



## **POSITION: DIRECTOR OF WOMEN OF INFLUENCE**

**GENERAL ACTIVITIES/DUTIES:** It shall be the duty of the Director of the Annual Awards program to oversee and direct the following activities: plan the annual award competition, including identifying award categories and the criteria for each award, organizing the selection process and then managing the awards event, publicity and sponsorship, program development, and such other duties as designated by the Board of Directors.

### **SPECIFIC POSITION EXPECTATIONS:**

- Recruit a committee to determine the theme and award categories with criteria for each award.
- Collaborate with the Communications Director to make the Denver CRE community aware of the awards and solicit nominations.
- Organize the awards judging event to pick winners in the designated categories.
- Work with the Chapter Administrator to identify a venue for the awards gala and help organize the event, including identifying an emcee and/or paid speaker.
- Collaborate with the Communications Director to market the awards gala as well as the award nominees leading up to the event.
- Collaborate with the Sponsorship Director to sell tables and sponsorships at the event.
- Collaborate with the Communications Director to produce a post-event supplement in the Colorado Real Estate Journal highlighting CREW Denver, CREW Denver leadership, the awards program and that year's award's recipients.

### **ALL BOARD POSITIONS GENERAL ACTIVITIES/DUTIES:**

- Overall planning of CREW Denver direction and priorities and coordination of all CREW Denver activities, with other Board members and committee chairs.
- Regular communication with committee members and chairpersons to communicate Board goals and strategy.
- Regular communication with the Board through written reports, email, conference calls and individual conversations.
- Attendance at CREW Denver events.
- Participate with the CREW Denver Board of Directors in achieving the CREW Denver mission – to advance the careers of women in commercial real estate.
- Increase credibility and visibility of CREW Denver both locally and nationally.
- See that CREW Denver's activities are in support of the Strategic Plan and priorities set by the Board.
- Consider becoming a corporate sponsor of CREW Denver (encouraged, but not required).

### **EXPECTATIONS**

- Attend monthly Board meetings, prepare Board reports and other materials, and review Board reports in advance of meetings to allow for strategic meetings.



- Attend committee meetings. Communicate updates and information to committees to ensure that committees have relevant, timely information about CREW Denver goals, commitments and strategies.
- Attend two all-day (or half-day) meetings during third or fourth quarter for transition or strategic planning and a general business meeting – dates and locations to be determined by the 2018 Board.
- Participate in Board meetings and work with out-going Director prior to taking office to ensure smooth leadership transition. In particular, work with out-going Director to prepare budget and calendar for upcoming year and identify committee leaders. Similarly, at end of term, mentor incoming Directors to ensure smooth leadership transitions.
- Work with committees to identify committee chairs and succession strategies at the committee level.
- Attend monthly luncheons and networking events. All Directors are encouraged to attend the CREW Network Leadership Summits (twice per year) and the annual CREW Network Convention and Marketplace (in fall)
- Mentor committee members in their leadership development and role in the organization to empower committees to achieve their goals and find paths to further leadership opportunities in the organization, their careers and the community.

**DESIRED TRAINING/CHARACTERISTICS FOR ALL BOARD POSITIONS:**

- 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
- Good speaking and writing skills
- Dedication to the CREW Denver - proven performance and willingness to put the good of the organization ahead of personal agenda
- Good sense of fairness