



**Board of Directors
Job Descriptions
2025**

Officers:

President
President Elect
Vice President
Secretary
Treasurer
Immediate Past President

Chair Members:

Membership Chair
Programs Chair
Communications Chair
Sponsorship Chair
Foundation Chair

General Board Members:

Director

All positions: Officers, Chairs and General Board members attend monthly Board of Director (BOD) Meetings and are expected to attend at least one chapter event monthly. Each Board member serves as a Chapter champion, promoting the chapter, invites guests to meetings, recruits new members and represents the chapter in a positive and supportive manner. Board members are expected to make an additional discretionary donation to the Foundation and solicit at least one annual sponsor and one sponsor for special events. Officers and Chairs prepare and submit a monthly report in advance of each BOD meeting. Chairs prepare an annual budget committee request for review by the BOD and inclusion in the annual Chapter budget, actively recruit and on-board new committee members and identify and train committee Co-Chair(s).

President: The President facilitates Board of Director meetings and leads the BOD to achieve Chapter goals. The President, in conjunction with the Programs Chair, facilitates monthly luncheons. The President serves as the Chapter delegate and attends delegate meetings and



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leadership summits three times per year. The President serves as, or delegates, the BOD liaison to ad-hoc committees and participates in the Past Presidents Council meetings.

Immediate Past President: The Immediate Past President chairs the Past Presidents Council, coordinates annual elections, and ensure chapter records are preserved. The Immediate Past President also coordinates Ambassadors to welcome new members and guests and, in conjunction with the Membership Chair, plans new member events and membership drives.

President Elect: The President Elect serves as a Chapter delegate and attends delegate meetings and leadership summits three times per year. The President Elect serves as a Foundation Champion and encourages CREWFirst including member to member business reporting. The President Elect assists the President as necessary including running board meetings in the President's absence.

Vice President: The Vice President is a succession planning position and provides back-up to the President and President Elect as well as Chairs.

Secretary: The Secretary maintains Chapter records and prepares, in conjunction with the President, the Board meeting agendas.

Treasurer: The Treasurer maintains the Chapter financial records. The Treasurer provides full financial packages to the Board monthly, coordinates all deposits and payments for the Chapter and completes annual filings (taxes, Sunbiz, etc). The Treasurer ensures payments are per Chapter Budget and must be able to be a signatory on the Chapter bank account.

Membership Chair: The Membership Chair actively recruits and coordinates approval of new members and ensures new members are welcomed and introduced to members and Committee Chairs of choice. The Membership Chair tracks guests and non-member attendance and encourages them to join our Chapter. The Membership Chair assists members with CREWBiz profiles and drafts the annual membership dues proposal for BOD approval.

Programs Chair: The Programs Chair plans and produces monthly luncheons, lunch and learns, after hours and socials. The Programs Chair ensures that monthly luncheon topics are timely and of interest to Chapter members. The Programs Chair assists with the weekly chapter newsletter.



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Communications Chair: The Communication Chair documents Chapter events, taking photos and videos and shares post event via social media channels. The Communications Chair promotes all Chapter events via social media. The Communications Chair coordinates the weekly chapter newsletter and chapter website.

Sponsorship Chair: The Sponsorship Chair recruits and retains annual Chapter sponsors. The Sponsorship Chair assists with special events which include sponsorship opportunities. The Sponsorship Chair ensures that sponsors are aware of and utilizing sponsor benefits.

Foundation Chair: The Foundation Chair serves as a CREW Foundation Champion. The Foundation Chair creates and implements a plan to ensure the Chapter reaches the Trifecta within the first quarter of the Foundation fiscal year (Nov to Jan). The Foundation Chair plans and implements CREW Career and UCREW events. The Foundation Chair raises awareness of the Foundation pillars and ensures scholarship opportunities and research papers are shared with members.

Director: The Director assists with chapter events, special projects, and committees. This is a succession planning position.