

2026 Committee Descriptions & Agreement Forms

IREM Georgia is focused on leading the way within our industry, ensuring a sustainable profession for generations to come. Gold-standard learning and innovative programs guide our way to the future. With Core values for all, Leadership, Ethics, Integrity, Innovation, Collaboration, Excellence, and Fun, we are fostering a vibrant and supportive environment for every generation and sector in real estate. Together, we thrive in servicing the assets and clients.

Committees highlighted in yellow welcome members and partners to sign up.

Emerging Leaders / Connections Committee

Board Leaders to attend 4 quarterly meetings, 4 BOD Virtual meetings, and the Open House.

- Dedicated to promoting growth for Emerging Professionals, IREM, and the broader Real Estate Management fields by providing Educational & Social Networking Mixers in a casual, progressive, and fun environment.
- Oversee, organize, and promote the Connection Corner and the NextStop NetWeave Program.
- Attend IREM GA Chapter events (registration required).
- Promote Connection Corner sessions for new members, existing members, and legacy leaders who hold executive positions with their companies. These gatherings are held before the quarterly meetings in a separate space so those interested can feel more comfortable when connecting. Plan one event prior to each quarterly IREM meeting; may pivot to virtual during Partner Spotlight event.
- Promote the Speed NetWeaving event.
- Invite our leaders from our BOD and AMO's to speak about the industry, the importance of attracting top talent, and the value of staying connected. Encourage speakers to share how IREM has positively impacted their careers and to offer an inspiring message to attendees.
- Encourage Board of Directors to attend Connection Corner and Emerging Leader events to socialize and share job opportunities available at their companies.
- Guide job seekers to our website and show them how to connect with hiring management companies.
- Offer resume editing assistance and share with connections.
- When a member applies for an open position, ask them to complete the company's application and provide the requisition number (if available). Then, reach out to the company leader—typically an IREM connection—to notify them that an IREM GA member has applied.
- Collaborate with the PR Committee to begin event promotion 90-120 days in advance.
- Make calls and send e-mails to promote attendance.
- Hold Committee Meetings as needed to coordinate and share ideas.
- Increase membership of the next generation, students, new industry professionals.
- Raise awareness of the Connection Corner and the "Careers" Tab on the IREM.ORG; suggest additional companies for inclusion.
- Promote the many programs and competitions IREM HQ offers.
- Partner with colleges to promote the Student Leaders Application process.
- Board Leaders are asked to submit a complete committee report to the VP and IAE by the established BOD deadline.
- Recruit fellow volunteers from Members and Industry Partners to grow the committee.

Community Committee

Board Leaders to attend 4 quarterly meetings, 4 BOD Virtual meetings, and the Open House.

- Coordinate various outreach and fundraising events benefiting the IREM Foundation.
- Plan and execute a fundraising initiative during the Golf Outing or Open House.
- Attend IREM GA Chapter events (registration required).
- Support seasonal initiatives such as Toys for Tots (December, in coordination with Cherrie Carney) and first-quarter donation drives for items like clothing, suits, and rolling suitcases to assist the homeless; assist with deliveries as needed.
- Contribute to national initiatives, including the Global Summer of Service.
- Collaborate with the PR Committee to begin event promotion 90-120 days in advance.
- Make calls and send e-mails to promote engagement.
- Hold Committee Meetings as needed to coordinate and share ideas.
- Board Leaders are asked to submit a complete committee report to the VP and IAE by the established BOD deadline.
- Recruit fellow volunteers from Members and Industry Partners to grow the committee.
- Time Commitment: Quarterly, with additional support during key initiatives.

PR Committee

Board Leaders to attend 4 quarterly meetings, 4 BOD Virtual meetings, and the Open House.

(To reduce liability, Jonathan Saar is our assigned counsel for all things PR).

- Promote member engagement through social media and remind the Board of Directors to interact on a weekly basis. Review engagement quarterly (tracked by Jonathan Saar) to identify areas for improvement.
- Attend IREM GA Chapter events (registration required).
- Collaborate with members to increase awareness of IREM Credentials, Events, new Board Members, New Members, Award Winners, and other chapter updates.
- Distribute weekly Social Media links to BOD to support engagement across Facebook, LinkedIn, Twitter, and Instagram.
- Advertise Upcoming Events through social media and occasional Flyers (Jonathan Saar is our "Market Me Social" Partner for Promotions). The Executive Director works through Constant Contact to design promos and send out through mass emails coupled with the use of a program (Jonathan Saar's account). Encourage BOD members to stay active and engaged by sharing gentle, weekly reminders, recognizing that consistent involvement strengthens our volunteer-led community.
- Share announcements of new Board Members, IREM Certified members, and Sponsors through social media channels.
- Design templates through CANVA – using the IREM Brand guidelines.
- Continue the quarterly interviews for the YouTube Channel.
- Highlighting and celebrating national-level award recipients from the IREM GA chapter.
- Enhancing member experience by helping promote chapter initiatives through personal outreach such as calls, emails, and social media, reaching members, AMOs, partners, and prospective members.
- Partner with other committees to promote their events and announcements, encourage

member involvement, and kindly remind them to use the designated [Google link for submissions](#).

- Board Leaders are asked to submit a complete committee report to the VP and IAE by the established BOD deadline.
- Calculate the social media posts for the annual award winner.
- Hold Committee Meetings as needed to coordinate efforts and share ideas.
- Recruit fellow volunteers from Members and Industry Partners to grow the committee.

Advocacy/Legislative Committee

(Overseen by Past, Incoming or Current President)

- Monitor legislative and regulatory issues at the local and state level that may impact real estate management professionals or the industry as a whole.
- Prepare updates and reports on key legislative activity for the Board of Directors review and share relevant information with Chapter Members.
- Become familiar with the tools and resources available on the IREM.org Advocacy page and ensure the IREM GA website includes an active link to it.
- Promote and encourage Member participation in all IREM legislative initiatives, including:
 - IREM Advocacy Impact Day in Washington, DC - the chairperson is responsible for organizing chapter representation. If the Chapter budget allows, travel and lodging expenses may be covered.
 - IREM In-District Meetings (held annually between August 1-31) – all members are encouraged to participate.
- Partner with the PR Committee to promote legislative events 90-120 days in advance.
- Support attendance through personal outreach, including phone calls and email reminders.
- Provide updates at Board Meetings as needed, keeping leadership informed of emerging issues.
- Recruit fellow volunteers from Members and Industry Partners to grow the committee.

Industry Partners Committee

Board Leaders to attend 4 quarterly meetings, 4 BOD Virtual meetings, and the Open House.

- Promote the Industry Partner Program to potential sponsors and assist in securing new Partners.
- Highlight and recognize Partners at Chapter events and through various communication channels.
- Attend IREM GA Chapter events (registration required).
- Help educate BOD and Members on the value and benefits of the Industry Partner Program.
- Responsible for renewals and Partner Satisfaction. Renewals should begin in November and be completed by January 31.
- Committee Chairs follow up with potential new Partners until secured.
- Review and revise Renewal Letter.

- Review the Industry Partner section of the IREM GA website quarterly to ensure accuracy and current information.
- Review and provide input on the Orientation PowerPoint to keep it fresh and relevant.
- Secure Sponsors for all Signature Events no later than January 15.
- Ensure the website includes accurate links and up-to-date information for each Partner, including logos, headshots, contact info, and a brief video message from the primary representative when available.
- Using the Master IP List, track which Partners have submitted videos, and encourage those who haven't to participate for inclusion on the IREM GA website and YouTube channel.
- Coordinate with the Program Committee to plan and support the annual IP spotlight event, including setup and breakdown.
- Encourage members to refer other Partners, up to our maximum limit, and have them in place—ideally—by the end of Q1.
- Champion mutually beneficial programs and initiatives that Create Excitement, Encourage Engagement and continuously promote the IP Program to members.
- Board Leaders are asked to submit a complete committee report to the VP and IAE by the established BOD deadline.
- Hold Committee Meetings as needed to coordinate efforts and share ideas.
- Recruit fellow volunteers from Members and Industry Partners to grow the committee.

IP Policies:

- The Industry Partners program is limited to one Partner for every ten Members, and one Partner per category for every one hundred members. Participation is by referral only—prospective Partners must be recommended by an IREM GA Member or an existing approved Partner, and are subject to approval by the Chapter Officers.
- The annual cost to participate is \$1720, which includes a discounted rate for our annual Spotlight / Tradeshow event. Additional partnership options may be available.
- Event registration is typically \$60 and includes lunch. Industry Partners are encouraged to prepay for Event Sponsorships at the time of renewal for cost savings and improved planning.
- Unless sponsoring a quarterly event, each Partner may send up to two representatives per meeting and must register in advance at the standard admission rate.
- Sponsoring Partners receive two prepaid admissions. Up to four additional employees may attend at the standard rate.
- To help support the real estate industry, our organization, and our members, Industry Partners are asked to:
 - Participate in committee activities
 - Attend at least three chapter events per year
 - Contribute to financial sponsorships, donations, and raffle prizes, totaling an additional \$500 annually.
- The IREM GA Board of Directors oversees the program and welcomes feedback from Industry Partners to ensure quality and value.
- **Industry Partners and Members may not use the IREM GA logo in their company collateral but are permitted to use the Industry Partners logo.**
- The Board of Directors reserves the right to accept or decline any Industry Partner application, with or without cause. Once approved, partnership fees are calculated on a calendar year basis. If a Partner withdraws, any refund will be prorated.
- Participation in the Industry Partners program is reviewed annually. Renewal invitations are sent during the fourth quarter, and payment must be received by January 31 to maintain a Partner's active status and prevent others from taking an open category.

Program Committee

Board Leaders to attend 4 quarterly meetings, 4 BOD Virtual meetings, and the Open House.

- Plan and execute four Quarterly Membership Meetings each year, each built around a unique theme.
- Secure speakers and panelists for all quarterly meetings, including:
 - The main program session
 - Connection Corner
 - Speed Netweaving
 - Member/Partner Benefit Orientation—part of “The IREM GA Experience.”
- Attend IREM GA Chapter events (registration required).
- Develop a creative and relevant theme name for each Meeting to tie together the content, create excitement, and enhance marketing. Themes may reflect a tone (e.g., Level Up Your Leadership), a seasonal concept (e.g., Spring Into Strategy), or a trending topic (e.g., Future-Proofing Property Management).
- Meeting Program topics should:
 - Be industry-specific, economically focused, or of personal/local interest.
 - Provide value that helps members become more informed, effective, and current as real estate professionals
 - Appeal broadly across all real estate sectors—not just one discipline.
- Meetings typically include a consistent content framework, such as:
 - Economic Forecast (featuring David Haddow and others)
 - Hot real estate topic or panel designed to draw high attendance.
 - Partner Spotlight – focused on sound business principles and transformational relationships.
 - Awards and Board Installation – motivational speaker.
- Work closely with PR and Communications Committees to promote each event through personalized phone calls, e-mails, texts, and social media.
- Recruit fellow volunteers from Members and Industry Partners to grow the committee.

Responsibilities

- Collaborate with the Chapter President, Board of Directors, and Members to gather input and feedback on past and future speakers and topics.
- Approve Promotions for upcoming events and heavily promote through personal outreach—emails, phone calls, texts, and social media—starting about three weeks in advance, targeting Members, Industry Partners, AMOs, management companies, and prospective members to ensure strong attendance for both in-person and virtual programs.
- Work with the PR Committee to begin promoting events 90-120 days in advance.
- Work with the IP Committee to secure four to five sponsors minimum for each luncheon event, at least 90 days in advance. Avoid assigning the same sponsorship category to multiple events. (*Note: Sponsorship is not required for the Annual IP Spotlight.*)
- Secure speakers and coordinate directly with them on event details, including format (virtual or in-person), date, time, and location.
- Arrive 1-2 hours early for in-person luncheons or meetings to assist with set up, greet

and support Partners with their set up, distribute agendas or handouts, and set up Badge Buckets at each table.

- Log on 30 minutes early for virtual or hybrid events to assist with tech checks and setup.
- Partner with the Executive Director on all event logistics including venue set-up, AV needs, presentation length, IREM content expectations, program title and summary.
- Assign at least three greeters per “in person” events who are quick, friendly, upbeat, ready to serve and represent the Chapter well—particularly for Luncheons and Golf Tournament.
- Keep an eye on Budgeted “EVENTS” – operating at true cash flow. Actual Income versus Actual Expenses.
- During in-person events, a Chairperson or committee member should meet and assist the speaker, confirm agenda details, sit with the speaker, and introduce them if needed. After the presentation, the Chapter President presents a handwritten thank-you note prepared by the Program Committee.
- Use the Event Check-off list to ensure all details are managed smoothly and the event is IREM WORTHY!
- Carefully pack and transport IREM materials after each event, assisting with loading and unloading the day of or the day after.
- Regularly reflect on member experience and engagement by asking:
 - How are members feeling about IREM today?
 - Has member engagement and loyalty changed?
 - What is important to members now?
 - How can we prepare for what comes next?
- Board Leaders are asked to submit a complete committee report to the VP and IAE by the established BOD deadline.
- Hold Committee Meetings as needed to coordinate efforts and share ideas.
- Recruit fellow volunteers from Members and Industry Partners to grow the committee.

Membership Committee

Board Leaders to attend 4 quarterly meetings, 4 BOD Virtual meetings, and the Open House.

- Attend IREM GA Chapter events (registration required).
- Know and understand the various types of memberships offered through IREM AND IREM GA, including criteria for earning credentials such as ARM®, ACoM®, or CPM® (including Fast Track options), and be able to explain them to members of the Board.
- Understand IREM’s billing process and the national/local dues structure.
- Participate in the Membership, Education & Scholarship Benefits Orientations (in person or virtual) held four times annually, aligned with scheduled meetings.
- Promote the value of IREM-trained professionals to employers, property owners, and clients.
- Re-engage members that have not been attending events.
- Secure two dates for Corporate Outreach visits (virtually or in person) to promote credential awareness, hiring IREM trained professionals, national gold standard educational curriculum. Utilize other officers to participate.
- Host new member orientations as needed—before or after luncheons, or one to two other times throughout the year as a stand-alone event (in-person or virtual).
- Personally contact new members to encourage their involvement and discuss their

goals.

- Starting after the 15th of January, coordinate a phone bank to contact members about dues payments.
- Beginning March 1, work with the Board to contact those at risk of losing their membership due to unpaid local or national dues.
- Review the membership Orientation PowerPoint and make suggestions for improvement, update to customize the presentation prior to the meetings with schools, businesses, etc.
- Partner with the Education Committee to help identify potential Member mentors.
- Board Leaders are asked to submit a complete committee report to the VP and IAE by the established BOD deadline.
- Hold Committee Meetings as needed to coordinate efforts and share ideas.
- Recruit fellow volunteers from Members and Industry Partners to grow the committee.

Corporate Outreach

- Promote IREM to a variety of individuals and groups, including Owners, Developers, Investors and Employers.
- Build and sustain relationships through face-to-face contact and direct outreach.
- Promote awareness of IREM credentials.
- Encourage companies through CORPORATE OUTREACHs that IREM-credentialed members are uniquely qualified to help them achieve their business objectives.
- Conduct Corporate Outreach visits—four independent visits per year are greatly encouraged. These are often coordinated with Senior Leadership or RVP visits.
- IAE can access and download Excel spreadsheets of current and AMO Members to support targeted outreach.
- Encourage companies that already employ members to promote IREM education and credentials to non-members.
- Reach out to companies whose IREM members are not as actively engaged as they might be.
- Send a quarterly eblast to AMO leaders and invite them to the Quarterly events and the Open House.
- Board Leaders are asked to submit a complete committee report to the VP and IAE by the established BOD deadline.
- Hold Committee Meetings as needed to coordinate efforts and share ideas.
- Recruit fellow volunteers from Members and Industry Partners to grow the committee.

Sub-committees of the Membership Committee

CPM Admissions & Candidate Guidance

- Partner with the Education Committee to divide Associate Members and Candidates for mentorship assignments.
- Schedule and conduct mentorship sessions to review candidate work experience or assist with certification completion after candidacy is declared.
- Advise new candidates on the application and certification process; proactively guide them through the paperwork to avoid delays or surprises.
- Introduce and coordinate the Chapter's Mentor Program, promote the various educational tracks, raise awareness of scholarship opportunities, and encourage active Chapter involvement.
- Identify candidates eligible for upcoming locally held courses and reach out to encourage enrollment.
- Work with the PR Committee to promote events 90 to 120 days before.

- Promote attendance by making phone calls and sending personalized emails.
- Meet with Mentees monthly—meetings can be virtual, in person, or scheduled around chapter events.

ARM / ACoM Admissions

- Promote the ARM and ACoM credentials and help identify potential certification candidates.
- Support membership outreach and plan promotional efforts around upcoming orientation sessions.
- Share the value and benefits of IREM membership by attending events and encouraging others to pursue certifications.
- Approve applications within 24 hours to 48 hours after being received from IREM HQ.

AMO Admissions

- Understand IREM HQ's requirements for obtaining and maintaining the AMO designation.
- Promote the AMO certification locally and identify firms that may qualify.
- Determine and oversee services provided to local AMO firms.
- Coordinate and participate in CORPORATE OUTREACH visits with IREM Officers to promote the value of the AMO designation.
- Share programming and benefits with AMOs and update the Chapter's AMO membership template' including key contacts.
- Approve AMO applications within 24 hours to 48 hours after being received from IREM HQ.

DEI – Diversity, Equity, and Inclusiveness Committee

Board Leaders to attend 4 quarterly meetings, 4 BOD Virtual meetings, and the Open House.

- Provide guidance on the development, refinement, and execution of IREM's DEI strategy to ensure alignment with Chapter goals and broader organization direction.
- Develop and promote best practices for DEI at the chapter level.
- Serve as a resource and sounding board for DEI-related governance, communications, and marketing strategies.
- Promote and recruit Student Members using diverse and strategic outreach methods.
- Increase awareness of property management as a career path for students and individuals entering or transitioning into the workforce.
- Actively promote the Legacy Leaders Program and play a key role in the Mentorship Program.
- Schedule two outreach appointments annually with HBCUs to promote IREM or offer real estate-related sessions. Find out when they will be having Student Engagement Opportunities and coordinate with the Emerging Leaders Committee to avoid scheduling conflicts.
- Research and recommend additional pipelines to attract diverse talent to our industry, including trade schools and associate degree programs.
- Support and amplify all national IREM DEI initiatives, including DISI, Diversity Scholarship, CORE, and Reimagined.
- Collaborate with the PR Committee to ensure the Chapter's holiday calendar is inclusive and celebrates the diversity of all members.

- Encourage members to complete the IREM DEI badge and lead by example—all committee members must complete the badge as well.
- Work with the IP Committee to identify and promote Vet-Owned, Women-Owned, and Minority-Owned partners within the IREM GA network
- Board Leaders are asked to submit a complete committee report to the VP and IAE by the established BOD deadline.
- Hold Committee Meetings as needed to coordinate efforts and share ideas.
- Recruit fellow volunteers from Members and Industry Partners to grow the committee.

Learning / Education Committee

Board Leaders to attend 4 quarterly meetings, 4 BOD Virtual meetings, and the Open House.

- Be familiar with the requirements for earning the ARM®, ACoM®, or CPM® designations, including Fast Track options.
- Ensure IREM GA sponsors two courses in order to stay in compliance with the Georgia Real Estate Commission. If needed, offer seminars. Member needs, CE Credit requests... Plan a minimum of two in the classroom courses 2nd qtr. and 4th qtr. (this will keep us in compliance).
- Promote corporate education programs to companies. Encourage group enrollment of 7+ students for discounted rates. Create or request promotional flyers from the PR Committee; IAE will distribute to AMOs and company contacts.
- Understand and promote the full range of IREM learning formats Self-Paced Courses, Live On-Line Classes, Webinars, Skill badges, On Demand Learning.
- The Education Committee helps promote courses and seminars.
- Understand the decoupling of membership and certification, plus be able to explain the distinction.
- Coordinate officer participation at all IREM-sponsored classroom courses to welcome students and represent the Chapter.
- Learn how to use the Marketing report and create a program for mentoring in 2026.
 - Organize and implement the Mentorship Program:
 - Begin outreach and contact list planning 90 days before each course.
 - Conduct phone training and assign mentors in advance.
 - Begin mentor recruitment by November 15th each year, targeting officers and CPMs.
- Help promote all courses and seminars in coordination with the PR Committee, beginning 90-120 days in advance.
- Make calls and send e-mails to promote attendance.
- Board Leaders are asked to submit a complete committee report to the VP and IAE by the established BOD deadline.
- Hold Committee Meetings as needed to coordinate efforts and share ideas.
- Recruit fellow volunteers from Members and Industry Partners to grow the committee.
- MENTORSHIP - **90 to 120 days before a course**, Phone assignments to promote courses and seminars.

FORMS that will be reviewed and signed by Committee Members, and then sent in after the annual voting takes place are below.

CODE OF CONDUCT & COMMITMENT FOR LEADERSHIP & VOLUNTEERS

Accountability

We recognize that the members' perception of the quality and efficiency of our work is essential. We accept responsibility for our decisions and actions, and the review of both.

Performance

We are committed to a high standard of excellence. We are dedicated to the mission of IREM Georgia and to the pursuit of quality in our work. We maintain the highest standards of integrity, balance, fairness, and industry in the performance of our duties for the Organization, our companies, and are always considered representatives or IREM Ambassadors. This includes excellent manners, abiding by the code of ethics, public appearances, and time at Chapter events and other organizational events.

Honesty

We are scrupulously honest in all our dealings with other Property Managers, team members and members of the public. We maintain the highest standards of personal and professional conduct.

Teamwork

We are committed to working together as a team with genuine concern and respect for each other and for the organization itself. We are committed to helping other volunteers, IAE, and members succeed and grow personally and professionally.

Trust

We earn the trust of our members every day by fulfilling commitments and abiding by the spirit as well as the letter of our position description and the mission of the IREM Georgia Chapter. We deliver what we promise. And we always give the extra effort necessary to accomplish a goal, finish a project, or serve the members.

I have read, understand, and agree to IREM Georgia's Code of Commitment for Leadership/Volunteers.

Name: _____

Position: _____

Antitrust Violation Avoidance Agreement

The Institute of Real Estate Management Georgia Chapter is a not-for-profit organization. The Chapter is not organized and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The Chapter provides a forum for an exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings, and Board meetings. The Board recognizes the possibility that the Chapter and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the Chapters Board of Directors uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the Chapter also recognizes the severity of the potential penalties that might be imposed on not only the Chapter but its members as well in the event that certain conduct is found to violate the antitrust laws. Should the Chapter or its members be involved in any violation of federal/state antitrust laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the Chapter plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

Policy

In order to ensure that the Chapter and its members comply with antitrust laws, the following principles will be observed:

- The Chapter or any committee, section, chapter, or activity of the Chapter shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at Chapter meetings or other activities.

There will be no discussions discouraging or withholding patronage or services from or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.

- There will be no discussions about allocating or dividing geographic or service markets or customers.

- There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is false, misleading, deceptive, or directly competitive with Chapters products or services.
- There will be no discussions about discouraging entry into or competition in any segment of the marketplace.
- There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the Chapter's bylaws.
- Certain activities of the Chapter and its members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence:
 1. legislation at the national, state, or local level.
 2. regulatory or policy-making activities (as opposed to commercial activities) of a governmental body.
 3. decisions of judicial bodies. However, the exemption does not protect actions constituting a "sham" to cover anticompetitive conduct.
- Speakers at committees, educational meetings, or other business meetings of the Chapter shall be informed that they must comply with the Chapters antitrust policy in the preparation and the presentation of their remarks. Meetings will follow a written agenda approved in advance by the Chapter.
- Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken, or conclusions reached.

At informal discussions at the site of any Chapter and/or Committee meeting all participants are expected to observe the same standards of personal conduct as are required of the Chapter in its compliance.

Name: _____

Chapter Position: _____

Signature: _____

Date: _____

IREM Georgia Video and Photo Disclaimer and Waiver Agreement

As a condition of participation in IREM Georgia events, attendees waive any claim against IREM and its officers, directors, employees, or agents, or against the presenters or speakers, for reliance on any information presented. Attendees release IREM Georgia from and against any and all liability for damage or injury that may arise from participation or attendance at the event.

Attendees understand and agree that all property rights in the material presented, including common law copyright, are expressly reserved to the presenter or speaker or to IREM Georgia as applicable. Attendees acknowledge that participation in IREM Georgia events and activities brings some risk and do hereby assume responsibility for their own well-being.

IREM Georgia intends to take photographs and video of this event for marketing and promotional materials in print, electronic and other media, including the IREM Georgia website.

By participating in IREM Georgia events, attendees acknowledge that they may be photographed, filmed, or otherwise recorded. Further, IREM Georgia is given the irrevocable right to use any image, photograph, voice, or likeness, without limitation, for any purpose, including in its marketing, promotional materials, and publicity efforts, without compensation. All photographs, film, footage, other recordings, or media are the property of IREM Georgia. Any attendee who does not agree with these terms should not participate in this event.

Due to the prevalence of mobile recording devices, IREM Georgia denies all liability for the capture of any image in any multimedia format by other attendees at the event.

Name: _____

Signature: _____

Date: _____

Confidentiality, Conflict of Interest & Non-Disclosure Policy for Board of Director Members, Volunteers and Employee(s)

Members serving as IREM leaders (officers, governing councilors, committee and board members, and senior staff) or as IREM chapter leaders (officers, board members, chapter committee members, and chapter administrators), shall serve with integrity and shall not:

1. engage in undisclosed conflicts of interest.
2. take inappropriate advantage of their position; or
3. abuse their position of trust and responsibility.

In support of this statement, all members involved in making decisions on behalf of the Institute shall disclose their ownership interests according to the following ownership disclosure and conflict of interest policy.

Ownership Disclosure and Conflict of Interest Policy

When IREM has an ownership interest in or is engaged in a partnership agreement for mutual benefit with, an entity, and a member has an ownership interest* in that same entity, such member must disclose the existence of his or her ownership interest prior to speaking to a decision-making body on any matter involving that entity.

- If a member has personal knowledge that IREM is considering doing business with an entity in which a member has any financial interest, ** or with an entity in which the member serves in a decision-making capacity, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision-making body about the entity.
- If a member has a financial interest in, or serves in a decision-making capacity for, any entity that the member knows if offering competing products and services as those offered by IREM, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision-making body about an issue involving those competing products and services.

After making the necessary disclosure, a member may participate in the discussion and vote on the matter unless that member has a conflict of interest.

A member of any of IREM's decision-making bodies (including those of chapters) will be considered to have a conflict of interest whenever that member:

- Is a principal, partner or corporate officer of a business providing products or services to IREM or a local chapter or in a business being considered as a provider of products or services ("Business"); or

- Holds a seat on the board of directors of the Business unless the person's only relationship to the Business is service on such board of directors as IREM's or an IREM chapter's representative; or
- Holds an ownership interest of more than one percent of the Business.

Members with a conflict of interest must immediately disclose their interest at the outset of any discussions by a decision-making body pertaining to the Business and any of its products or services. Such members may not participate in the discussion relating to that Business other than to respond to questions asked of them by other members of the body. Furthermore, no member with a conflict of interest may vote on any matter in which the member has a conflict of interest, including votes to block or alter the actions of the body in order to benefit the Business in which they have an interest.

*Ownership interest is defined as the cumulative holdings of the member, the member's spouse, children, siblings and to any trust, corporation, or partnership in which any of the foregoing individuals are an officer or director, or owns, in the aggregate, at least 50% of the

1. beneficial interest (if a trust)
2. stock (if a corporation)
3. partnership interests (if a partnership).

**Financial interest means any interest involving money, investments, credit, or contractual rights.

Compliance and Disclosure Certification Form

Compliance and Disclosure Certification Form

- ☐ I certify that, to the best of my knowledge, I am not engaging in or profiting in any way from any business activity as set forth in IREM's Conflict of Interest Policy.
 - ☐ I hereby disclose the following business activities that I am engaging in or profiting from as set forth in IREM's Conflict of Interest Policy.
-

Check the category that applies to you:

- ☐ National Executive Committee Member
- ☐ Governing Councilor
- ☐ National Committee or Board Member
- ☐ Senior IREM Staff
- ☐ Chapter Board Member
- ☐ Chapter Committee Member
- ☐ Chapter Administrator

Name: _____

Date: _____

Signature: _____

IREM® Conflict of Interest Statement Extracted from IREM Statement of Policies

Article I. Organization, Section 1. Governance and Volunteer Participation, Subsection 1.9: Leadership Integrity 1.9.1 Members serving as IREM leaders (officers, Governing Councilors, committee and board members, and senior staff) or as IREM chapter leaders (officers, executive council members, chapter committee members, and chapter administrators), shall serve with integrity and shall not: a. Engage in undisclosed conflicts of interest; or b. Take inappropriate advantage of their position; or c. Abuse their position of trust and responsibility.

1.9.2 In support of this statement, all members involved in making decisions on behalf of the Institute shall disclose their ownership interests according to the following ownership disclosure and conflict of interest policy.

1.9.3 Ownership Disclosure and Conflict of Interest Policy a. When IREM has an ownership interest in, or is engaged in a partnership agreement for mutual benefit with, an entity, and a member has an ownership interest* in that same entity, such member must disclose the existence of his or her ownership interest prior to speaking to a decision-making body on any matter involving that entity.

b. If a member has personal knowledge that IREM is considering doing business with an entity in which a member has any financial interest** or with an entity in which the member serves in a decision-making capacity, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision-making body about the entity. c. If a member has a financial interest in, or serves in a decision-making capacity for, any entity that the member knows is offering competing products and services as those offered by IREM, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision-making body about an issue involving those competing products and services.

1.9.4 After making the necessary disclosure, a member may participate in the discussion and vote on the matter unless that member has a conflict of interest as defined below.

1.9.5 A member of any of IREM decision-making bodies (including those of chapters) will be considered to have a conflict of interest whenever that member: a. Is a principal, partner or corporate officer of a business providing products or services to IREM or a local chapter or in a business being considered as a provider of products or services ("Business"); or b. Holds a seat on the board of directors of the Business unless the person's only relationship to the Business is service on such board of directors as IREM's or an IREM chapter's representative; or c. Holds an ownership interest of more than one percent of the Business.

1.9.6 Members with a conflict of interest must immediately disclose their interest at the outset of any discussions by a decision-making body pertaining to the Business and any of its products or services. Such members may not participate in the discussion relating to that

Business other than to respond to questions asked of them by other members of the body. Furthermore, no member with a conflict of interest may vote on any matter in which the member has a conflict of interest, including votes to block or alter the actions of the body in order to benefit the Business in which they have an interest.

1.9.7 Ownership interest is defined as the cumulative holdings of the member, the member's spouse, children, siblings and to any trust, corporation or partnership in which any of the foregoing individuals is an officer or director, or owns, in the aggregate, at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation) or (c) partnership interests (if a partnership).

1.9.8 Financial interest means any interest involving money, investments, credit, or contractual rights.