



Chapter Board Positions and Responsibilities

Board of Directors

The AZCREW Board of Directors is comprised of the President, President-Elect, Treasurer, Secretary, Immediate Past President, and between zero (0) and seven (7) Directors. In order to serve on the Board, a member must be in good standing. Board Members cannot serve as a chairperson of a standing committee unless permitted by the Board. Members of the Board of Directors serve as advocates on behalf of the Chapter. The key responsibilities for members of the Board of Directors are to (i) attend the monthly Board meetings in person; (ii) be prepared and informed before each Board meeting by reading the board report materials provided to you; (iii) understand the Chapter's Bylaws, strategic plan and guidelines; (iv) actively participate in Board discussions; (v) determine the Chapter's goals and priorities; and (vi) evaluate the Chapter's programs and purposes.

In a continued effort to further the mission of AZCREW and CREW Network, it is strongly encouraged that each Board member make a personal contribution to support CREW Network Foundation in order to assist in achieving its fundraising goals. Additionally, it is strongly recommended that the Board of Directors support the chapter's financial goals through Annual Sponsorship from company or employer. As a leader of the Chapter, it is expected that a Board member will attend a majority of the events held throughout the year, especially those designed to achieve strategic goals set forth by the committees.

As required by the Bylaws, the Board of Directors must meet no less than six (6) times per year. For 2022, Board meetings will be held at the home of Heather Skinner, located near 24th and Camelback Streets in Phoenix, AZ 85016, or via ZOOM. Meetings are held the third Wednesday of each month at 2:30pm.

President

Note: Serving as president is essentially a three-year commitment – one year each as president-elect, president, and immediate past president.

- General activities/duties:
 - Overall planning of AZCREW policy direction and priorities, and coordination of all chapter activities with board and committee leadership [and others: administrator, etc.]
 - Lead the board of directors in policy development to advance the organization and the stature of members.
 - Plan and preside at board meetings and lead the Executive Committee.
 - Coordinate the Consent Agenda and its distribution to the board for review at least 5 days in advance of board meetings, with help from the secretary.
 - Prepare and/or deliver welcome remarks and announcements at all regularly scheduled chapter events and meetings, with input from board members and committee leaders.
 - Serve as a consultant/advisor to chapter leaders at leadership meetings and through online/ phone conversations, and as a role model for all members/leaders at chapter programs.
 - Communicate with board and other leaders through email, calls and individual

- conversations to motivate them in their volunteer roles.
 - Be the face and voice of the chapter and an advocate for the CREW Network global organization.
 - Serve as the point of contact for outside entities (media, business relations, etc.)
 - Work closely with the treasurer to make sure resources are available to carry out the priority policies and direction of the board. The board has fiduciary responsibilities for oversight and the board president oversees the board.
 - Participate in and assist with various task forces or special projects.
 - Support and participate in fundraising for CREW Network Foundation initiatives.
 - Mentor the president-elect.
 - Seek out and nurture future leaders
 - Attend CREW Network events and meet in leadership group with the CREW Network president and other chapter presidents
 - Serve on AZCREW Nominating Committee
 - Attend at least half of chapter events.
- Desired training/characteristics for the position:
 - Demonstration of leadership at board and chapter level
 - Ability to synthesize new knowledge and train/mentor others
 - 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
 - Strong speaking and writing skills
 - Dedication to the mission of the global CREW Network organization - proven performance and willingness to put the good of the organization ahead of personal agenda
 - Solid sense of fairness, integrity and cooperative leadership style which motivates others
 - Ability to travel to CREW Network and Chapter events
 - Influence – candidates should possess several of the following qualities:
 - Connections with industry leaders
 - Ability to raise sponsorship and project underwriting
 - Stature in the industry/recognition in the field
 - Influential business contacts and partners

President-Elect

- General activities/duties:
 - Assist the president with overall planning and coordination of the activities of the board and committee leaders, including participation on the Executive Committee.
 - Serve as a consultant/advisor to chapter leaders at leadership meetings and through online/ phone conversations, and as a role model for all members/leaders at chapter programs.
 - Observe and learn processes and procedures for role as president.
 - Support and participate in fundraising for CREW Network Foundation initiatives.
 - Seek out and nurture future leaders
 - Prepare a monthly report for the Board Consent Agenda
 - Plan, coordinate and preside over transition/ strategic planning meeting(s) in Q4 to prepare incoming leaders
 - Plan, coordinate and approve all supplemental content and vendor/in-kind sponsorship agreements for subsequent year.
 - Provide annual sponsorship letter for subsequent year collateral.
 - Attend and participate in CREW Network events to meet peers in other markets

- around the globe and become better advocates for CREW Network.
- Serve as Chapter Delegate, if assigned.
- Attend at least half of chapter events.
- Desired training/characteristics for the position:
 - All management and leadership skills required to serve as president (see president's responsibilities).

Past President

- General activities/duties:
 - Assist the president with overall planning and coordination of the activities of the board and committee leadership, including participation on the Executive Committee.
 - Serve as a consultant/advisor to chapter leaders at leadership meetings and through online/ phone conversations, and as a role model for all members/leaders at chapter programs.
 - Support and participate in fundraising for CREW Network Foundation initiatives.
 - Connect with up-and-coming leaders in the chapter and mentor them as future leaders
 - Serve as de-facto leader of past presidents and encourage them to serve as mentors to other members, ensuring new members are welcomed, leadership opportunities are known, CREW Network and CREW Network Foundation missions are shared, etc.
 - Serve as Chair of AZCREW Nominating Committee
- Desired training/characteristics for the position:
 - All management and leadership skills required to serve as president (see president's responsibilities).

Secretary

- General activities/duties:
 - Participate as part of the team that oversees the direction and policies and sets the priorities for CREW.
 - Support and participate in fundraising for CREW Network Foundation initiatives.
 - Record the proceedings and votes of all monthly Board meetings.
 - Prepare and distribute the Consent Agenda packet, with help from the president
 - Prepare and distribute minutes of the monthly Board meetings.
 - Assist the Board of Directors as required during monthly Board meetings for compliance with Bylaws, formation of motions, procedures and voting.
 - Reviewing and approving contracts for signature by the President.
 - Serve as Chapter Delegate, if assigned.
 - Attend at least half of chapter events.
- Desired training/characteristics for the position:
 - Demonstration of leadership at the committee level
 - Proven leadership skills in career/corporate positions
 - Attention to detail; ability to remain organized amongst multiple competing priorities
 - Punctuality and consistency
 - Ability to synthesize new knowledge and train others
 - Ability to synthesize disparate views and come to consensus with others
 - Strategic thinking and “big picture” planning abilities

- Ability to work as a team member, while delegating responsibilities to others
- Dedication to AZCREW and CREW Network - proven performance and a willingness to put the good of the organization ahead of personal agenda
- Solid sense of fairness
- Comfortable with public speaking (or willingness to grow!)
- Ability to travel occasionally to CREW Network events
- Influence – candidates should possess several of the following influencer qualities:
 - Strong connections with industry leaders
 - Ability to raise sponsorship and project underwriting
 - Stature in the industry/recognition in the field
 - Influential business contacts and/or partnerships

Treasurer

- General activities/duties:
 - Participate as part of the team that oversees the direction and policies and sets the priorities for CREW.
 - Participate in board meetings and develop and lead various leadership/governance initiatives, as needed.
 - Support and participate in fundraising for CREW Network Foundation initiatives.
 - Depositing all funds in such bank or banks as may be designated from time to time by the Board.
 - Reporting on the financial condition of the Chapter at each monthly Board including bank reconciliations, accounts receivable, accounts payable, dues reports, and general ledger activity.
 - Keeping a full and accurate accounting of all monies received and disbursed as approved by the Board. Processing income vouchers and expense reimbursements, in accordance with the approved budget and expense reimbursement policy.
 - Maintaining and monitoring the reserve funds in compliance with Chapter policy
 - Making recommendations for investment of Chapter funds and ensuring investments are in compliance with any investment policy adopted by the Board.
 - Responding to the Board of Directors and Committee inquiries regarding budgeted items such as travel expenses, and operating budgets for various committees.
 - Reviewing CREW Network membership status reports to verify that Membership funds received are reported accurately. Membership Committee will coordinate with CREW Network for billing of all members annually for dues (including new members).
 - Reviewing annual tax return prior to being presented to Executive Committee for review and approval. Overseeing the filing of the tax return in a timely manner.
 - Coordinating with the Sponsorship Committee and CREW Network to collect, deposit and track sponsorship revenues. Sponsorship plays the lead role in collection and tracking of funds. The Treasurer's role is to authorize the deposit of funds received and to provide oversight and assistance, as required.
 - Coordinating with the Events Committee(s) and CREW Network to deposit all member and guest event fees received. The primary responsibility is to reconcile each event, such as collection of funds, with the pursuit of outstanding receivables being the responsibility of the committee responsible for a specific event.
 - In conjunction with the Executive Committee and with input from all committees, developing the budget for the subsequent year.
 - Serve as Chapter Delegate, if assigned.
 - Attend at least half of chapter events.
- Desired training/characteristics for the position:

- Demonstration of leadership at the committee level
- Proven leadership skills in career/corporate positions
- Proficiency in Microsoft Excel
- Basic understanding of GAAP, budgeting, cash and accrual basis reporting, etc.
- Ability to synthesize new knowledge and train others
- Ability to synthesize disparate views and come to consensus with others
- Strategic thinking and “big picture” planning abilities
- Ability to work as a team member, while delegating responsibilities to others
- Dedication to AZCREW and CREW Network - proven performance and a willingness to put the good of the organization ahead of personal agenda
- Solid sense of fairness
- Comfortable with public speaking (or willingness to grow!)
- Ability to travel occasionally to CREW Network events
- Influence – candidates should possess several of the following influencer qualities:
 - Strong connections with industry leaders
 - Ability to raise sponsorship and project underwriting
 - Stature in the industry/recognition in the field
 - Influential business contacts and/or partnerships

Director

- General activities/duties:
 - Participate as part of the team that oversees the direction and policies and sets the priorities for CREW.
 - Participate in board meetings and develop and lead various leadership/governance initiatives, as needed.
 - Directors may be assigned specific responsibilities based on their strengths, experience, and interests, including participation as a liaison, chair or committee member (or task force).
 - Prepare and/or submit a monthly committee report for the Board Consent Agenda on behalf of assigned role, as needed.
 - Seek out and nurture future leaders
 - Ideally, directors will travel to participate in CREW Network leadership summits and convention to meet their peers in other markets around the globe to make broader connections, advance leadership skills and become better advocates for CREW Network.
 - Support and participate in fundraising for CREW Network Foundation initiatives.
 - Serve as Chapter Delegate, if assigned.
 - Attend at least half of chapter events.
- Desired training/characteristics for the position:
 - Demonstration of leadership at the committee level
 - Proven leadership skills in career/corporate positions
 - Ability to synthesize new knowledge and train others
 - Ability to synthesize disparate views and come to consensus with others
 - Strategic thinking and “big picture” planning abilities
 - Ability to work as a team member, while delegating responsibilities to others
 - Dedication to AZCREW and CREW Network - proven performance and a willingness to put the good of the organization ahead of personal agenda
 - Solid sense of fairness
 - Comfortable with public speaking (or willingness to grow!)
 - Ability to travel occasionally to CREW Network events
 - Influence – candidates should possess several of the following influencer qualities:

- Strong connections with industry leaders
- Ability to raise sponsorship and project underwriting
- Stature in the industry/recognition in the field
- Influential business contacts and/or partnerships