Assist in membership retention and recruitment initiatives

### University Relations Director

- Strengthen existing relations with academic institutions to raise the profile of CRE professionals and establish a talent pipeline
- Organize guest lectures in Universities and Colleges
- Promote and activate the InternConnect platform and work with members and organizations to create internship opportunities
- Assist in membership retention and recruitment initiatives

### Young Leader Director

- Identify potential members in the Young Leader category and grow young leader membership
- Retain existing young leader members
- Develop programs targeted to attract and retain young leader members while promoting diversity and inclusiveness in the CRE fraternity
- Assist in promoting and executing Chapter events

### Marketing, Communications and Social Media Director

- Create a marketing plan for the year
- Review communications for members and non-members and provide inputs
- Review monthly reports provided by the social media agency and provide feedback

### All Chapter Leaders

- Attend Chapter board meetings, committee meetings and participate in events and conferences to sustain board engagement levels at 100%. Attendance will be tracked and taken into consideration for succession plans.
- Initiate new member welcome calls on a monthly basis
- Assist in renewal calls to existing members
- Provide feedback and generate ideas in meetings

- Promote diversity and inclusiveness across the Chapter and across all events
- Review content submissions for the India Conference (end users)
- Demonstrate support by liking, commenting, sharing, and reposting social media content