



## **POSITION: Director of Finance**

**GENERAL ACTIVITIES/DUTIES:** It shall be the duty of the Director of Finance to oversee and direct the following activities: keeping accounts of all funds received and expended by the Corporation; maintaining the books and records of the Corporation; having an annual tax return prepared and filed; depositing the funds of the Corporation in an approved depository institution and paying all approved expenditures of the Corporation; promulgating such forms and procedures as may be required to carry out the other duties of the office; filing all reports required by the Colorado Secretary of State; and such other duties as designated by the Board of Directors.

### **ALL BOARD POSITIONS GENERAL ACTIVITIES/DUTIES:**

- Overall planning of CREW Denver direction and priorities and coordination of all CREW Denver activities, with other Board members and committee chairs.
- Regular communication with committee members and chairpersons to communicate Board goals and strategy.
- Regular communication with the Board through written reports, email, conference calls and individual conversations.
- Attendance at CREW Denver events.
- Participate with the CREW Denver Board of Directors in achieving the CREW Denver mission – to advance the careers of women in commercial real estate.
- Increase credibility and visibility of CREW Denver both locally and nationally.
- See that CREW Denver’s activities are in support of the Strategic Plan and priorities set by the Board.
- Consider becoming a corporate sponsor of CREW Denver (encouraged, but not required).

### **EXPECTATIONS**

- Attend monthly Board meetings, prepare Board reports and other materials, and review Board reports in advance of meetings to allow for strategic meetings.
- Attend committee meetings. Communicate updates and information to committees to ensure that committees have relevant, timely information about CREW Denver goals, commitments and strategies.
- Attend two all-day (or half-day) meetings during third or fourth quarter for transition or strategic planning and a general business meeting – dates and locations to be determined by the 2018 Board.
- Participate in Board meetings and work with out-going Director prior to taking office to ensure smooth leadership transition. In particular, work with out-going Director to prepare budget and calendar for upcoming year and identify committee leaders. Similarly, at end of term, mentor incoming Directors to ensure smooth leadership transitions.
- Work with committees to identify committee chairs and succession strategies at the committee level.



- Attend monthly luncheons and networking events. All Directors are encouraged to attend the CREW Network Leadership Summits (twice per year) and the annual CREW Network Convention and Marketplace (in fall)
- Mentor committee members in their leadership development and role in the organization to empower committees to achieve their goals and find paths to further leadership opportunities in the organization, their careers and the community.

**DESIRED TRAINING/CHARACTERISTICS FOR ALL BOARD POSITIONS:**

- Ability to synthesize disparate views and bring others to consensus
- Ability to motivate and delegate to others
- Experienced in strategic thinking and “big picture” planning
- Good speaking and writing skills
- Dedication to the CREW Denver - proven performance and willingness to put the good of the organization ahead of personal agenda
- Good sense of fairness