**2015 SIOR Chapter Admissions Chair Toolkit**



TO: SIOR Chapter Admissions Chairs

FROM: SIOR Admissions Committee

The SIOR Chapter Admissions Chair Toolkit is a resource to assist Chapter Admissions Chairs in facilitating the admissions process. The Toolkit provides current information and best practices on successfully admitting new members to SIOR.

**Toolkit Contents**

**Membership and Admissions Information**

1. SIOR Membership Categories (pages 2-4)
2. Designation Requirements, Fees and Application Materials (pages 5-8)
3. Online Membership Admissions Process (pages 8-9)

**Chapter Admissions Chair**

1. Chapter Admissions Chair Role (pages 10-11)

**Resources**

1. Staff Contacts (page 12)
2. SIOR Admissions FAQ (page 13-15)
3. Chapter Admissions Chair Training PowerPoint Presentation 101 (page 16)

**Attachments**

1. Interview Form
2. Admissions 101 Powerpoint Presentation

**2015 SIOR Admissions Chair Membership/Admissions Info.**



**1. Membership Categories**

**SIOR Designation – Active Membership**

The SIOR designation is a professional achievement for highly qualified commercial real estate practitioners with a strong transactional history in brokerage, fee-based services or executive management.

The SIOR designation is granted in one of six specialist categories:

* 1. **Industrial Specialist**
  2. **Office Specialist**
  3. **Industrial & Office Dual Specialist**
  4. **Advisory Services Specialist –** consultant or advisory practitioner
  5. **Executive Specialist –** manages 100+ sales or leasing agentsin 3 or more offices
  6. **Sales Management Specialist –** manages at least 10 sales or leasing agents

SIOR designees benefit from:

* **Deal Generation** - network with the industry’s best, create new relationships and ultimately generate more transactions.
* **Credibility** - corporate and real estate executives recognize the value of the SIOR designation, helping you win assignments.
* **Exclusivity** - only a **little over 3,000** practitioners hold the SIOR designation worldwide.
* **Professional Development** - the SIOR Center for Career Advancement offers education for your competitive edge.

Please see Section 2 for designation requirements, fees, and application materials.

**Associate Membership Categories, Requirements, Benefits, and Fees**

Organizations with a vital interest in corporate real estate services and industrial or office development comprise SIOR's Associate membership.  Delegates are qualified individuals from the Associate member organization who represent the organization in the affairs of SIOR.

Associate status is granted in one of four categories:

1. **Corporate** - companies that own/buy/lease significant amounts of industrial and/or office real estate.
2. **Developer** - companies that develop industrial and/or office real estate facilities.
3. **Educator** - accredited educational institutions offering degree programs in real estate.
4. **General** – companies that are involved in industrial and/or office real estate other than third-party brokerage. Examples include accounting/financial firms, engineering firms, economic development agencies, architectural firms and more.

**Associate Membership requirements:**

* Submit one recommendation from an Active SIOR member in the local chapter and one recommendation from a local Chapter Officer (President, Vice President, Secretary, or Treasurer). The Recommendation Form is provided to the applicant 10 days after submitting an application.
* Appoint up to two qualified individuals from the organization to serve as Delegates and represent the organization in the affairs of SIOR. Delegates must be from the same office location where the membership is held.
* DEVELOPER ONLY: Provide examples of three recent development projects including applicable marketing materials or supplemental information.

**Associate Membership Benefits include:**

* **Access to more than 3,000 Designees**- conduct business with premier brokers around the world.
* **Associate logos –**industry recognition as members of SIOR.
* **Two delegates per membership –**increase participation.
* **Associate Membership Directory & Service Listing –**distributed to SIORs who need services.
* **Direct access to SIOR messaging system –**target messages to SIORs.
* **Speaking opportunities at SIOR World Conferences and Chapter events –**share market knowledge and industry expertise.
* **Upgraded benefits at SIOR World Conferences –** increase exposure with sponsorship and/or exhibition.
* **Provide content in *Professional Report*magazine–**gain exposure as a subject matter expert.
* **Participate on SIOR Committees -**help set the direction of SIOR’s future.

**Associate Membership fees:**

* Application fee: $175
* Annual dues:
  + Corporate Associate:
    - U.S. and Canada - **$500**
    - Other Countries - **$250**
  + Developer Associate:
    - U.S. and Canada
      * First Office Holding Membership: **$1,500**
      * Additional Offices Holding Memberships: **$575**
    - Other Countries
      * First Office Holding Membership: **$500**
      * Additional Offices Holding Memberships: **$310**
  + Educator Associate
    - U.S. and Canada - **$300**
    - Other Countries - **$200**
  + General Associate:
    - U.S. and Canada - **$1,500**
    - Other Countries - **$500**