

## CREW DC Board Service - Benefits & Commitments

The CREW DC Board of Directors works together to accomplish the chapter's strategic goals: empower members to succeed, be the premier place for business and industry influence, develop leaders and strengthen the chapter, and ensure long-term sustainability. These goals were established to help our chapter achieve its Mission: Transform the commercial real estate industry by advancing the achievements of ALL women.

Diversity and inclusion are woven into CREW DC's fiber and drive creativity and innovation. Serving on the CREW DC Board of Directors is a unique opportunity for leadership and networking among other ambitious men and women working in the commercial real estate field. The Board has a shared mission to deepen member value, foster leadership and strengthen our chapter for years to come.

### What are the benefits of serving on the CREW DC Board?

- Increased visibility within the industry
- Leadership skills and experience that benefit your chapter and your company, including:
  - Strategic planning and thinking
  - Board leadership experience
  - Consensus-building skills
  - Fundraising skills that are attractive for future board service
  - Motivating and leading volunteers
  - Speaking / presentation skills
  - Impacting the future of women in the industry
- Expanded professional connections.
- Metro DC area recognition and exposure
- Opportunity to influence the future direction and benefits of CREW DC membership

### What is the time commitment, how much administrative support is provided, and who pays the costs? Time:

- The President's role is a three-year commitment as President-Elect, President, and Past President.
- Other Board positions are a two-year commitment.
- A 1.5-day Board Retreat, a half-day Committee Transition Meeting & a four-hour Board Training each year
- Monthly two-hour Board meetings in person (virtual participation may be accommodated on an occasional, case-by-case basis)
- Active participation as a fundraiser with the Sponsorship Committee and for specific events
- Serve as an Advisor to a CREW DC Committee or Task Force and participate in monthly meetings.
- Serve as a Champion for our strategic goals.
- Attend a CREW DC event at least monthly.
- Periodic contact with the CREW DC Executive Director and the CREW Network staff
- Periodic coordinating calls with other Directors as needed.

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The following chart summarizes an approximate time commitment:

Board Director Minimum Commitment			
	Hours per Month	Hours per Year	Full Workdays per Year
Board Meetings	2	24	
Committee Meetings	1	12	
CREW DC Events (1 per month)	1-3	12 to 36	
Quarterly Board/Committee Co-Chair Training (3hrs x 4)		12	
Committee Transition Meeting		4	
Chapter Event Attendance	1-2	12-24	
Committee Collaboration		4	
Board Retreat (November 9 and 10)			2
Total	5 to 8	80 to 116	2

<b>Additional Commitment for Key Positions:</b> <i>P = President; PE = President-Elect, PP = Immediate Past President, T = Treasurer, S = Secretary, Del = Delegate to CREW Network</i>			
	Hours per Month	Hours per Year	Full Workdays per Year
Executive Committee: P, PE, PP, T, Sec, Del	1	12	
CNCC Collaboration: P, PE	1	12	
Nominating Committee: P, PE, PP (June, July, August)		10-15	
Winter Summit: P, PE, Del			3
Spring Summit: P, PE, Del			3
Fall Summit/Convention: P, PE, Del			4
President & President-Elect Training w/CREW Network: P, PE			1
Total	2	34 to 39	11



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### Support:

- CREW DC's Executive Director and Administrative Team support the Board, set up meetings and conference calls, and distribute minutes, reminders, and reports to the Board.
- CREW DC and CREW Network staff provide guidelines, history, and background.
- CREW DC and CREW Network policies and procedures provide structure and framework.
- CREW DC Executive Director and CREW Network staff manage all administrative functions related to membership, sponsorship, event scheduling and registration, communication to members, website management, accounting, and reporting.
- The Executive Director and Administrative Team are available to help all board members with planning and strategies.

### Costs:

CREW DC covers the costs for the President, President-Elect (Delegate), and Network Delegate to attend the Winter, Spring, and Fall CREW Network Summits and Convention. The costs are subject to the spending limits in place for the current year and include hotel nights, airfare, meals, and registration fees.

CREW Network covers the costs for the President and President-Elect to attend mandatory CREW Network training in the fall of their election year. The covered expenses are subject to the limits in place for that year and include airfare, hotel, and registration fees.

Board members are expected to pay their registration fees for CREW DC events and to maintain their CREW DC membership in good standing for the duration of their elected term.

### What is the Code of Conduct for Board Directors?

Our current code of conduct is attached to the information packet provided. All Board members will be asked to sign it.

CREW DC leaders share the following values.

- We respect the rights, dignity, and worth of all people.
- We strive to eliminate bias in professional activities.
- We are committed to providing a professional environment at all our events, welcoming people from diverse backgrounds and wide-ranging points of view.
- We expect all members, nonmembers, vendors, and associated personnel to live up to our pledge to provide a respectful, inclusive, and welcoming environment.
- We do not tolerate any forms of discrimination based on age, gender, race, socioeconomic status and socioeconomic origins, ethnicity, national origin, religion, sexual orientation, gender identity, gender expression, disability, health conditions, political affiliation, marital status, domestic status, parental status, or any other applicable basis proscribed by law.

### Who is eligible for Board service?

Current CREW DC members in good standing.

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### What qualifications are considered by the Nominating Committee when selecting the new CREW DC Board Members?

- Demonstrated leadership abilities (in committee work, service in other industry organization leadership roles, or as otherwise observed by the nominating committee and board members)
- Responsiveness and participation as a member
- Effectiveness as a leader in advancing women in commercial real estate.
- Ability to synthesize disparate views and consensus with others for the organization's good.
- Ability to synthesize new knowledge and lead others.
- Strategic thinking, innovation, and “big picture” planning, which evaluates resources realistically and focuses appropriately.
- Ability to work as a team member while delegating responsibilities to others
- Dedication to CREW—proven performance and a willingness to put the organization's good ahead of personal agenda.
- Solid sense of fairness, good judgment, and integrity
- Good speaking skills—comfortable with public speaking
- Commitment to a culture of inclusion and belonging that inspires engagement, breaks down barriers, and accelerates growth and collaboration for our chapter, members, and partners.

### Overview of Leadership Measures to Guide Nominations

- Strong connections with industry leaders
- Ability to raise sponsorship
- Stature in the industry/recognition in the field
- Substantial leadership and teamwork skills
- Integrity and personal commitment to advancing women in the profession
- Collaborative approach to decision-making
- Washington Metro area reach