

THE CCIM INSTITUTE

Criteria for CCIM Institute Leadership Positions

Below are criteria for The CCIM Institute Board of Directors, Executive Committee, Treasurer-Elect and First Vice President. More details can be found in each application as it becomes available and is posted.

Board of Directors – Member at Large

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 served and completed terms on two (2) or more CCIM Institute Committees/task forces/forums/subcommittees
- Registered and attended at least two (2) of the last four (4) Annual Governance and/or Midyear Governance 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.

Executive Committee – Member at Large

Candidates for the Executive Committee member-at-large positions must fulfill all of the Mandatory Requirements and three (3) of six (6) of the Variable Requirements at the time of their application.

Mandatory Requirements:

- Be a current voting member of the Board or elected to the Board prior to the time of the Executive Committee election with at least two (2) years of Board service remaining.
- Have served on the Board of Directors during four (4) of the past ten (10) years*
- Have attended at least four (4) of the last six (6) CCIM Institute Fall and/or Spring Governance meetings
- Served on one (1) of the following key committees: Finance; Education; Member Services; Governance, Designation or Strategic Planning (or their predecessors), including service as a Presidential Liaison.

Variable Requirements:

- Chaired an Institute committee, subcommittee, or presidential advisory group (PAG), including service as a Presidential Liaison.
- Chapter President and/or Regional Vice President

- Graduate of the JWL Leadership Development Academy
- Have served on four (4) or more CCIM Institute committees and/or subcommittees
- Course instructor of either Core or Ward courses
- Having served as an elected member of CCIM Tech Board during prior seven (7) years.

*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.

*Past Presidents qualify to serve on the Executive Committee as a result of previous election but must also fulfill the other mandatory requirements. A Past President may not apply until during the third year following their presidency.

*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 their second term.

Treasurer-Elect

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

- Demonstration of operational experience of multimillion-dollar budget demonstrating appropriate skills, responsibilities, capabilities and outcomes
- Interview with the Governance Committee
- A background check with full access to national databases including but limited to a financial credit check, etc.
- Familiarity with Generally Accepted Accounting Principles for accounting
- Member or past member of Finance Committee
- Knowledge of structure and staff of CCIM Institute

First Vice President

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