



### **Director at Large/Education**

Term: January 1, 2024 – December 31, 2025 (2 years)

Time Commitment: Approximately 1 hour per month

#### **Responsibilities:**

- Attend all Board Meetings (2 via Zoom, March meeting in Indianapolis, meeting in conjunction with the Indiana Commercial Real Estate Conference in September).
- Become knowledgeable about the association.
- Attend Board meetings prepared and informed about issues on the agenda including giving a financial report.
- Contribute to meetings by expressing one's point of view with the best interest of the association in mind.
- Actively participate in the board's annual evaluation and strategic planning efforts.
- Attend the Annual Conference.
- Promote membership and events.
- Work with staff to appoint two program chairs for:
  - Commercial CE On Demand (virtual CE program)
  - Indiana Commercial Real Estate Conference
- Attendee quarterly education strategy calls with the program chairs and staff to discuss:
  - Progress on education-related strategic goals
  - Upcoming education programming
- Attendee Commercial Real Estate Impact Taskforce calls if they are related to education (no more than one per year).