

LeadingRE Advisory Council Job Description

Job Description Overview:

The LeadingRE Advisory Council member's role is to serve as an active ambassador, liaison and advocate between LeadingRE constituents and the management and Board of Directors of LeadingRE by offering input to the management team, promoting network programs and initiatives rather than those of competitors, and acting as a valuable resource to other member colleagues. The network's reciprocal role is to invest in the Council with regular meetings and calls, provide management support, listen and consider Council ideas and suggestions, and promote the role of the Council to members.

Term:

Three years, except that if an individual serves as Chairman in his or her third year, the term is extended one year beyond that term to ensure leadership continuity.

Eligibility:

Membership can be held by any management level executive at a Member Firm whose primary responsibilities include company-generated business development (i.e., relocation, Internet Lead Management) and implementation or management of LeadingRE initiatives.

Only one representative per company per term is allowed to serve on this Council or the RELO Direct Strategy Council, and the same person cannot serve on both during the same term.

Council members must have a minimum of three years in business development/relocation and must hold the CRP designation.

Candidates must have a strong desire to serve the network by being an active participant and contributor to carrying out the responsibilities of the job description outlined below. If a member falls below a 75% participation level for meetings, conference calls and other activities without valid reasons, that individual may be asked to step off the Council.

Job Responsibilities:

- Attend all LeadingRE Advisory Council meetings (three per year). One is held at the LeadingRE annual conference, one at the fall ERC conference, and one in the spring in Chicago. Travel expenses for the spring meeting are reimbursed by LeadingRE.
- Participate in all LeadingRE Advisory Council conference calls (six per year).
- Actively contribute to at least one Project Team (participation in calls, handling duties identified by the team, offering input and suggestions, etc.).
- Provide topic suggestions for Regional and Annual conferences.
- Actively promote network programs and initiatives to membership and share those activities and results with Council Chairperson.
- Pro-actively offer guidance and support to other members concerning LeadingRE programs, and relocation/real estate best practices.
- Respond in timely fashion to Council requests made by Council Chairperson and/or LeadingRE management liaisons.
- Initiative new ideas and suggestions at Council meetings to benefit the network.
- Help identify other member colleagues who may be future candidates for Council membership, in order to continue the work of the Council with new talent.
- Share relevant needs/feedback from other members with LeadingRE management concerning network programs or policies.
- Promote the long term vision of LeadingRE by supporting the network and its various initiatives.
- Represent the Council well by being a professional, loyal and contributing role model.