



Education & Candidate Guidance Committee Abstract

PURPOSE:

To develop and administer first class education programs and events, cultivate strong educational partnerships with higher education institutions, and provide meaningful educational guidance and professional mentoring in order to establish the chapter as the premier provider of commercial and investment real estate education and professional development and achieve the chapter mission of providing members with the best commercial and investment real estate education opportunities.

Primary Areas of Responsibility

1. National Education (National Core Courses & Ward Center)
2. Local Education (Chapter Continuing Education)
3. Scholarships (Chapter & National)
4. University Liaison Programs (Fast Track Programs)
5. Mentorship Program and Candidate Guidance
6. Maintain and update the committee abstract annually to align with organization goals

STRATEGIC GOALS

1. Host the maximum of national designation courses to be held locally
2. Present CE accredited educational courses that are timely and relevant to members
3. Increase awareness and awards for both national and local scholarships
4. Foster relationships with Universities to attract students to fast track programs
5. Assist and encourage candidates to successfully complete the courses and market their designation

DESIRED OUTCOME

1. Grow new memberships – 5% year over year
2. Increased education attendance
3. Improved understanding of member value

ANTICIPATED ACTION ITEMS* (These are the tactical action items that are going to achieve the goals.)

- Understand national course scheduling requirements; propose courses and dates for Board approval
- Develop and implement a marketing plan to attract attendees to national courses
- Identify the topic, speaker, purpose, target market, cost, and measurable outcome for CE Credit education events, and execute upon Board approval and funding
- Develop contact list of educational institutions, contact names, and programs
- Identify purpose, cost, and measurable outcome for University events, and execute upon Board approval and funding

- Review scholarship applications, in accordance with the “Scholarship Policy,” and provide award response
- Document mentor program details; market mentors and mentees

* Committee may expand the action item to include additional services that the committee feels will support the goals. It is recommended that the committee present scope expansion to the Board of Directors to avoid duplicative effort or overlap with other committee responsibilities.

TIME AND SERVICE COMMITMENT

- Length of Service
 - Committee meets monthly
 - Committee may meet via teleconference and/or in person
 - Committee requires a minimum of 1 year commitment, 2 years is optimal
 - 1.5 hours of service per committee volunteer per week (average) is the goal
- 3 Committee Positions (minimum recommendations)
 - One CCIM Designee (Chair)
 - One CCIM Candidate
 - Additional Members which can be Affiliate, Student, or Faculty.
- Board of Director Meetings
 - The Committee Chair is responsible for submitting a Committee Report to the Executive Director to be included with the Board Meeting Agenda for review by the Board.
 - Committee Chair and members are not required to attend the monthly Board Meetings, but may attend as guests (see “Guest Policy”)

SUPPORT EXPECTATIONS

The Chapter Executive Director is a valuable support to the Committee and can provide the following service:

- Event venue and contracting
- Onsite resource for all national and local courses
- Maintain University contact list

QUALIFICATIONS

Identifying the right volunteers in the right positions is critical to the success of the organization. The right volunteer for this committee may have one or more of these qualifications:

- Understanding of the fast track opportunities and qualifying real estate programs
- Enjoys social interaction
- Creative
- Deadline driven

COMPOSITION*

To encourage diversity and member engagement, committee chair positions are appointed annually by the local CCIM President, in cooperation with the Executive Board and existing committee members. Board members are not encouraged to maintain committee positions, however, committees of less than 3 members total, may receive Board representation until the committee has a sufficient number of members to operate efficiently. Committee members are encouraged to volunteer for one committee only.

**Composition is based on total member engagement and will require flexibility until engagement can support the goals.*

EXCLUSIONS

This Committee is not responsible for events not detailed in this document or sponsorship.

CROSS-COMMITTEE COMMUNICATION

This committee may benefit from the information gathered by the Membership Committee. Additionally, it is important to understand the efforts of the Designation Promotion Committee to avoid schedule conflicts.