



TORONTO COMMERCIAL REAL ESTATE WOMEN

Real Jobs Day Committee Mandate

1. Role and Responsibilities

The Real Jobs Day Committee (the "Committee") is responsible for creating an informative and fun Real Jobs Day (the "Day") which is designed to introduce grade 11 and 12 girls to the many career opportunities available to them in Commercial Real Estate.

2. Reporting

The Committee will report to the Board of Directors (the "Board") of the Toronto Commercial Real Estate Women (the "Corporation"). The Board liaison will be the Director, Education and Professional Development. A monthly written update is to be provided for Board review and quarterly updates provided at the leadership meetings.

3. Composition of Committee

The Committee shall be comprised of a Chair or two co-Chairs and a Vice Chair or two co-Vice Chairs. The Chair(s)/Vice Chair(s) should actively encourage and recruit new Committee members. There is no limit on the number of Committee members. A larger Committee is beneficial so that Sub-Committees can help coordinate and plan the Program. Continuity and new ideas are equally important.

4. Logistics/Communication

- Create and keep the Committee team organized and focused
- Set meeting dates, agendas, and update Committee as required
- Distribute meeting agendas/minutes of meetings to Committee
- Coordinate updates/newsflashes for the Toronto CREW weekly emails and website.
- All material to be submitted in final draft format per applicable timelines.
- Report to the Board on Committee activities/updates as required
- Determine activities and create "To do" lists as required

5. Mandate

The Chair(s)/Vice Chair(s) should read and be familiar with the CREW Network Playbooks, specifically the Career Outreach Playbook.

The Committee is tasked with the following in preparation for the Day:

- Introductions – coordinate speakers from Ryerson and Toronto CREW to introduce the Real Jobs Day to the students.

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- School Liaison – coordinate with the school’s guidance counselors or teachers in procuring the interested students to the event. Have proper documentation in place, such as applications and waivers.
- Offer Toronto CREW members age-appropriate daughters the opportunity to apply.
- Catering – organize and confirm the number of students that will be attending.
- Scavenger Hunt – coordinate groups of students to participate in scavenger hunt at specified location where they are to answer specific questions as they walk through the location, ensuring that approval has been obtained from the Owner
- Senior and Junior Panel – coordinate speakers from the senior level and junior level who work within the real estate industry to speak to the students and give informative information on their specific job.
- Acquisition Game – coordinate the information packages, questions and participants to assist the students during the game.
- Negotiation Game – coordinate the information packages, questions and participants who will be teaching the game to the students.
- Volunteers – coordinate with the Mentorship Committee to obtain a list of Mentees to assist with the scavenger hunt.
- Loot bags & Prizes – secure donations from resources that will be used for the loot bags and prizes
- Resource Guide and Survey – update and organize the resource guide that will be given to the students.
- Photography – organize a few members from the Committee to take photos throughout the day of the event.
- Marketing – coordinate with the Marketing and Communications Committee re write ups for the web site, and other social media kits.

The Committee can recommend changes to the format of the Day.

These would require Board approval before implementation.

- Creation and maintenance of budget.
- Establish the expense budget.
- Obtain budget approval from the Board.
- Monitor and maintain the budget.
- Approve all invoices, request payment through Toronto CREW.
- Liaise with other Committees.
- Marketing and Communications Committee – re write ups for the web site, and other social media kits.
- Mentorship Committee – re potential Mentees to assist with the Day.
- Toronto CREW Communications Advisor – re registration.



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6. Authority Level

The Committee has full authority to book venues, speakers, and topics once approved by the Board. Preliminary ideas/plans for changing the Day are to be presented by the Board Liaison at Board meetings to ensure programming is in line with organizational objectives.
