

## 2025 Chapter Application Outline

Thank you for your interest in expanding the NAHREP Chapter network in your local market. We appreciate your commitment to the NAHREP organization! Below is an outline of the standard process for chapter applications along with most of the relevant information. Please let us know if you have any questions or would like to set a time to discuss.

Please review the outline below along with the attached documentation in order to have a fundamental understanding of the requirements and process for our chapter development program.

### 2025 NAHREP Chapter Application Prerequisites:

- All chapter application organizers must **maintain an active Platinum membership** with NAHREP.
- The **organizing group lead** is responsible for completing the application and returning it to the national staff. The completed application must include a bio from each chapter organizer who wishes to be considered as a board candidate. **Note:** Founding President should be a Realtor.
- The organizing group must include **15 real estate practitioners** who are committed to serving on the board for a minimum two-year term and are passionate about NAHREP's mission statement. **11 out of the 15 will need to abide by board compliance eligibility.**
- Ideal organizing group makeup includes **influencers in your region** who have strong professional reputations and a large network of contacts in the local real estate market. Examples include, top producers, broker-owners and successful entrepreneurs.
- Each organizing group must consist of **at least 60 percent real estate agents and brokers**. The most influential chapter boards are comprised of a **majority** of real estate agents and brokers. Lenders, escrow officers, closing and settlement practitioners and others within the industry may participate on the board. **Note:** Organizers may not have a kinship or personal association.
- Chapter board member duties include: attending board meetings, promoting chapter events, fundraising and strategic planning.

### Next Steps:

- Chapter applications receive a **response within 30 days** of submission.
- **While the chapter application is being reviewed**, prospective board members are encouraged to attend all national conventions and conferences to network with colleagues from other chapters, national leadership and staff.
- **Consideration for approving a chapter application includes**
  - The professional makeup and board compliance eligibility of the potential board in comparison to the outlined requirements.
  - The demonstrated personal interest and involvement of those applying in the association.
  - Census data in the region including Hispanic populations, housing industry market information, population and make-up of the region.
  - Fit within NAHREP's annual regional strategic plan, growth strategy and available financial resources.
  - The interest that NAHREP partners and sponsors have in developing their footprint within a given region by providing fundraising support in that market.
  - How many chapters are already established in comparison to the market need.

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## Upon Application Approval:

- **Virtual Orientation:** Upon approval of the chapter application, the prospective board will receive instructions for a virtual orientation. The orientation will provide guidance and details in regards to the **Chapter Growth Experience Program** and board member roles and responsibilities.
- **Next Steps:** Following the virtual orientation, the prospective chapter board will receive confirmation and instructions on action items that will need to be executed during the **Chapter Growth Experience Program**. Chapter Establishment will be contingent on the successful completion of the program and the execution of the New Market Metrics.

## Attachments

- 2025 NAHREP Chapter Application
- Chapter Corporate Membership Application
- Board Commitments & Responsibilities
- Chapter Measurements for Success
- Chapter Handbook
- 2025 Board Roster Compliance and Eligibility FAQ

## Key Terms

1. **Organizing group** – the collection of individuals who are volunteering to establish NAHREP’s presence in a given marketplace.
2. **Organizing group lead** – the individual who is taking the leadership responsibility of communicating with the organizing group and NAHREP.
3. **Prospective chapter board** – the collection of individuals who, once their application is approved, serve as local market leaders under the NAHREP brand in their respective marketplace.
  - a. **Board Parameters:** Chapter boards must have a minimum of 11 eligible directors, consisting of 60% real estate practitioners. **Effective 01/31/2020.**
4. **Chapter Corporate Membership-** Prospective board members, who are affiliates by professional title, will be under review for eligibility based on their company’s affiliation with the NAHREP National Chapter Corporate Membership Program. Individuals employed by a corporation or owners of small businesses, must **maintain an active corporate membership** in the name of their employer. Examples of individuals to whom this pertains include loan officers, title officers, and insurance agents. (Pertains to individuals **approved** to serve on the **chapter board**)
5. **Platinum membership** – individual, universal membership which allows member level benefits at any NAHREP chapter, along with other benefits. **Requirement for All Board of Directors.**
6. **Standard membership** - individual membership which allows member level benefits for **One (1)** NAHREP chapter, along with other benefits.