



Colorado/Wyoming CCIM Chapter

RVP POLICY

RVP Positions

- Regional Vice President (RVP)
- 1st Regional Vice President (1st RVP)
- 1st Regional Vice President Elect (1st RVP Elect)

The 1st RVP Elect is an elected position, and automatically transitions into the 1st RVP and RVP position without further election.

RVP Rotation

The Chapters of the region share in the selection of the RVP for the Region, providing a selection every other year. The Rotation is as follows:

1st RVP Elect Elections

The 1st RVP Elect must be elected by the Board no later than April 1st of the year prior to their 1st RVP Elect year.

2014	CO/WY provides RVP & 1 st RVP Elect	UTAH provides 1 st RVP (elect 1 st RVP Elect by August 1 st for 2015)
2015	UTAH provides RVP & 1 st RVP Elect	CO/WY provides 1 st RVP (elect 1 st RVP Elect by August 1 st for 2016)
2016	CO/WY provides RVP & 1 st RVP Elect	UTAH – provides 1 st RVP (elect 1 st RVP Elect by August 1 st for 2017)
2017	UTAH provides RVP & 1 st RVP Elect	CO/WY provides 1 st RVP (elect 1 st RVP Elect by August 1 st for 2018)
2018	CO/WY provides RVP & 1 st RVP Elect	UTAH provides 1 st RVP (elect 1 st RVP Elect by August 1 st for 2019)
2019	UTAH provides RVP & 1 st RVP Elect	CO/WY provides 1 st RVP (elect 1 st RVP Elect by August 1 st for 2020)
2020	CO/WY provides RVP & 1 st RVP Elect	UTAH provides 1 st RVP (elect 1 st RVP Elect by August 1 st for 2021)

Regional Board of Directors*

The RVP and 1st RVP should serve as the Chairman and Vice-Chairman of the Regional Board of Directors. The Regional Board of Directors is comprised of the local Chapter President and Vice President of the CO/WY & Utah Chapters. The Regional Board meets bi-monthly via conference call, and during regularly scheduled conferences, and at the regional caucuses held at the annual spring and fall meetings. A quorum at these meetings should consist of fifty percent of the Board members.

1st RVP Elect - Election Process

Regions are given authority to elect the RVPs, and the Region including the CO/WY and Utah Chapters has opted to deviate from the recommended election process defined in the Regional Officers Manual. The Board of each chapter is given the responsibility of electing the 1st RVP Elect, by majority vote, within the timeline defined above. Additionally, the CO/WY Chapter stipulates that anyone serving in an RVP capacity from the CO/WY Region, must be a member of the Chapter in good standing, not only during the election process, but for the duration of the RVP commitment. Reimbursement of travel expenses will be suspended, including any past expenses related to RVP travel not yet reimbursed, should anyone elected by the CO/WY Chapter for the RVP position choose not to be a Chapter member during their RVP commitment.

RVP Responsibilities*

1. Lead discussion during regional caucuses with chapter presidents and members twice a year at Institute's spring and fall meetings, and when held, at the midyear chapter officer leadership training. The purpose of the of the regional caucuses is to provide a platform for communication for the Chapters to share any issues and best practices and for the Regional Officers to share updates from the Institute Leadership
2. Attend Institute sponsored regional programs and Spring and Fall Business meetings, and play an active role in facilitating sessions.
3. Serve as a member of the Institute's Board of Directors representing chapters and members in the region. (First Vice President's may represent their region if the RVP is not in attendance.)
4. Organize and lead regular conference calls to be held every other month as coordinated by the Institute. Conference calls are to include chapter presidents, vice presidents/president elects, chapter administrators, the Regional Activities Subcommittee Chair and Vice Chair, Institute staff and the Presidential Liaison. The purpose of the conference calls is to provide regular communication for Chapters within

Regions and for Regional Officers to provide updates from the Institute. Chapters can also use this time to provide the Regional Officers with any issues that need to be forwarded to the Institute Leadership.

5. Work with the 1st RVP to provide a Regional Activities Annual report at Chapter Officer Training and report to Regional Activities Subcommittee at the fall meetings, and as otherwise requested.
6. Ensure that all chapters in the Region submit their Chapter Annual Activity report to the Institute by the deadline.
7. Visit chapters and meet with chapter leadership as needed or requested throughout the year. In addition, for those chapters that might qualify for the Institute's Chapter Development program; help facilitate the process for Chapters to be enrolled in the program.
8. Provide Chapter Visitation Reports to the Institute staff within two weeks of visitation (required in order to receive reimbursement of visitation expenses). Chapter visits are scheduled as needed throughout the year
9. Deliver information received at the Annual Meetings and from Institute communications via e-mail and as required throughout the year to the presidents and membership of the Chapters in the Region, specifically notifying Chapter officers of any action(s) is required.
10. Provide strength to the CCIM Institute by joining together with other Regions to share best practices. Assist Institute Leadership with communicating to the Chapter Leadership the Institute strategic initiatives that apply specifically to the chapters and regions
11. Encourage Chapter attendance at the Spring and Fall Institute meetings and when held, mid-year Chapter Officer Leadership Training. Help first time attendees with either a pre-orientation or list of meetings chapter leaders should attend at the Institute meetings.

1st RVP Responsibilities*

It is expected that the 1st RVP will move up to serve as the Regional Vice-President. The 1st RVP should assist the RVP with responsibilities and programs throughout the year to be prepared for their incoming term. This includes chapter visits (only if requested by the RVP), participating on conference calls and assisting the RVP with any other duties required of the RVP.

1st RVPs are to attend Chapter Officer Training, the Mid Year Business Meetings and the Business Meetings as part of the Fall National Conference, including the Board of Directors meetings, to learn, observe and prepare for their term as Region Vice President. Additionally, as noted above, 1st RVPs may represent their region at the Board of Directors meeting, if the RVP is unable to attend the meeting.

1st RVP Elect Responsibilities*

It is expected that the 1st RVP Elect will move up to serve as the 1st RVP. The 1st RVP Elect should attend the Chapter Officer Training.

Regional Officers Manual

The RVP and 1st RVP is responsible to understand and follow the direction and requirements detailed in the latest Regional Officers Manual provided by the CCIM Institute to all RVPs and 1st RVPs. (*Copied from the Regional Officers Manual provided to the Chapter in 2013.)

Regional Officer Travel and Reimbursement

See "Travel Policy."

Approved: 3-19-14

Revised: 5-20-14, 1-22-2015, 1-19-2016