



POSITION: PRESIDENT ELECT/NETWORK DELEGATE

GENERAL ACTIVITIES/DUTIES: Assist the President with overall planning and coordination of the activities of the Board. Assist the President with communications with committees through participation on conference calls and personal visits.

Train to become President of the CREW Denver. Serve as Liaison between CREW Network and CREW Denver, including attendance at council meetings and national convention of the CREW Network. Chair Nominating Committee for succession planning.

Develop the annual transition and/or strategic planning meeting. Option to be considered for a position on the CREW Network Board of Directors.

ADDITIONAL EXPECTATIONS FOR THE POSITION:

- Ability to travel to winter and spring CREW Network Leadership Summit meetings and the annual CREW Network Convention and Marketplace in each year of service.

EXPECTATIONS

- Assume the duties of the President in the event of her absence, illness or inability to execute the President's responsibilities.
- Attend monthly Board meetings, prepare Board reports and other materials, and review Board reports in advance of meetings to allow for strategic meetings.
- Serves as Immediate Past President the year following his/her Presidency.
- Coordinates periodic review of the Chapter Bylaws.
- Support implementation of the CREW Denver strategic plan.
- Attends the CREW Network Council Meetings and Annual Convention and participates in the Chapter Leadership Training provided by CREW Network. In the absence of Delegate, casts one of our chapter's two votes at Network as directed by the CREW DC board.
- Attends Programs, networking events, Board of Directors meetings, and Executive Committee meetings.
- Assists the President with the overall planning and coordination of CREW activities, meetings and special projects.
- Chairs the year-end Transition meeting in preparation for assuming the Presidency.
- Prepare for President's role with a focus on becoming familiar with the roles and responsibilities of each Committee.
- Substitute for CREW Network Delegate as necessary.

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).

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