



# CHAPTER ADMISSIONS CHAIR ROLE

The Chapter Admissions Chair acts as a liaison between the Chapter, the applicant and SIOR HQ and is responsible for reviewing application materials from those who would be subject to the Chapter's jurisdiction. The Chapter Interview and Final Chapter Review are the two main parts of the admissions process that involve the Chapter Admissions Chair. The Chapter Admissions Chair should also follow up with the applicant and SIORHQ to complete all processing as needed for approval.

For Chapters without an Admissions Chair, these responsibilities fall to the Chapter President.

## 1. CHAPTER INTERVIEW

Process:

- Manager of Admissions sends application package, supporting documentation, and interview forms to the Chapter Admissions Chair
- Chapter Admissions Chair has 30 days to review the application, conduct an interview with the applicant, and complete the interview form
  - ✓ Interviews can be conducted in person, over the phone, or via Skype
- Chapter Admissions Chair submits the interview form to the Manager of Admissions

The interview form has specific questions to guide the interview and covers the following topics:

- Does the applicant meet the requirements for membership?
- Does the applicant have any ethical/criminal history?
- Applicant's knowledge of and experience in the office and/or industrial real estate field
- Applicant's interest in SIOR
- Overall impression of the applicant

The Chapter Admissions Chair can ask for supporting documentation in order to verify the applicant's production and/or specialty declaration. If there is no response from the Chapter after 35 days, the application will move forward to the next stage in the process.

## 2. FINAL CHAPTER REVIEW

Process:

- Manager of Admissions sends application package, endorsements, supporting documentation, and Chapter Authorization forms to the Chapter Admissions Chair
- Chapter Admissions Chair has five (5) business days to review the application package and sign off on the application as complete by either replying to the email or filling out a Chapter Authorization form

If there is no response from the Chapter after 5 days, the application will move forward to the next stage in the process.



### **3. APPLICANT TRACKER**

The Chapter Applicant Tracker provides applicants' current status in the admissions pipeline and indicates if any items are outstanding. The Tracker also includes applicants who were "Approved – Pending Education".

The Tracker is emailed bimonthly to the Chapter Presidents, Admissions Chairs, and Administrators. Chapter Admissions Chairs and Presidents are encouraged to review the list and follow up with any pending or past-due items.