



## **TORONTO COMMERCIAL REAL ESTATE WOMEN**

### **Partnership Committee Mandate**

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#### **1. Role and Responsibilities**

The Partnership Committee (the "Committee") identifies appropriate partners annually to ensure partnership revenue meets the minimum level required to fund annual operating costs.

#### **2. Reporting**

The Committee will report to the Board of Directors (the "Board") of the Toronto Commercial Real Estate Women (the "Corporation"). The Board liaison will be the President Elect. A monthly written update is to be provided for Board review and quarterly updates provided at the leadership meetings.

#### **3. Composition of Committee**

The Committee shall be comprised of a Chair or two co-Chairs and a Vice Chair or two co-Vice Chairs. The Chair(s)/Vice Chair(s) should actively encourage and recruit new Committee members. A larger Committee is beneficial so that Sub-Committees can help coordinate activities. Continuity and new ideas are equally important.

#### **4. Logistics/Communication**

- Create and keep the Committee team organized and focused.
- Set meeting dates, agendas, and update Committee as required.
- Distribute meeting agendas/minutes of meetings to Committee.
- Coordinate updates/newsflashes for the Toronto CREW weekly emails and website.
- All material to be submitted in final draft format per applicable timelines.
- Report to the Board on Committee activities/updates as required.
- Determine activities and create "To do" lists as required.

#### **5. Mandate**

The Chair(s)/Vice Chair(s) should read and be familiar with the [CREW Network Playbooks](#).

- Identify prospective partners and current partners by October 1st, of prior year.
- Prepare introduction letter and update partnership form by October 15th, of prior year.
- Mail out first request to all prospective partners on lists by October 15th of prior Year.

- Follow up with phone calls to all new prospective partners and those not responding within two weeks of mailing and emails as required for the following two weeks.
- Organize bi-weekly committee meetings from August to February.
- Coordinate with the Toronto CREW Administrator to ensure that money is received.
- Obtain reports from the Toronto CREW Administrator to manage accounting and update Board Liaison and Committee Members.
- Send all partners a "Thank You" letter and token gift for supporting Toronto CREW, and/or host a Partnership Thank You reception.
- Send a mid-year communication piece to all partners to illustrate Toronto CREW events and successes.
- Liaise with Toronto CREW Administrator to ensure that partners are informed of the various events that they receive complimentary tickets to (i.e., Golf and Signature event).
- Liaise with Toronto CREW Administrator to ensure that all partners of the previous year are invited to the year-end annual celebration as final "Thank You" for their annual support.
- Creation and maintenance of budget.
- Establish the revenue and expense budget.
- Obtain budget approval from the Board.
- Monitor and maintain the budget.
- Work closely with Toronto CREW Administrator to partnership receipts.
- Approve all invoices, request payment through Toronto CREW.
- Liaise with other Committees.
- Marketing and Communications Committee – ensure that partnership material (brochure, thank you cards, partner recognition digital and physical banners, etc.) are updated as requested by the Committee.
- Golf Committee – Golf related offerings to the various partnership levels.
- Programs Committee – Program related offerings to the various partnership levels.
- Toronto CREW Administrator – Partnership receipts vs. commitments, invitations to events with complimentary tickets.

## **6. Authority Level**

The Committee has authority to make recommendations to the Board for changes to the program.