



IREM Kansas City Chapter #15 Board of Directors Board of Directors Responsibilities Updated October 2025

Officers

As described in the [Bylaws](#), Article VI, Sections 4-6.

President

The President, who must be a CPM, ARM, or ACoM, shall preside at all chapter meetings and at all meetings of the Board of Directors. The President shall perform all duties usually pertaining to such office as may be prescribed by the Board of Directors and shall be a member, ex officio, with right to vote, of all chapter committees. The President shall provide guidance to all Board members; facilitate a strategic planning session for the upcoming calendar year; attend annual conferences (including governance meetings required by IREM HQ); review, distribute, and act upon IREM HQ direction and correspondence; accordingly, assist in selecting future Kansas City Chapter Board members; oversee all financial operations; and any other duties as requested by the Board.

Vice President

In the absence of the President, the Vice President, who must be a CPM, ARM or ACoM member, shall perform the duties of the President and shall also perform such other duties as the President or Board of Directors may prescribe. The Vice President shall assist and collaborate with President on all strategic planning; provide guidance to all Board members; attend all board and general membership meetings; attend annual conferences; assist in selecting future Kansas City Chapter Board members.

Secretary/Treasurer – Keeper of the Money

The Secretary/Treasurer, who must be a CPM, ARM or ACoM member shall attend annual conferences; attend all board and general membership meetings; provide oversight and work with the IAE or Executive Director to ensure completion of the following tasks: the recording of minutes that document actions taken at board and general membership meetings; the filing of required annual report with the Secretary of State, Commonwealth, or appropriate department overseeing corporations; retain copies of all contracts; the adoption and enforcement of a banking policy; the creation of an annual budget; and the filing of required federal and state taxes on an annual basis. The Secretary/Treasurer shall also conduct a thorough analysis and present financial statements on a regular basis to the board; facilitate and oversee an annual internal audit; oversee the adoption and enforcement of a policy for savings/reserves; perform any

other duties as requested by the President or Board.

Board of Directors

For a full description, see [Bylaws](#), Article VII.

Education Chair and Education Vice Chair – Coordinate local courses, webinars, seminars

- Participate in annual audit along with past president
- Assist in coordinating course location and welcome information to students.
- Attend at least one day of in-person education course to welcome students.
- Work with IAE to secure IPs to bring daily breakfast, snack, and lunch to students during in-person education courses
- Provide guidance to potential Candidates.
- Communicate educational requirements to local Chapter through direct calls, emails, and lunch announcements.
- Promote the development of faculty within the Chapter.
- Assist in promoting Local Chapter Scholarship program and National Scholarships.
- Coordinate at least one Get to Know IREM event each year.
- Coordinate 1-2 Meetings for Associates and others interested in IREM education.
- Promote online course offerings by assisting IAE with emails and calls to get more members signed up who need courses.

Membership Chair and Membership Vice Chair – Promote Membership

- Develop and participate in career days at UMKC real estate program and area schools.
- Coordinate visits to PM companies
- Meet with CPM® Candidates prior to receiving designation.
- Identification and recruitment of new potential members by working directly with PM companies.
- Maintain a new member welcome packet with assistance from IAE.
- Meet in person with each new member and follow up during the first 30, 60 and 90 days.
- Conduct a member survey needs assessment, if applicable, as identified by the Chapter Officers.
- Chair membership subcommittee meetings and establish specific ways of increasing membership.
- Lead the plans set forth by the membership committee to increase membership.
- Assist in promoting minority outreach programs.
- Encourage new members to attend events.
- Membership Vice Chair – focus on student outreach and engagement.

Programs Chair and Programs Vice Chair – Coordinate Chapter Functions

- Coordinate informative monthly luncheon speakers.
- Introduce monthly luncheon sponsor and speakers.

- Coordinate annual forecast luncheon. Select an emcee and panel; work with panel on a script and overall objective for the forecast event. Secure a location and details for the event.
- Coordinate the annual holiday luncheon and special events/programs. Secure location and details for the event.

Public Relations Chair and Public Relations Vice Chair – Golf Tournament Coordinator

- Organize and lead the Golf Committee.
- On behalf of the Golf Committee, coordinate annual IREM golf tournament with guidance from the previous year's PR chair and board.
- Organize and lead the Social Committee.
- In partnership and on behalf of the Social Committee, coordinate two service projects annually and three social events

Marketing Chair and Marketing Vice Chair – Promote Chapter Events

- Assist with taking photographs at all IREM KC events to be used in social media and newsletter.
- Proofread the monthly IREM KC Insider Newsletter.
- Re-share IREM KC social media posts and assist with promotion of the chapter.
- Coordinate with BOMA for joint events (Annual Real Estate Expo and Royals Tailgate) with the Special Events Chair.
- In partnership with the Membership Chair, identify and execute ways to expand outreach using social media and alternative communication methods.
- Promote Income and Expense Analysis submissions.

Special Events Chair and Special Events Vice Chair - Plan Special Events

- Plan and execute Reverse Expo.
- Coordinate with BOMA for joint events (Annual Real Estate Expo and Royals Tailgate) with the Marketing Chair.
- Assist Public Relations Chair with Social Committee activities and planning.

Past President

- Provide guidance and assist Special Events and Marketing Chairs with their duties.
- Participate in Nominating Committee for creating the following year's slate.
- Partner with President and Vice President in providing applicable legislative updates to membership.
- Participate in annual audit along with Education Chair.

IREM Association Executive (IAE), Sharra Wagner – Executive Director

The IAE is responsible for managing the day-to-day chapter activities and administration, facilitating procedures, bylaws, and policies for chapter operations, event planning, and partnering with chapter leadership to ensure the success of the chapter by serving its members and the local community.

The IAE should report directly to the Chapter President and indirectly to the chapter's Board of Directors.

Generally, the IAE will accomplish these services by providing the following:

- Continuity, organization, and a frame of reference for chapter members and guests
- A professional image to those outside as well as within the IREM chapter
- A centralized location to house all chapter documents and correspondence
- A primary point of contact to respond to inquiries regarding the chapter and IREM
- A primary point of contact to work with IREM National, other chapters and regional vice presidents
- Compliance with chapter policies and guidelines
- Maintenance of chapter activities, files, and membership records
- Organization of meetings, event mailings, notifications budgets, etc.