**2015 SIOR Chapter Admissions Chair Toolkit**

**4. Chapter Admissions Chair Role**

**Chapter Admissions Chair Review**

* Chapter Admissions Chair receives Application and Interview Form from the Manager of Admissions.
* Chapter Admissions Chair has **30 days** to conduct the interview and complete the Interview Form
* Interview Form is returned to the Manager of Admissions and applicant is put on the monthly COPs vote.

**Interview Form – Guides Interview process**

The Chapter Admissions Chair must answer the following:

* Application Complete?
* Interview Conducted?
* GFI Affidavit Reviewed and Requirement Met?
* Has Real Estate License?
* Ethical/Criminal History

**The Chapter Admissions Chair has the right to request further review by the Admissions Committee to verify:**

* GFI Affidavit
* Specialty Declaration
* City/Mark choice if other than office location

**Announcement to Chapter – 10 day comment period**

**Application Received at SIOR HQ**

**COPs Vote**

**Welcome to SIOR!**

SIOR Application Timeline

 1 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85

**Recommendations received at SIOR HQ**

**Application sent to Chapter – 30 day review period**

**Recommendation Forms sent to Applicant (60 days limit)**

**Signed Interview Form due to SIOR HQ**

**2014 SIOR Chapter Admissions Chair Toolkit**