



CREW DC Board Service - Benefits and Commitments

The CREW DC Board of Directors works together to accomplish the chapter's strategic goals: Engage; Include; Develop; Foster; Sustain. These goals were established to help our chapter achieve its Vision: Transform the commercial real estate industry by advancing women.

Diversity, equity, and inclusion is woven into CREW DC's fiber and drives creativity and innovation. Serving on the CREW DC Board of Directors is a unique opportunity for leadership and networking among other ambitious men and women working in the commercial real estate field. The Board has a shared mission for a diverse and inclusive membership that nurtures belonging, cultivates connections, fosters growth, celebrates different voices, and develops leaders in commercial real estate.

What are the benefits of serving on the CREW DC Board?

- Increased visibility within industry
- Leadership skills and experience that benefit your chapter and your company, including:
 - Strategic planning and thinking
 - Board leadership experience
 - Consensus building skills
 - Fundraising skills attractive for future board service
 - Motivating and leading volunteers
 - Speaking / presentation skills
 - Impacting the future of women in the industry
- Expanded professional connections
- Metro DC area recognition and exposure
- Opportunity to influence the future direction and benefits of CREW DC membership

What is the time commitment, how much administrative support is provided, and who pays the costs involved?

Time:

- The President role is a three-year commitment as President-Elect, President and Past President
- Other Board positions are a two-year commitment
- A full day transition/planning meeting in November/December each year.
- Monthly two-hour Board meetings in person or virtually.
- Active participation as a fundraiser with the Sponsorship Committee and for specific events.
- Serve as liaison to a CREW DC Committee or Task Force that may require an additional monthly meeting or call.
- Serve as a Champion for a strategic goal.
- Attend a CREWDC event at least monthly.



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- Periodic contact with CREW DC Executive Director and CREW Network staff.
- Periodic coordinating calls with other Directors as needed.

The following chart summarizes an approximate time commitment:

| Board Director Minimum Commitment | | | |
|--|-----------------|-----------------|-------------------------|
| | Hours per Month | Hours per Year | Full Work Days per Year |
| Board Meetings | 2 | 24 | |
| Committee Meetings | 1 | 12 | |
| CREW DC Events (1 per month) | 1-3 | 12 to 36 | |
| Quarterly Board/Committee Co-Chair Training (3hrs x 4) | | 12 | |
| Committee Collaboration Corner | | 1 | |
| Member Meet Up | | 1 | |
| Board Retreat (overnight, noon to noon) | | | 2 |
| Total | 4 to 7 | 74 to 98 | 2 |

| Additional Commitment for Key Positions: <i>P = President; PE = President-Elect, PP = Immediate Past President, T = Treasurer, S = Secretary, Del = Delegate to CREW Network</i> | | | |
|---|-----------------|-----------------|-------------------------|
| | Hours per Month | Hours per Year | Full Work Days per Year |
| Executive Committee: P, PE, PP, T, Sec, Del | 1 | 12 | |
| CNCC Collaboration: P, PE | 1 | 12 | |
| Nominating Committee: P, PE, PP (June, July, August) | | 10-15 | |
| Winter Summit: P, PE, Del | | | 3 |
| Spring Summit: P, PE, Del | | | 3 |
| Fall Summit/Convention: P, PE, Del | | | 4 |
| President Elect Training w/CREW Network: PE | | | 1 |
| Total | 2 | 34 to 39 | 11 |

Support:

- CREW DC Executive Director provides support to the Board, sets up meetings and conference calls; and distributes minutes, reminders and reports to the board.
- CREW DC and CREW Network staff provide guidelines, history and background.



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- CREW DC and CREW Network policies and procedures provide structure and framework.
- CREWDC Executive Director and CREW Network staff manage all administrative functions related to membership, sponsorship, event scheduling and registration, communication to members, website management, accounting and reporting.
- Executive Director is available to help all board members with planning and strategies.

Costs:

CREW DC covers the costs for President, President-Elect (Delegate) and Network Delegate to attend Winter, Spring, and Fall CREW Network Summits and Convention. Costs covered are subject to the spending limits in place for the current year and include hotel nights, airfare, meals and registration fee required.

CREW Network covers the costs for President-Elect to attend mandatory CREW Network training in the fall of the year they are President-Elect. Costs covered are subject to the limits in place for that year and include airfare, hotel, registration fee.

What is the Code of Conduct for Board Directors?

CREW DC leaders share the following values.

- We respect the rights, dignity, and worth of all people.
- We strive to eliminate bias in professional activities.
- We are committed to providing a professional environment at all of our events, welcoming people from diverse backgrounds and wide-ranging points of view.
- We expect all member, nonmembers, vendors, and associated personnel to live up to our pledge to provide a respectful, inclusive, and welcoming environment.
- We do not tolerate any forms of discrimination based on age, gender, race, socioeconomic status and socioeconomic origins, ethnicity, national origin, religion, sexual orientation, gender identity, gender expression, disability, health conditions, political affiliation, marital status, domestic status, parental status, or any other applicable basis proscribed by law.

CREW DC Board Directors hold each other accountable to the following code of conduct.

- Treat others with respect and consideration.
- Be considerate, collegial, and collaborative.
- Communicate openly, with civil attitudes, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other members, guests, volunteers, sponsors, staff, service providers, and all others in attendance.
- If you choose to consume alcohol do so responsibly, safely, and without compromising your duty to act in a professional manner.



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- Obey the code of conduct at any venue, in-person or virtual, where your affiliation with CREW is likely to be displayed or acknowledged.
- Pay attention to your surroundings and other participants. If you notice a dangerous, disruptive, sexist, or discriminatory situation or someone in distress, alert venue staff, Executive Director, and/or other chapter leaders.

Who is eligible for Board service?

Current CREW DC members.

What qualifications are considered by the Nominating Committee in selecting the slate of new CREW DC Board Members?

- Demonstrated leadership abilities (in committee work, service in other industry organization leadership roles, or as otherwise observed by nominating committee and board members),
- Responsiveness and participation as a member
- Effectiveness as a leader advancing women in commercial real estate
- Ability to synthesize disparate views and come to consensus with others for the good of the organization,
- Ability to synthesize new knowledge and lead others,
- Strategic thinking, innovation, and “big picture” planning which evaluates resources realistically and focuses appropriately,
- Ability to work as a team member, while delegating responsibilities to others,
- Dedication to CREW - proven performance and a willingness to put the good of the organization ahead of personal agenda,
- Solid sense of fairness, good judgment, and integrity
- Good speaking skills – comfortable with public speaking.
- Commitment to Diversity, Equity, and Inclusion at CREW DC and the commercial real estate industry

Overview of Leadership Measures to Guide Nominations

Sphere of Influence – candidates should possess the following attributes:

- Strong connections with industry leaders
- Ability to raise sponsorship
- Stature in the industry / recognition in the field
- Substantial leadership and teamwork skills
- Integrity and personal commitment to advancing women in the profession
- Collaborative approach to decision-making
- Washington Metro area reach