



Board of Directors and Working Committee Interest Application

Name _____ Title _____

Company Name _____

Company Address _____

City, State/Province, Zip/Postal Code _____

Business Phone _____ Business Fax _____

Email Address _____

CCIM Designation Number: _____

Please list your CCIM Institute leadership and service highlights (Board of Directors, Committees, Chapter, etc.) and briefly describe a significant accomplishment achieved while in that role.

Year	Position	Significant Accomplishments

Have you participated in the Jay W. Levine Leadership Academy? Yes ____ No ____

Have you been active in any other National Association of REALTORS® (national, state or local), branch association, national committees, affiliate organizations, institutes, societies, councils, real estate academic organization or other real estate organizations?

Yes ____ No ____

If yes, what years and in what capacity?

Year	Organization	Position(s)

List any awards or special recognition you have received.

What is your educational background?

List your leadership positions in other non- real estate professional organizations or non-profit entities.

Year	Organization	Position(s)

Please list your specific capabilities/experience or interest in the areas of Fundraising/Development, PR/Communications, Programs/Scholarships, Academia Alliances or Strategic Alliances?

What is your vision for the future of the Education Foundation of the CCIM Institute?

What personally would you like to see the Education Foundation accomplish?

Areas of interest (committees)—*check all that apply*

- | | |
|--|---|
| <input type="checkbox"/> Communications/PR | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Fundraising/Development | <input type="checkbox"/> Executive Committee (Officer position) |
| <input type="checkbox"/> Scholarship | <input type="checkbox"/> Strategic Alliances |
| <input type="checkbox"/> Programs/Research | <input type="checkbox"/> Academia Alliances |

Note the expectations for the Board of Directors of the Education Foundation of the CCIM Institute below. It is assumed that potential nominees submitting this application understand and are willing to meet these requirements.

The Board of Directors of the Education Foundation of the CCIM Institute consists of the President, Vice President, Treasurer, Secretary, Immediate Past President, and other officers elected or appointed by the Board of Directors. The term of office is three years, elected in three classes of five members each.

Job Summary

- All directors share responsibility for the programs and fiscal integrity of the Foundation. The directors provide planning and guidance for the Foundation, institute and maintain its policies, assist in securing the financial resources required to sustain the organization, foster scholarship programs, and work to effectively market the Foundation organization and increase contributions from individuals and corporations.

Group Responsibilities

- Participate in establishing the policies and goals that guide the Foundation's future.
- Approve meeting minutes.
- Approve monthly financial reports.
- Approve annual budget.
- Address grievances.
- Fill vacancies on the Board of Directors by appropriate vote.
- Approve committee chairs.
- Annually approve an election slate.
- Make all decisions related to Foundation policies, image, goals and finances.
- Review and approve Bylaws amendments.
- Represent the Foundation at industry functions.

Individual Responsibilities

- Make an annual gift to the Foundation (beyond the \$25 "check off"). The average annual gift to the 2005 Annual Fund by 2005 Board members was \$2,875.
- Attendance at 75% of the meetings of the full Board of Directors (If a member fails to attend 75% of meetings without a valid excuse, then the Board of Directors may remove him/her from the Board of Directors).
- If unable to attend a Board meeting, provide a written report to Foundation staff in advance of the meeting or send a proxy.
- Actively serve on at least one committee of the Board.
- Actively participate in any fundraising campaigns to secure support for the Foundation from corporations and individuals.
- Actively work toward the success of a campaign to increase awareness of the Foundation.

- Actively contribute to the success of Foundation programs and projects by providing input, encouraging contributions, assisting in sponsorship efforts, and attending related programs and events.

Time required

- Quarterly Board of Directors meeting, via telephone and in-person.
- Other committee meetings as required.
- Attendance at Foundation/industry events and programs.
- Monthly and end-of-year report preparation.

Qualifications

- Member in good standing of the Board of Directors of the CCIM Institute.
- Prior service on a CCIM Education Foundation working committee is preferred.

Applications for the Board of Directors should be submitted to the office of the Education Foundation of the CCIM Institute no later than October 30 of each year. It is expected that potential nominees will be presented for consideration at the Foundation's fall board meeting and approved by the end of the calendar year.

Questions and applications can be addressed to:

Education Foundation of the CCIM Institute
Attn: Board Nominations
430 N. Michigan Avenue, Suite 800
Chicago, IL 60611
Toll Free: 877-CCIMEF1
Fax: +1-312-373-8245

info@CCIMEducationFoundation.org