



RESPONSIBILITIES

CREW Greater Philadelphia Board of Directors

The CREW Greater Philadelphia Board of Directors is comprised of the President, President-Elect (who shall also be a Network Delegate), Treasurer, Secretary, Immediate Past President, Network Delegate and five (5) At-Large Directors. In order to serve on the Board, a member must be in good standing. Board Members cannot serve as a chairperson of a standing committee unless permitted by the Board and cannot serve in more than one officer position on the Board. Members of the Board of Directors serve as advocates on behalf of the Chapter. The key responsibilities for members of the Board of Directors are to (i) attend the monthly Board meetings; (ii) be prepared and informed before each Board meeting by reading the board report materials provided to you; (iii) understand the Chapter's Bylaws, strategic plan and guidelines; (iv) actively participate in Board discussions; (v) determine the Chapter's goals and priorities; and (vi) evaluate the Chapter's programs and purposes.

In a continued effort to further the mission of CREW Greater Philadelphia and CREW Network, it is strongly encouraged that each Board member make a personal contribution to support CREW Network Foundation in order to assist in achieving its fundraising goals. Additionally, it is strongly recommended that the Board of Directors support the chapter's financial goals through either Annual Sponsorship or a Personal Pledge. As a leader of the Chapter, it is also expected that a Board member will attend a majority of the events held throughout the year, especially those designed to achieve strategic goals set forth by the committees.

As required by the Bylaws, the Board of Directors must meet no less than nine (9) times per year. For 2027 Board meetings will be held on the second Thursday of every month beginning at approximately 9:00 AM. In-person meetings will be held quarterly at a location to be determined. The remaining meetings will be virtual.

President

The President shall be the chief executive officer of the Chapter. The President shall have general charge and supervision of the business of the Chapter and shall exercise or perform all the powers and duties usually incident to the office of the President.

Responsibilities include:

- Presiding over monthly Executive Committee meetings.
- Presiding over monthly Board meetings.
- Coordinating the Consent Agenda for all Board meetings. The Board Report should be sent to the Board at least five (5) business days in advance of the Board meeting.
- Attending CREW Network Leadership Summits held in the Winter, Spring and Fall (in conjunction with CREW Network Convention & Marketplace). Travel & conference expenses as defined in the Policy for CREW Network Convention and Leadership Summit Stipend Recipients reimbursed by CREW Greater Philadelphia.
- Preparing the agenda and content for the Annual Meeting.
- Delivering welcome remarks and announcements at all regularly scheduled Chapter events and meetings.
- Planning, scheduling and presiding over the Mid-year Retreat during the 2nd quarter of the year.
- Assisting the President-Elect in planning the incoming Board Retreat during the 4th quarter of the year.
- Scheduling and planning the Annual Incoming President Tea/Gathering.
- Understanding and communicating the mission and operations of CREW Greater Philadelphia and CREW Network.
- Proposing Task Forces to undertake and implement strategic initiatives as identified by the Board.
- Serving on the Executive Committee.
- Serving as the point of contact for outside entities that wish to do business with CREW Greater Philadelphia.
- Soliciting nominations for CREW Greater Philadelphia Chapter Awards and CREW Network Impact Awards.

President-Elect

The President-Elect generally assists the President and performs tasks as may be prescribed by the Board.

Responsibilities include:

- Performing the duties of the President if the President is unable to act for any reason.
- Serving as second Delegate to CREW Network and attending CREW Network Leadership Summits. Travel & conference expenses as defined in the Policy for CREW Network Convention and Leadership Summit Stipend Recipients reimbursed by CREW Greater Philadelphia.
- Delegates are the voting representatives for their chapter, and as such cast their chapter's votes on all issues. In coordination with the CREW Network Delegate (first Delegate) share with the CREW Greater Philadelphia Board any issues coming for vote, solicit feedback from the Board, and cast vote(s) per the Chapter's decision.
- Articulating the mission and operations of CREW Greater Philadelphia and CREW Network.
- Serving on the Executive Committee.
- Participating with the Delegate at the quarterly meetings of Committee Co-Chairs.
- Serving as Co-Chair of the Election Committee.
- Preparing a monthly report for the Board Consent Agenda.
- Participating in CREW Network Board Hosted calls and communicating the discussion points in the monthly board report.
- Attending at least half of the scheduled Chapter events, and acting as a greeter at events, when assigned.
- Attending the Mid-year Retreat during the 2nd quarter of the year.
- Planning, scheduling and presiding over the incoming Board Retreat during the 4th quarter of the year.
- Soliciting nominations for CREW Greater Philadelphia Chapter Awards and CREW Network Impact Awards.

Treasurer

The Treasurer shall be the chief financial officer of the Chapter and shall have fiduciary oversight of all funds of the Chapter.

Responsibilities include:

- Serving on the Executive Committee.
- Verifying that all funds are deposited in such bank or banks as may be designated from time to time by the Board.
- Reporting on the financial condition of the Chapter at each monthly Board Meeting and Annual Meeting by including bank reconciliations, accounts receivable, accounts payable, dues reports, and general ledger activity.
- Keeping a full and accurate accounting of all monies received and disbursed as approved by the Board. Processing income vouchers and expense reimbursements, in accordance with the approved budget and expense reimbursement policy.
- Ensuring the reserve funds are maintained in compliance with the Chapter's Reserve Fund Policy.
- Making recommendations for investment of Chapter funds and ensuring investments are in compliance with any investment policy adopted by the Board.
- Responding to the Board of Directors and Committee inquiries regarding budgeted items such as travel expenses, and operating budgets for various committees.
- Reviewing CREW Network membership status reports to verify that Membership funds received are reported accurately. Membership Committee will coordinate with CREW Network for billing of all members annually for dues (including new members).
- Reviewing annual tax return prior to being presented to Executive Committee for review and approval. Overseeing the filing of the tax return in a timely manner.
- Coordinating with the Corporate Engagement Committee and CREW Network to collect, and track sponsorship revenues. Sponsorship plays the lead role in collection and tracking of funds. The Treasurer's role is to authorize the deposit of funds received and to provide oversight and assistance, as required.
- Coordinating with the Events Committee and CREW Network to Ensure all member and guest monthly event fees are received and deposited by CREW Network. The primary responsibility is to reconcile each event, such as collection of funds, with the pursuit of outstanding receivables being the responsibility of the committee responsible for a specific event.
- Assisting with the preparation of a budget for the Annual Luncheon and any other signature event. Accounting for the Annual Luncheon is handled by CREW Network (as the event runs through CREW Network Foundation and not CREW Greater Philadelphia books).
- In conjunction with the Executive Committee and with input from all committees, developing the budget for the subsequent year.
- Attending at least half of the scheduled Chapter events, and acting as a greeter at events, when assigned.
- Attending the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.

Secretary

The Secretary maintains the official records of the Corporation, including, without limitation, minutes of the meetings of the Board and Executive Committee. The Secretary shall have competent knowledge of Roberts Rules of Order and shall assist in the proper conduct of meetings of the Board, the Executive Committee and the Annual Meeting.

Responsibilities include:

- Serving on the Executive Committee.
- Keeping a record of the proceedings and votes of all monthly Board meetings.
- Preparing the minutes of the monthly Board meetings.
- Updating the Board Motion Book and the Policies and Procedures Book.
- Assisting the Board of Directors as required during monthly Board meetings for compliance with Bylaws, formation of motions, procedures and voting.
- Reviewing and approving contracts for signature by the President.
- Attending at least half of the scheduled Chapter events, and acting as a greeter at events, when assigned.
- Attending the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.



Past President

The Past President serves as an ex-officio member of the Board.

Responsibilities include:

- Serving on the Executive Committee.
- Assisting the President in the orderly transition of authority.
- Serving in an advisory capacity to the current Board (as needed) in running the Chapter.
- Engaging Past Presidents to continue to stay involved and participate in event and leadership activities within the Chapter.
- Serving as Chair of the Election Committee.
- Developing and leading the chapter's Leadership Program or Mentorship Program (alternating annually).
- Attending at least half of the scheduled Chapter events, and acting as a greeter at events, when assigned.
- Attending the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.

CREW Network Delegate

The CREW Network Delegate serves as an ambassador representing CREW Network soliciting and conveying information to and from Network and providing national perspective to the Chapter.

Responsibilities include:

- Attending CREW Network Leadership Summits held in the Winter, Spring and Fall (in conjunction with CREW Network Convention & Marketplace). Travel & conference expenses as defined in the Policy for CREW Network Convention and Leadership Summit Stipend Recipients reimbursed by CREW Greater Philadelphia.
- Delegates are the voting representatives for their chapter, and as such cast their chapter's votes on all issues. Share with the CREW Greater Philadelphia Board any issues coming for vote, solicit feedback from the Board, and cast vote(s) per the Chapter's decision.
- Participating in CREW Network Board hosted calls. Encourage appropriate Committee Co-Chairs to participate in those calls. Include the ideas discussed on those calls in the monthly Board Report.
- Discussing issues with other Chapter Delegate and the CREW Greater Philadelphia Board. Solicit feedback from other Chapter Delegates regarding any issues the Chapter may have.
- Promoting CREW Network Convention and Leadership Summits to the Chapter and developing a stipend plan to increase Chapter attendance at these events.
- Preparing a monthly report for the Board Consent agenda.
- Encourage members to submit nominations for the Chapter's annual awards. Identify and lead a group to review all nominations and make award selections. Order physical awards for distribution at Chapter's holiday gathering.
- Encourage members to submit nominations for CREW Network annual awards. Identify and lead a group to review, prepare, and submit nominations by submission deadline.
- Nominate (or self-nominate) a delegate to serve on CREW Network's Nominating Committee.
- Submit nominations (or self-nominate) for CREW Network Board service.
- Providing a list of CREW Network accomplishments for reporting at the Annual Meeting.
- Coordinating and conducting quarterly, in-person meetings with the Committee Co-Chairs.
- Attending at least half of the scheduled Chapter events, and acting as a greeter at events, when assigned.
- Attending the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.

At-Large Director

Responsibilities include:

- Actively participating in discussions and brainstorming sessions that occur at Board meetings. As a strategic thinker, an At-Large Director is counted on for advice, ideas and opinions.
- Encouraging potential members to join the Chapter, welcoming new members, soliciting input from members at functions and relaying the feedback back to the Board.
- Serving as the representative of a standing committee to the Board. Responsibilities include coordinating and overseeing the efforts of the standing committee to which you are assigned, including executing any initiatives and/or responsibilities assigned to such committee under the Chapter's Strategic Plan, assisting in the standing committee's presentations to the Board and preparation of the annual budget, and providing guidance from the Board when required on issues arising at the committee level. Also stepping in as interim Co-Chair if a Co-Chair is unable to fulfill her/his duties, until such time that another Co-Chair is appointed by the Board.
- Providing a list of Committee accomplishments (for which that At-Large Director is the liaison) to be presented to members at-large during the Annual Meeting.
- Participating on Task Forces established to implement strategic initiatives as identified by the Board.
- Attending at least half of the scheduled Chapter events, and acting as a greeter at events, when assigned.
- Attending the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.



RESPONSIBILITIES

CREW Greater Philadelphia Committee Co-Chairs

The CREW Greater Philadelphia Committee Co-Chairs are required to attend CREW Greater Philadelphia Board meetings when requested to present their respective strategic initiatives. Committee Co-Chairs are required to attend in-person quarterly Committee coordination meetings with the CREW Network Delegates.

Committee Co-Chairs are expected to provide feedback to the Board to assist with succession planning for the following year.

Committee Co-Chairs shall divide responsibilities equitably at their discretion.

Communications Co-Chairs

The mission of the Communications Committee is to create avenues of communication that inform members about the activities of CREW Greater Philadelphia and to obtain publicity and awareness opportunities for CREW Greater Philadelphia and its members to the real estate community and the community at large.

Tasks include:

- Assembling Communications Committee and holding regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Developing/reviewing for Board approval the committee guidelines to set goals and actions steps in accordance with the strategic plan when requested by the Board.
- Preparing a committee budget for Board approval (typically in the Fall of each year). Tracking costs.
- Promoting CREW Greater Philadelphia in accordance with the strategic direction of the Chapter as established by the Board.
- Coordinating public relations and social media efforts to ensure that CREW Greater Philadelphia is receiving the best exposure in the marketplace without duplication of effort.
- Ensuring the proper usage of all branding and associated guidelines (logos, etc.) of CREW Greater Philadelphia.
- Preparation of marketing materials (signage, flyers, etc.) that will support events and further engage or attract members.
- Developing and maintaining relationships with media partners: editors, writers, etc. and invite to signature events. Maintaining and updating a media distribution list.
- Approving content for weekly e-mail blasts (News/Membership Blast and Events/Sponsorship Blast).
- Ensuring that all committee members are soliciting information from members to include in member news: new job positions or promotions, member-to-member business, awards and recognitions.
- Overseeing the allocation of committee member responsibilities (example website updating, weekly e-mail blasts, linked-in postings and member approvals), committee liaison positions and relevant procedures for coordination with all other Committee Co-Chairs.
- Coordinating with the Events Committee to prepare media alerts for upcoming events and press releases for noteworthy occurrences. Coordinating with the Corporate Engagement Committee to maintain current sponsor logos for e-mail blasts.
- Preparing committee meeting agendas and minutes, and distributing to committee members. Uploading agendas and minutes to OneDrive.
- Preparing a monthly report for the Board Consent Agenda.
- Providing a list of Committee accomplishments (with the assigned At-Large Director) to be presented to members at-large during the Annual Meeting.
- Attending quarterly meetings with all Committee Co-Chairs (which are coordinated by the CREW Network Delegates), the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.
- Attending a monthly Board meeting as may be designated by the Board.

Events Co-Chairs

The mission of the Events Committee is to develop and implement programs and events targeted to Members and prospective members.

Tasks include:

- Assembling the Events Committee; holding regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Developing/reviewing for Board approval the committee guidelines to set goals and actions steps in accordance with the strategic plan when requested by the Board.
- Preparing a committee budget for Board approval (typically in the Fall of each year). Tracking costs.
- Preparing an annual calendar for Board approval (typically in the Fall of each year). Updating Board when changes to calendar occur.
- Preparing committee meeting agendas and minutes, and distributing to committee members. Uploading agendas and minutes to OneDrive.
- Preparing a monthly report for the Board Consent Agenda.
- Assuring programs are planned by a committee member or members per the Events Committee Guidelines, including content, logistics, registration and follow up survey after event takes place. Coordinating with committee member(s) who are taking the lead on a specific event to provide feedback and guidance. Requesting event registration links from CREW Network. Purchasing gifts for speakers and sending thank you notes.
- Coordinating with the Corporate Engagement and Membership Committee Co-Chairs, or their delegates, as needed but at least quarterly. Coordination includes but is not limited to providing sponsorship benefits, assuring sponsorship recognition at events, assisting with sponsor-only events and membership drives, and for certain signature events, obtaining event sponsors.
- Assuring the events page of the Chapter's website is up to date.
- Providing web updates and email blast information to the Chapter Administrator by copying them on the Event Request Forms.
- Maintaining and updating the CREW Greater Philadelphia Events Calendar for all Committees.
- Ensuring the Event Checklist is completed in advance of each event.

Coordinating volunteers to:

- Manage registration, including: Keeping nametags up to date with current company information, and committee information. Assemble nametags for guests attending monthly events and distribute permanent nametags to those who have not picked them up (Chapter Administrator prepare nametag file). Work the registration table and arrange for appropriate coverage; complete member and guest sign in.
- Provide Committee Co-Chairs with event registration information – number of attendees, and no-shows – for inclusion in monthly Board report.
- Manage logistics, including: Select and reserve venue; plan menu and manage special meal requests; determine cost of event; confirm number of attendees with venue prior to event; review invoice for event and prepare and submit request for expense

reimbursement; follow up with venue to confirm they have received payment. Coordinate with committee member in charge of event to ensure speaker/panel member needs are met, e.g. how they are getting to venue, their audio/visual needs. Confirm event schedule with Co-Chairs, coordinate room setup and AV needs. Responsible for running PowerPoint presentation for sponsorship slideshow and program slideshow if applicable.

- Store and bring CREW Greater Philadelphia banner(s) to each appropriate monthly event.
- Providing a list of Committee accomplishments (with the assigned At-Large Director) to be presented to members at-large during the Annual Meeting.
- Attending quarterly meetings with all Committee Co-Chairs (which are coordinated by the CREW Network Delegates), the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.
- Attending a monthly Board meeting as may be designated by the Board.

Membership Co-Chairs

The mission of the Membership Committee is to maintain current membership while marketing to and recruiting new, high-level professionals in the Philadelphia regional commercial real estate marketplace that meets the diversity goals as stated in the Chapter's strategic plan. The goal is to be the association of choice for the most powerful, influential and supportive women in the greater Philadelphia commercial real estate industry.

Tasks include:

- Assembling the Membership Committee, holding regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Developing/reviewing for Board approval the committee guidelines to set goals and actions steps in accordance with the strategic plan when requested by the Board.
- Preparing a committee budget for Board approval (typically in the Fall of each year). Tracking costs.
- Coordinating with CREW Network in the processing and review of membership applications. Admitting and welcoming new members.
- Developing annual membership goals for the subsequent year.
- Evaluating and tracking attendance of members at Chapter events for purpose of establishing members in good standing; determining when to reach out to members to participate more.
- Soliciting new members, keeping a balanced representation among membership disciplines and review up-to-date member and non-member mailing list provided by CREW Network.
- Greeting members and guests at monthly events and providing application materials to interested guests. Additionally, providing a vehicle (i.e. I-pad/laptop) to members attending events that want to update their CREWbiz profiles.
- Organizing and holding a new member event at least once per calendar year.
- Organizing and holding new member ambassador program.
- Completing a mid-year and end of year review of guests who have attended more than (2) events which can be solicited for membership. List to be obtained from CREW Network.
- Coordinating with other committees and Board members. In particular, coordinating with the Communications Committee to keep the website current and with the Corporate Engagement Committee to alert it to new potential sponsor companies and approved vendor members.
- Preparing committee meeting agendas and minutes, and distributing to committee members. Uploading agendas and minutes to OneDrive.
- Preparing a monthly report for the Board Consent Agenda.
- Providing a list of Committee accomplishments (with the assigned At-Large Director) to be presented to members at-large during the Annual Meeting.
- Attending quarterly meetings with all Committee Co-Chairs (which are coordinated by the CREW Network Delegates), the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.
- Attending a monthly Board meeting as may be designated by the Board.

Corporate Engagement Co-Chairs

The mission of the Corporate Engagement Committee is to maintain current sponsors while targeting and recruiting potential new sponsors.

Tasks include:

- Assembling the Corporate Engagement Committee and holding regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Developing/reviewing for Board approval the committee guidelines to set goals and actions steps in accordance with the strategic plan when requested by the Board.
- Preparing a committee budget for Board approval (typically in the Fall of each year). Tracking costs.
- Soliciting sponsorship within and outside the CREW Greater Philadelphia membership for both sponsorships; targeting new sponsors and renewals.
- Developing annual sponsorship goals for the subsequent year.
- Identifying the benefits of local sponsorship.
- In conjunction with the Communications Committee, reviewing marketing materials and edit/redesign as necessary, and incorporating new sponsor information in bi-weekly CREW e-mail blasts and on the Chapter website.
- Sending thank you letters to sponsors within two weeks of receiving the sponsorship commitment form and payment.
- Maintaining an updated list of sponsors to track sponsorship dollars and distributing to Board as part of the monthly Board report.
- Coordinating with Membership Committee, Board and past presidents to identify new sponsor prospects.
- Monitoring benefits allocated with each sponsoring company member to ensure they are utilizing same.
- Hosting a minimum of one annual sponsor thank you/networking events.
- Developing special promotions, discounts and new benefits for sponsors.
- Preparing committee meeting agendas and minutes, and distributing to committee members. Uploading agendas and minutes to OneDrive.
- Preparing a monthly report for the Board Consent Agenda.
- Providing a list of Committee accomplishments (with the assigned At-Large Director) to be presented to members at-large during the Annual Meeting.
- Attending quarterly meetings with all Committee Co-Chairs (which are coordinated by the CREW Network Delegates), the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.
- Attending a monthly Board meeting as may be designated by the Board.

Outreach Co-Chairs

The mission of the Outreach Committee is to make a direct impact in the community and within the organization by enriching lives of women and girls in the greater Philadelphia area through purposeful career development and philanthropy while raising the awareness and elevating the stature of CREW Greater Philadelphia, its members and sponsors.

Tasks include:

- Assembling the Outreach Committee and holding regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Developing/reviewing for Board approval the committee guidelines to set goals and actions steps to create programs for career development, advancement and mentoring of members in accordance with the strategic plan when requested by the Board.
- Preparing a committee budget for Board approval (typically in the Fall of each year). Tracking costs.
- Outlining and delivering a program for identifying an annual Philanthropic Partner in accordance with the strategic plan.
- Evaluating and tracking the effectiveness of programs offered for career development and impact of philanthropy.
- Administering the Chapter's local scholarship program, soliciting applications to students at local universities, reviewing applications and recommending the award of annual Chapter scholarships.
- Soliciting applicants for the Philanthropic Partner grant, undertaking the review and recommendation of the selection of a Philanthropic Partner, and coordinating and managing all communications in regards to the grant program.
- Preparing committee meeting agendas and minutes, and distributing to committee members. Uploading agendas and minutes to OneDrive.
- Preparing a monthly report for the Board Consent Agenda.
- Providing a list of Committee accomplishments (with the assigned At-Large Director) to be presented to members at-large during the Annual Meeting.
- Attending quarterly meetings with all Committee Co-Chairs (which are coordinated by the CREW Network Delegates), the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.
- Attending a monthly Board meeting as may be designated by the Board.

Golf Outing Co-Chairs

The goal of the Golf Outing Committee is to develop, plan, and execute the Chapter's Annual Golf Outing.

Tasks include:

- Assembling the Golf Outing Committee and holding regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Preparing a committee budget for Board approval (typically in the Fall of each year). Tracking costs.
- Working with the Chapter Administrator to research and vet event venues; determine date for the next year's outing; oversee execution of contracts.
- Soliciting sponsorships for the event from within and outside the CREW Greater Philadelphia membership.
- Overseeing the allocation of committee member responsibilities.
- Providing event updates and information to the Communications Committee and Chapter Administrator so the event can be accurately and regularly promoted.
- Organizing all Nine and Wine and Golf Clinic events.
- Preparing committee meeting agendas and minutes, and distributing to committee members. Uploading agendas and minutes to OneDrive.
- Preparing a monthly report for the Board Consent Agenda.
- Attending quarterly meetings with all Committee Co-Chairs (which are coordinated by the CREW Network Delegates), the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.
- Attending a monthly Board meeting as may be designated by the Board.



Annual Luncheon Co-Chairs

The goal of the Luncheon Committee is to develop, plan, and execute the Chapter's Annual Fall Luncheon. The proceeds from the Luncheon provide funds for the Chapter's Philanthropic Partner and Scholarships for the next year.

Tasks include:

- Assembling the Luncheon Committee and holding regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Preparing a committee budget for Board approval (typically in the Fall of each year). Tracking costs.
- Working with the Chapter Administrator to research and vet event venues; determine date for the next year's event; oversee execution of contracts.
- Soliciting sponsorships for the event from within and outside the CREW Greater Philadelphia membership.
- Overseeing the allocation of committee member responsibilities.
- Providing event updates and information to the Communications Committee and Chapter Administrator so the event can be accurately and regularly promoted.
- Organizing and soliciting donations for the silent auction held at the luncheon.
- Preparing committee meeting agendas and minutes, and distributing to committee members. Uploading agendas and minutes to OneDrive.
- Preparing a monthly report for the Board Consent Agenda.
- Attending quarterly meetings with all Committee Co-Chairs (which are coordinated by the CREW Network Delegates), the Mid-year Retreat during the 2nd quarter of the year and the In-Coming Board Retreat during the 4th quarter of the year.
- Attending a monthly Board meeting as may be designated by the Board.