

Real Estate Investment Club 2018-2019 Executive Board Application

DUE APRIL 7TH, 2019 AT 11:59 PM TO REIC.MSU@GMAIL.COM

PLEASE PUT THE SUBJECT AS "YOUR NAME" REIC E-BOARD APPLICATION

PLEASE ATTACH A CURRENT RESUME WITH THIS APPLICATION

Name:

Email:

Local Address:

Cell Phone:

Year (Fall '19) Sophomore Junior Senior Graduate Student

Expected Graduation:

Cumulative GPA:

Are you a member of the minor?

How long have you been involved with REIC?

How many credits will you be taking Fall Semester 2019 and Spring Semester 2020?

What other time commitments will you have outside of academic studies next year?(i.e. extracurricular activities, job/internship, sports, volunteering, ect.)

Please rank your interest in each position. What skills do you have that are relevant to the position you are most interested in? (Please note that you will be considered for more than one position).

1. _____
2. _____
3. _____

Please list prior activities, experiences, or involvement within OR outside of Hospitality Business that has contributed to your leadership development:

What new ideas do you have for the club/are there any changes you would make?

Reflect on your strengths; what would you contribute to the Executive Board?

REIC Executive Board Election Process

Candidates must submit this application by **April 7th, 2019 by 11:59 PM**. Any applications sent in afterwards will **NOT** be accepted. Candidates will identify which position they are most interested in; however, candidates will not be running for a specific position but rather just for a director title. Once the top three candidates are elected, they will sit down with the current executive board to decide together which specific title each person will hold. This process is done in order to avoid multiple people running for only one position.

Elections will be held April 7, 2019 at 7pm in 128 Erickson Hall. Each candidate will be given no more than three minutes to give a speech as to why they should be elected to the executive board. Things to consider, but are not limited to:

1. Why you are interested in the hospitality industry, but more specifically the real estate industry?
2. What previous experience do you have that will be beneficial to REIC?
3. What are your greatest skills that will contribute to REIC?
4. What new ideas do you have to contribute to REIC for next year?
5. What makes you stand out from the other candidates running to be on the executive board?

After a candidates speech, we will open up for questions. Once all the candidates have gone through their speeches and questions, the Hospitality Association will administer a ballot and a vote will take place. The votes will be counted day of and candidates will know whether or not they have been elected for the executive board.

If you have any questions about the process please email reic.msu@gmail.com, and we will be happy to answer any questions!

REIC Executive Board Position Descriptions

General Qualifications to be on E-board:

- Ideally a candidate will have been involved in the club for at least one semester prior to running for a position. Past involvement in the club is critical.
- Well spoken individuals with strong leadership skills
- Ideally a candidate would have a strong resume with an internship (or upcoming) within the real estate industry
- Must work well with others and be able to take initiative/direction from club president when assigned tasks
- A demonstrated passion for the club and the hotel real estate industry
- Ability to dedicate a significant amount of time to the club
- Candidate must be open to change!

General Responsibilities of all Positions:

- Keeping up with industry news (to be shared weekly at club meetings)
- Reaching out and sourcing new members for the club
- Work collaboratively to plan and execute club trips
- Required to speak in public (classrooms, meetings ect.) about the club
- Required to attend at least 1 Board of Directors meeting each month (BOD meets every other week).

President – CEO:

- Responsible for delegating tasks to fellow e-board members and ensuring that every e-board member is fulfilling their duties
- Lead weekly meetings
- Responsible for keeping up-to-date with advisor
- Responsible for initiating the creation of weekly club content (PPT's, guest speakers, case studies, industry news etc)
- Assisting members with career/internship advice
- Maintain a healthy relationship with HA and *The School*
- Passionate about the hospitality real estate industry
- Motivated to mentor, help, teach students about this specific niche of hospitality
- Working closely with the VP of Finance to oversee budgets and club funds

Qualifications: Ideally this candidate has at least one year of experience serving on the executive board or at the very least one year of previous involvement in the club. Having strong leadership skills is critical. This candidate is someone who is good at delegating tasks and works well with others. Past internship experience in the real estate industry is required. This position requires a great deal of involvement within *The School* as well the club and therefore the candidate should have a demonstrated passion for the industry and most importantly the club. Strong organizational skills are critical. In order for the club to operate at its fullest potential the president must be a good leader and willing to assist fellow e-board members on fulfilling their duties. This candidate is someone who has demonstrated excellence academically and has established an outstanding reputation within the school.

Director of Operations:

- Overseeing club weekly operations
- Organizing weekly meetings, and scheduling alumni speakers for weekly meetings (skype or in person)
- Work closely with director of communications ensuring club awareness throughout The School of HB

- Keep up-to-date with current internship and full time opportunities to share with club members
- Put together REIC trip applications
- In charge of making PowerPoints and presenting to HA for applicable fund matching to be used to subsidize REIC trips
- Assist in finding opportunities for club members to participate in scholarship competitions and conferences

Qualifications: This candidate must be organized and outgoing. An individual who has demonstrated a passion and initiative for the club and everything it does. Preference will be shown to those who have a reputable real estate internship either lined up or completed prior to serving on the executive board. At least one semester of previous involvement in the club is required. Candidate must be not only open to change but embrace change. Must be able to communicate professionally with alumni and faculty on a regular basis.

Director of Finance:

- Managing all club monetary transactions
- Establish a budget for the year and update it accordingly
- In charge of planning logistics and establishing budgets for REIC trips.
- Work with and oversee the Director of Events to establish budgets to be used for philanthropy purposes
- Work with students who travel with REIC to receive necessary documents and receipts for reimbursement
- In charge of approving purchases used for marketing, club events, club trips, philanthropy... etc.

Qualifications: This candidate must be extremely organized. An individual who has demonstrated a strong ethical conduct to the preceding executive board is ideal. Preference will be shown to those who have a reputable real estate internship either lined up or completed prior to serving on the executive board. At least one semester of previous involvement in the club is required.

Director of Communications and Events:

- Responsible for internal club communications
- Keeping up with email on a **daily** basis
- Send weekly reminder emails to all members to inform what is happening that week
- Responsible for planning and executing fundraising events to grow the funds for the benefit of the club (goal is for at least one fundraising effort to be executed per semester)
- Keep track of member attendance and making members feel welcome (reaching out to new members in order to offer a familiar face)
- Maintain and update social media with relevant news articles, photos and reminders on a **weekly** basis (Facebook, Website)
- Assist fellow e-board members when delegated tasks
- Keep members informed with upcoming club events and HA events
- Plan and execute (at least one per semester) philanthropy event that gets members involved and allows the club to give back to the community (this can include donations made on behalf of REIC through fundraising or volunteer events that get members involved)
- Plan at least one REIC sponsored social event for all of HA.

Qualifications: An outgoing/friendly individual who is **extremely well organized** and detail oriented. This position requires daily attention to email as well as weekly attention to Facebook and the website. Having strong organizational skills is imperative as part of the job function is to keep track of member attendance. Possessing strong written skills is needed for communicating with members via email. Candidate should be able to take direction well and be willing to help out the president and directors when needed. Having the ability to think outside of the box to come up with creative ways to fundraise and give back to the community is ideal.

This position requires an individual to be able to take initiative and put a significant amount of effort into ensuring that fundraising events are beneficial to club. This position does not require previous real estate internship experience or past experience on the executive board, however, preference *may* be given to individuals who do possess the above. Ideally this candidate will have had at least one semester of previous involvement in the club.