

## **ICBR District Teams Proposal**

There is a lot going on in ICBR right now and Districts are a valuable resource to accomplish our goals. Since our goals are plentiful, we would like the district representatives to put together a team each year to help tackle our strategic initiatives.

District Teams should be comprised of the following:

### **District Representative: Team Leader/Board Representative (Elected position)**

Responsibilities:

- Attend all Board Meetings (5 per year) and any committee meetings for which you are a member. Be prepared and informed about issues on the agenda contributing to deliberation on behalf of your districts membership.
- Become knowledgeable about the association.
- Actively participate in the board's annual organization evaluation and strategic planning efforts.
- Volunteer for and willingly accept assignments and complete them on time.
- Attend, support, and encourage fellow district-members to attend state wide programs. (i.e Annual Conference, Mid Year Luncheon, ICREX, etc)
- Promote ICBR membership events & ICREX participation.
- Provide support for marketing membership in their district.
- Participate in the new Outreach Committee as needed. The goal of this committee is to ensure statewide inclusion for the organization. This may include one or two additional in-face meetings and/or conference calls.
- Assist staff in maintaining appropriate communication methods.
- Assemble and lead a team of leaders from their district:

### **Legislative Committee Member (Appointed by District Representative)**

ICBR is organizing a legislative affairs committee with a goal of becoming more involved and visible in expressing the voice of the commercial real estate practitioner to our local and state legislators.

Responsibilities:

- Generally promoting and encouraging member involvement and connection with legislative and governmental issues statewide.
- Engaging services on behalf of ICBR for monitoring the goings-on at the statehouse and the potential impacts to our industry.
- Establishing a) methodology for communicating legislative information to membership and b) a system for mobilizing membership as necessary to address issues with their legislators
- Promoting, effectively using the resources of, and fundraising for the Realtor Political Action Committee (RPAC)
- Identifying ways to leverage other resources/relationships/organizations with common interests for maximum benefit to ICBR and the overall commercial real estate community
- Making policy recommendations to the ICBR board for endorsement and communication to membership and legislators.

**ICREX/Membership Representative (Appointed by District Representative)**

Provide district support of ICBR in areas of membership development including ICREX under the direction of the District Representative and with support from ICBR staff.

Responsibilities

- Promote benefits of ICBR and ICREX to members.
- Identify and solicit non-members for membership.
- Solicit listing data for ICREX.
- Promote ICREX subscriptions.
- Identify and facilitate interaction of ICBR staff with local boards of realtors, economic development councils, and other industry-related groups.

**Program Committee Member (Appointed by District Representative)**

The Program Committee will be responsible for putting together the program for not only the Annual Conference, but also the Mid-Year Luncheon, a new member orientation and an introduction to commercial real estate (the latter are new strategic goals for 2009).

Responsibilities:

- Attend program committee meetings: first meeting, February 24, 2009 in Indianapolis.
- Review and approve programs submitted by affiliate organizations, ICBR members and professional speakers.
- Identify and confirm a keynote speaker for the conference and/or the Mid-Year Meeting.
- Work on creating new relevant programming for this and/or future years.
- Assist District Representative in creating educational programming for your district.