

## **CREWBaltimore Job Description**

**TITLE:** President –Elect and Delegate

### **BASIC INFORMATION AND MISSION:**

The President-Elect starts the first year of a three-year commitment to a CREWBaltimore Board position. In this role, the President-Elect also serves as one of the two Chapter Delegates. President-Elect serves as an integral member of the leadership team, assisting the President in the strategic planning and execution of the organization's activities. This forward-looking role involves serving the Chapter by completing special projects as directed by the President, participating in the Executive Committee, and preparing for the transition to the Presidency. The President-Elect is a key figure in resource development, fundraising, and represents the organization at various events, demonstrating leadership and commitment to the organization's goals.

### **DUTIES/RESPONSIBILITIES:**

- Assist the President in the overarching planning and coordination of Board activities ensuring alignment with the Chapter's Mission and Strategic Plan.
- Actively participate in and contribute to the Executive Committee, aiding in strategic decisions and the direction of the organization.
- Provide consultancy and advice to Chapter leaders through diverse communication channels, including online/phone interactions and in-person meetings.
- Learn and understand the essential processes and procedures for the future role as President of CREWBaltimore.
- Participate in fundraising efforts for CREWBaltimore demonstrating dedication to the Chapter's mission.
- Represent the Chapter and speak at events, particularly when the President is unavailable, ensuring consistent leadership presence and engagement.
- Facilitate monthly Director coordination liaison calls, maintaining effective communication and alignment across the Chapter.
- Assist the President with selecting external advisors and/or vendors for services such as photography, marketing, etc.
- Attend all regular Board meetings, Executive Committee meetings, and major Chapter events
- Uphold all tenets outlined in board MOU
- Prepare correspondence and other documents at the request of the President or Executive Committee
- Self-educate on CREW Network and CREW Foundation
- Actively recruit new chapter members and sponsors
- Serve as an active member on a chapter committee(s)
- Read Delegate Playbook
- Get input from board on issues to be voted on at CREW Network leadership summits and conventions
- Travel 3x/year to represent CREWBaltimore at all CREW Network leadership summits and conventions, including attending delegate leadership meetings, and casting votes on behalf of CREWBaltimore

- Report to board on CREW Network information disseminated at leadership summits and conventions
- Ensure chapter is aware of and compliant with CREW Network deadlines including nominations for awards and applications for scholarships, etc.

**QUALIFICATIONS/SKILLS NEEDED/DESIRED:**

- Demonstrated leadership and management capabilities, with a strategic approach to guiding the Chapter.
- Experience in program development, effective public speaking, and engaging a wide-ranging audience.
- Commitment to learning and adapting to the roles and responsibilities necessary for future Presidency.
- Strong interpersonal and communication skills, fostering teamwork and collaboration.
- Dedication to the CREW Network's values and mission, aiming to make a significant impact during and beyond the tenure.