



## **CREW DC Board Positions and Responsibilities**

### **POSITION: PRESIDENT**

**GENERAL ACTIVITIES/DUTIES:** Overall planning of CREW DC strategic direction and annual priorities of all CREW DC activities, with the Board, Executive Committee, and Executive Director (ED). Lead CREW DC Board of Directors to advance the organization and the stature of our members and stakeholders. Plan and preside at Board meetings and lead the Executive Committee. Prepare and present CREW DC's strategy, plan, and tactics to members, sponsors, and other stakeholders. Serve as a consultant and advisor to CREW DC Directors and Committee Chairs through online/phone conversations and at events/meetings. Communicate with the Board, Committee Chairs, and members through CREW DC publications, written reports, emails, conference calls, and individual conversations. Travel locally and speak on behalf of CREW DC. Work closely with the ED to make sure resources are available to conduct the priority policies and direction of the Board. The Board has fiduciary responsibilities for oversight and the Board President oversees the evaluation of the ED who is responsible for operations. Board members participate in and assist, as desired, on various task forces and committees. Support and participate in fundraising for CREW DC and CREW Network Foundation initiatives. Train the President-Elect. Represent CREW DC at the CREW Network level and connect as appropriate with leaders from other chapters. Represent CREW DC in the local market through speaking engagements, interviews, and other media. Participate in the Executive Committee of chapter officers.

### **DESIRED TRAINING/CHARACTERISTICS FOR THE POSITION:**

- Demonstration of leadership
- Ability to synthesize new knowledge and train 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 CREW DC: 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 on behalf of CREW DC
- Sphere of Influence – candidates may possess the following:
  - Strong connections with industry leaders
  - Ability to raise sponsorship and develop resources
  - Stature in the industry/recognition in the field

**Note:** Serving as President of CREW DC is a three-year commitment—one year each as President-Elect, President, and Immediate Past President. CREW DC's governance structure relies heavily on an Executive Committee composed of these three positions, plus the Treasurer, the Secretary, the Delegate, and the staff Executive Director. Therefore, in thinking of candidates for the position of President-Elect, please consider the responsibilities related to each President's role.



## **CREW DC Board Positions and Responsibilities**

### **POSITION: PRESIDENT-ELECT**

**GENERAL ACTIVITIES/DUTIES:** Assist the President with overall planning of strategic priorities of the Board and Executive Committee, including participation as a CREW Network Delegate. Prepare and present CREW DC strategy, plan, and tactics to members, sponsors, and other stakeholders. Serve as a consultant and advisor to CREW DC Directors and Committee Chairs through online/phone conversations and at events/meetings. Represent CREW DC at CREW Network events and perform CREW Network Delegate responsibilities. Train to become President of CREW DC. Champion the chapter's five strategic goals. Support and participate in fundraising for CREW Network and CREW Network Foundation initiatives. Participate in the Executive Committee of chapter officers.

The President-Elect also serves as a CREW Network Delegate during this year. Requirements for this role are described in the CREW Network Playbook for Delegates.

CREW Network provides President-Elect Training in October of the calendar year they serve as President-Elect. The President-Elect must be available to attend this training. This date will be provided annually to candidates.

### **DESIRED TRAINING/CHARACTERISTICS FOR THE POSITION:**

All management and leadership skills required to serve as President of CREW DC (see President's Responsibilities).

### **POSITION: IMMEDIATE PAST PRESIDENT**

**GENERAL ACTIVITIES/DUTIES:** Function as an advisor to the President with overall strategic planning of the Board and Executive Committee. Champion the chapter's five strategic goals. Serve as a consultant to CREW DC chapter leaders through online/phone conversations, meetings, and events. Lead the Nominating Committee in the Board of Directors Nomination Process. Support and participate in fundraising for CREW DC and Foundation initiatives. Participate in the Executive Committee of chapter officers.

### **DESIRED TRAINING/CHARACTERISTICS FOR THE POSITION:**

All management and leadership skills required to serve as President of CREW DC (see President's Responsibilities).



## **CREW DC Board Positions and Responsibilities**

### **POSITION: TREASURER**

Two-Year Term

**GENERAL ACTIVITIES/DUTIES:** Participate on the Executive Committee to oversee the direction and policies that set the priorities for CREW DC. Participate in Board meetings to deliver Treasurer reports and financial reporting. Communicate with Committee Chairs and members during the year on CREW DC's strategy, plan, and tactics. Identify and nurture future chapter leaders and support resource development. Support and participate in fundraising for CREW DC and CREW Network Foundation initiatives. The Treasurer may be assigned specific responsibilities based on their strengths, experience, and interests, including participation as a liaison to a standing committee, a task force, or as a strategic goal champion. The Treasurer will demonstrate financial expertise and business acumen through current and former work experience. Participate in the Executive Committee of chapter officers.

### **DESIRED TRAINING/CHARACTERISTICS FOR THE POSITION:**

- Demonstration of leadership as a member or committee chair
- Ability to synthesize new knowledge and train others
- Ability to synthesize disparate views and come to consensus with others
- Understanding of strategic thinking and "big picture" planning
- 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 speaking skills – comfortable with public speaking
- Ability to travel locally on behalf of CREW DC
- Sphere of Influence – candidates may possess the following:
  - Strong connections with industry leaders
  - Ability to raise sponsorship and develop resources
  - Stature in the industry/recognition in the field

**In addition to duties similar to a Director, the Treasurer is charged with the following specific responsibilities as described in the Bylaws:**

"The Treasurer shall ensure that all funds and other property of the Association are maintained and that full and accurate accounts of all monies received and expended for the use of the Association in books belonging to the Association are kept and shall oversee the activities of the Governance Committee (or any substitute therefor). The Treasurer will coordinate the creation of an annual budget and will report to the Board of Directors from time to time on the status of actual versus budgeted activity."



## **CREW DC Board Positions and Responsibilities**

### **POSITION: SECRETARY**

Two-Year Term

**GENERAL ACTIVITIES/DUTIES:** Participate on the Executive Committee to oversee the direction and policies that set the priorities for CREW DC. Participate in Board meetings and communicate with Committee Chairs and members during the year to make presentations on CREW DC's strategy, plan, and tactics. Identify and nurture future chapter leaders and support resource development. Support and participate in fundraising for CREW DC and CREW Network Foundation initiatives. The Secretary may be assigned specific responsibilities based on their strengths, experience, and interests, including participation as a liaison to a standing committee, a task force, or as a strategic goal champion. Participate in the Executive Committee of chapter officers.

### **DESIRED TRAINING/CHARACTERISTICS FOR THE POSITION:**

- Demonstration of leadership as a member or committee chair
- Ability to synthesize new knowledge and train others
- Ability to synthesize disparate views and come to consensus with others
- Understanding of strategic thinking and “big picture” planning
- 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 speaking skills – comfortable with public speaking
- Ability to travel locally on behalf of CREW DC
- Sphere of Influence – candidates may possess the following:
  - Strong connections with industry leaders
  - Ability to raise sponsorship and develop resources
  - Stature in the industry/recognition in the field

### **In addition to duties similar to a Director, the Secretary is charged with the following specific responsibilities as described in the Bylaws:**

It shall be the duty of the Secretary to ensure that a record of all votes, resolutions, and the proceedings of all meetings is kept of the Members of the Association and the Board of Directors and shall oversee the activities of the Communications Committee (or any substitutes thereof). The Association may hire an employee and/or engage a consultant to perform any such duties under the supervision of the Secretary.



## **CREW DC Board Positions and Responsibilities**

### **POSITION: NETWORK DELEGATE**

Two-Year Term

**GENERAL ACTIVITIES/DUTIES:** Participate on the Executive Committee to oversee the direction and policies that set the priorities for CREW DC. Participate in Board meetings and communicate with Committee Chairs and members on CREW DC's strategy, plan, and tactics. Support and participate in fundraising for CREW DC and CREW Network Foundation initiatives. Delegate may be assigned specific responsibilities based on their strengths, experience, and interests, including participation as a liaison to a standing committee, a task force or as a strategic goal champion. Participate in the Executive Committee of chapter officers.

The Network Delegate is responsible for representing CREW DC at CREW Network meetings. Further detail on responsibilities is provided by the Delegate Playbook. A Delegate's primary job is to be a liaison between CREW Network and CREW DC. Delegates are the voting representatives for CREW DC within CREW Network and cast our chapter's votes on all issues brought before CREW Network.

### **DESIRED TRAINING/CHARACTERISTICS FOR THE POSITION:**

- Demonstration of leadership as a member or committee chair
- Ability to synthesize new knowledge and train others
- Ability to synthesize disparate views and come to consensus with others
- Understanding of strategic thinking and "big picture" planning
- 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 speaking skills – comfortable with public speaking
- Ability to travel locally on behalf of CREW DC
- Sphere of Influence – candidates may possess the following:
  - Strong connections with industry leaders
  - Ability to raise sponsorship and develop resources
  - Stature in the industry/recognition in the field



## **CREW DC Board Positions and Responsibilities**

### **POSITION: DIRECTOR**

Two-Year Term

**GENERAL ACTIVITIES/DUTIES:** Participate as part of the Board of Directors that oversees the strategic direction, governance policies and sets the priorities for CREW DC. Participate in Board meetings and communicate with Committee Chairs and members during the year on CREW DC's strategy, plan, and tactics. Identify and nurture future chapter leaders, supporting resource development. Support and participate in fundraising for CREW DC and CREW Network Foundation initiatives. A Director may be assigned specific responsibilities based on their strengths, experience, and interests, including participation as an Advisor to a standing committee, a task force, or as a strategic goal champion.

### **DESIRED TRAINING/CHARACTERISTICS FOR THE POSITION:**

- Demonstration of leadership as a member or committee chair
- Ability to synthesize new knowledge and train others
- Ability to synthesize disparate views and come to consensus with others
- Understanding of strategic thinking and “big picture” planning
- 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 speaking skills – comfortable with public speaking
- Ability to travel locally on behalf of CREW DC
- Sphere of Influence – candidates may possess the following:
  - Strong connections with industry leaders
  - Ability to raise sponsorship and develop resources
  - Stature in the industry/recognition in the field