



**CREW DC Board of Directors  
Questionnaire for 2024/2025 Board Service**

Name \_\_\_\_\_

**Congratulations**, you have been nominated by your peers to serve as a Board Director for CREW DC during 2024/2025. The Nominating Committee has the difficult task of selecting the best candidates whose leadership skills, and professional qualities match the priorities slated for our organization over the next three to five years. We aim to maximize all the dimensions of visible and invisible diversity in the CREW DC Board. We operate as a Strategic Board.

Because we usually receive more nominees than Board positions available, it is inevitable that not all who are nominated can be invited to serve on the Board. Please know that your application is kept confidential among the nominating committee only – and you are welcome to, in fact we encourage you to apply again in a future year. The needs of the organization continue evolving, the dimensions of the Board change over time – you may be exactly what we need in a future year.

The questions below were drafted with the hope that each candidate will provide the information YOU deem important for the Nominating Committee to select the best leaders for our organization. **All candidates wishing to be considered must submit answers to the CREW DC Executive Director ([kathyallgier@crewdc.org](mailto:kathyallgier@crewdc.org)) no later than July 16, 2023.** Thank you in advance for your thoughtful replies; each candidate has our sincere appreciation for the qualities you bring to our organization.

Sincerely,

**Stephanie Duncan**  
CREW DC 2023 Nominating Committee Chair  
CREW DC Immediate Past President

**Process Outline:**

Nominees Notified:	May 25 through July 9
Applications Available:	May 31
Applicant Questionnaires due to <a href="mailto:kathyallgier@crewdc.org">kathyallgier@crewdc.org</a> :	07.16.2023
Nominating Committee notifies nominees of outcome:	08.14.2023
Finalized slate presented to membership for vote:	September 2023

**Checklist for Candidates**

CREW Biz profile updated by 7.16.2023	(REQUIRED) _____
Questionnaire submitted by 7.16.2023	(REQUIRED) _____
LinkedIn Profile updated by 7.16.2023	(REQUIRED) _____
Resume Included with Application	(REQUIRED) _____
Letter of Support Included with Application	(REQUIRED) _____

*If you have any issues updating your CREWBiz Profile, please reach out to Kathy Allgier for assistance at [kathyallgier@crewdc.org](mailto:kathyallgier@crewdc.org).*



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**MISSION | VISION | STRATEGY**

- Our mission is to transform the commercial real estate industry by accelerating the success of women.
- Our vision is a diverse and inclusive membership that nurtures belonging, cultivates connections, fosters growth, celebrates difference, and develops leaders in commercial real estate.
- Our overarching strategy is to engage, include and develop members and stakeholders, foster the image and impact of CREW, and sustain the organization for the future. Diversity, equity, and inclusion are woven into our fiber, driving creativity and innovation.

**Name:** \_\_\_\_\_

**Board Position Desired:** \_\_\_\_\_

1. Please describe why you are interested in serving as a member of the CREW DC Board.
  - a. Specify the contributions you will make to ensure we move forward to achieve our strategy, mission and vision.
  - b. If you can only accomplish one thing during your term on the CREW DC Board, please describe what that would be and why this is important to you and the organization.
2. CREW DC believes its mission and programming is best executed by a diverse membership and leadership with different backgrounds, skills, opinions and perspectives. We aspire to cultivate an environment of open communication, inclusion, and respect as we accelerate the success of all women in the industry.
  - a. How can CREW DC lead in this important work?
  - b. What will you contribute to that effort?
  - c. What will be challenging for you in addressing diversity, equity and inclusion in our industry?
3. What is the value of CREW to the commercial real estate industry?
  - a. How will you communicate that value to companies and/or potential members to encourage/solicit their support?
  - b. What steps should CREW DC take to remain relevant in a changing world?
  - c. What are the most critical priorities for CREW DC? How do you believe we will accomplish them?
4. Leading any active volunteer organization presents many opportunities and challenges. You will be the Board Liaison to a CREW DC Committee. As the committee liaison, you will support and guide the work of the Committee Co-Chairs to ensure the Committee's activities are aligned with the mission of the Committee and CREW DC. Tell us about your leadership style, conflict resolution approach, consensus building experience. Include what you believe is important for us to know.



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- a. What strengths, talents or characteristics distinguish your leadership style?
  - b. How would advocates describe your leadership style? How would detractors describe your leadership style?
  - c. How do you influence a team to support you as a leader or support an idea or goal?
  - d. Describe a time you disagreed with a colleague – how did you resolve it?
  - e. Describe a time when you moved a difficult group or project forward in spite of differences and disagreements on the team.
5. CREW DC's strategic board focuses on direction, connection, impact and influence. We engage professional staff to execute local back-of-house details and day-to-day responsibilities of the chapter.
- a. How will you ensure that Board Members and Committee Members share roles and responsibilities with paid staff?
  - b. If you and committee members are not busy doing the day to day – what will you use your time with CREW DC to accomplish? Where will you have the most impact?
6. During the year, Board Members, Committees or Members may identify projects that do not fit into the resources available to execute or fund them.
- a. On what basis would you select and adjust priorities?
  - b. How would you handle the response to a disappointed member, committee or Board Member? How would you handle your own disappointment?
7. Sponsorships are a significant portion of our organization's funding, allowing us to keep member dues and event registration fees reasonable. We experience sponsor churn each year. Therefore, retaining current sponsors and attracting new sponsors is essential to our ongoing vitality.
- a. What approaches will you use to bring in new sponsors and support the efforts of the Sponsorship Committee?
8. CREW DC actively supports the mission of CREW Network Foundation. Describe how you view the collaborative work of CREW Network Foundation and share your approach to communicating the value and impact of the Foundation's work.



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### **ADDITIONAL APPLICATION REQUIREMENTS**

Company support of your participation is key to your success. **Please include a letter of support for your participation from your firm leadership.**

Make sure your **CREWBiz** and **LinkedIn Profiles** describe all positions you've held for work, non-profit boards, and within CREW DC and CREW Network. The nominating committee will rely on these sources for details.

**Please include an updated resume** that lists your work experience as well as all positions you previously held or currently hold on boards, committees, organizations and associations outside of your employment.

### **EVALUATION CRITERIA**

The following key categories are used to help the Nominating Committee evaluate candidates for the Board of Directors.

- Sphere of Influence
- Strategic Thinking and Ideas
- Resource Development/Fundraising
- Leadership Experience
- Knowledge/Understanding of CREW
- Board Member Skill Set

### **TIME COMMITMENT**

Board service requires dedication to CREW DC and an appreciation for the tactical work of committees.

Directors will spend at least seven hours each month on CREW DC (84 hours annually): Board meetings, committee meetings, and chapter events. Additional time will be required quarterly and periodically (another 20 hours) – ultimately a Board member may spend up to 100 hours on CREW DC work in a calendar year.

President-Elect, President and Delegate must travel to attend CREW Network events. These roles may spend an additional 30 hours in a year as well as 11 business days attending Network Events: Winter Summit, Spring Summit, Fall Summit + Convention. The President-Elect must commit to an additional day of mandatory CREW Network travel/training in the fall.



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The charts below summarize time commitment for Board Members. Please refer to the document: CREW DC Board Service Benefits and Commitments 2023 for more detailed information.

<b>Board Director Minimum Commitment</b>			
	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
<b>Total</b>	<b>4 to 7</b>	<b>74 to 98</b>	<b>2</b>

<b>Additional Commitment for Key Positions:</b> <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
<b>Total</b>	<b>2</b>	<b>34 to 39</b>	<b>11</b>