Director/ Officer Role Descriptions and Committee Descriptions

A. Director/ Officer Role Descriptions

Role	Role Description/ Requirements
President	• CREW Network delegate - required to attend both the Winter and Spring Leadership Summits as well as the annual Convention. • Liaison between Edmonton CREW and CREW Network. Expected to attend CREW Network Events (Virtual/phone) and provide any updates from Network to the Board. • Speak at AGM - Report on all matters within her knowledge or interest to the Association. • Speak at Real Estate Forum, if opportunity is available. • Authorized Signatory for CREW. • Provides President's messages as required for CREW communications. • Plan Outgoing Board Dinner. • May designate any member to temporarily fill any vacancy on the Board of Directors, in accordance with Bylaws. • Chair of Annual Review of Strategic Plan (with President-Elect). • Ensure execution of the Strategic Plan. • Confirm yearly calendar (Secretary, President and President-Elect). • Chair Monthly Board Meetings. • Meet with Secretary approx. 1 week prior to Board Meetings to finalize Agenda.

President Elect	• In the absence of the President, and subject to approval of the Board of Directors, has the general control and management of CREW affairs. • CREW Network delegate; required to attend both the Winter and Spring Leadership Summits as well as the annual Convention. • Liaison between Edmonton CREW and CREW Network. Expected to attend CREW Network • Events (Virtual/phone) and provide any updates from Network to the Board. • Plan AGM (select and lead committee). • May be designated as an alternate signatory on behalf of Edmonton CREW. • September: Review proposed calendar of events for next calendar year. • Member of Nominating Committee (along with Past President and another Director). • Conduct Annual Review of Strategic Growth Plan (with President). • Confirm yearly calendar (Secretary, President and President-Elect). • Coordinate Review of Managewise Contract for following year (November/December). • Attend Monthly Board Meetings.
Past President	• Consultant to the Board and President. • Report to and from Past Presidents Circle. • Plan Past Presidents Get Together. • Act as Chapter Champion to Manage CREW Foundation Donations and Trifecta Goals • Member of Nominating Committee (along with President-Elect and another Director). • Chair Awards Committee • Host CREW 101 & Promote CREWBiz. • Attend Monthly Board Meetings.

Secretary	• Maintains all Corporate records, corporate filings, minute book, and minutes for the organization. • Review Bylaws to ensure Current and Consistent (every 2 years). • Confirm yearly calendar (Secretary, President and President-Elect). • Renew Insurance Annually (Current Renewal January 22, 2022). • Prepare Resignations for Board Members leaving prior to end of Term. • Prepare Board Meeting Agenda and meet with President approx. 1 week prior to Board Meetings to finalize Agenda. • Attend Monthly Board Meetings. • Manage Tasks List in Boardable. • Diarize Date of AGM to provide 21 days' notice • Confirm quorum at AGM • Set AGM long agenda • Have custody of the common seal, if any, of the Society (not currently applicable).
Board as a whole	• Must attend at least 75% of Monthly Board Meetings. • Strike Awards Committee to Host Awards Event. • Strike Nominee Committee (to include President and Past President). • Nominate Members for CREW Network Awards. • Targeted Recruitment of New Members. • Set Membership Fees (August/September). • Review Strategic Plan Annually. • Attend CREW Events and Education Events. • Make personal contribution of $25 USD to CREW Network Foundation supporting CREW Edmonton's Trifecta giving goals prior to Oct 1. • General: ➢ Interpret and Represent Organization's Work and Value to the Community.

	➢ Ensure compliance with Bylaws. ➢ Make personal contributions at a meaningful level. ➢ Actively encourage participation of members of the commercial real estate industry in membership, networking, education, mentorship, and foundation work. ➢ Act in the best interests of the organization and avoid conflicts of interest. ➢ Stay informed about current affairs on the local, national and international scenes for the organization. ➢ Participate in and take responsibility for making decisions on issues, policies and other Board matters. • Be accountable to the Membership at large.

Committee	Duties of Chair	Committee Expectations
Marketing Committee	• Chair Marketing Committee–See Committee Expectations • Submit Committee Report to Managewise Friday before each Board Meeting • Review Annual Committee Budget • Arrange the committee meeting times and onboarding new committee members. • Set annual newsletter schedule once sponsors are confirmed by Sponsorship Chair.	• Attend at least 75% of quarterly committee meetings. • Acts as an information center in key areas for its membership. • Develops and maintains an appropriate image and identity for the local CREW chapter. • Collects and maintains information for inclusion in Association newsletters and other communication channels. • Communicates pertinent information to Association members and public through e-mail broadcasts, through a periodic newsletter, through the CREW website as well as through other forms of communication that may be deemed necessary. • Develop branding and marketing strategies for events and initiatives as required. • Develop, maintain and monitor chapter website in conjunction with Managewise and CREW Network. • Develop, maintain, and monitor chapter social media channels, including but not limited to LinkedIn, and Instagram; create content for channels in conjunction with Managewise. • Liaise with all CREW Committees relative to their needs and news.

Committee	Duties of Chair	Committee Expectations
Education Committee	• Chair Education Committee – See Committee Expectations • Submit Committee Report to Managewise Friday before each Board Meeting • Review Annual Committee Budget • Arrange the committee meeting times and onboarding new committee members.	• Meet with Education Committee (meetings to occur approx. once/quarter) and set out the education events calendar for the year. • Committee members to attend at minimum 75% of the committee meetings/year. • Work with committee to establish at minimum one education event/quarter. • Attend education events and work with education committee to coordinate logistics for events (location, food, AV, etc.). • Arrange for door prizes. Typically, $100 budget for each event. • Coordinate with treasurer to make $50 donation to CREW foundation on behalf of each speaker and announce donation at events. • Introduce speakers, acknowledge sponsors, act as moderator for panels, and prepare or meet with speakers prior to each event. • Provide details to marketing committee for newsletter and social media notices and coordinate with Managewise to set up event notices or invitations for registrations. • Ensure members are getting value for their membership by providing timely, informative education programming.

Committee	Duties of Chair	Committee Expectations
Finance & Audit Committee	• Chair Finance and Audit Committee – See Committee Expectations • Present Annual Financials at AGM • Review Annual Committee Budget • Authorized signatory on behalf of Edmonton CREW • Arrange the committee meeting times and onboarding new committee members. • Liaise with Managewise accountant	• Prepare Treasurer's Report for Monthly Board Meetings. • Preview and reconcile Financial Records of the Association on a monthly basis. • Establish and maintain bank accounts in a bank or banks approved by the Directors to be reconciled and monitored by the Association Administrator (Managewise). • Submit annual financial statement backup to Auditor for compilation and tax filing. • Keep the financial records, including books of account, necessary to comply with the Societies Act. • Render financial statements to the Directors, Members and others when required. • Develop an annual budget. • Submit the Society's year end financial records and proposed budget to the Directors at the close of the Society's fiscal year. • Provide 1st approval ("Signature") on all EFT runs, credit card payments and cheques. • Monitor USD fund balance held by CREW Network for payment of member dues. • Provide each committee with annual detailed budget and update variances quarterly. • Committee members to attend at minimum 75% of the committee meetings/year

Committee	Duties of Chair	Committee Expectations
Future Leaders	• Chair Future Leaders Committee – See Committee Expectations • Submit Committee Report to Managewise/ Secretary the Friday before each Board Meeting • Review Annual Committee Budget • Maintain communication with relevant post-secondary institutions, student groups (including high schools, where appropriate). • Arrange the committee meeting times and onboarding new committee members.	• Encourage attendance at events by Members in the Industry less than 5 years • Expected # of Meetings: minimum 1 per quarter. • Required Attendance: Committee members to attend at minimum 75% of the committee meetings/year unless otherwise coordinated with Chair in advance of meeting (ideally at least 2 business days beforehand). • Carrying out duties as discussed in committee meetings. • Participation in events put on by committee. • Co-Chair – assists with Chair duties when Chair is unavailable. assists with committee planning and event execution where required. • Assist in maintaining relationships with educational partners and student groups (including high schools, where appropriate). • Member – general membership of committee who champions objective of committee and promote awareness of young women and opportunities in the commercial real estate industry. • Plan Future Leaders Events throughout the year (with support from Events Committee)

Committee	Duties of Chair	Committee Expectations
Membership Committee	• Chair Membership Committee – See Committee Expectations • Submit Committee Report to Managewise the Friday before each Board Meeting • Review and manage annual committee budget • Review and approve/reject all membership applications • Ensure membership composition is met as per CREW Network requirements • Submit Membership Fees, Membership Roster, and Board Slate to CREW Network as required • Manage membership renewals (assisted by Managewise) • Plan Membership Engagement Events (New Member Mixer, Dine Arounds etc.) • Track membership engagement (assisted by Managewise) • Arrange committee meeting times and onboard new committee members	• Develop and maintain Membership Onboarding Package, Value Proposition Package, and Letter to Employers (with support from Marketing and Managewise) • Assist chair to review membership applications • Assist with membership renewals (tracking and follow ups) • Assist with the planning and execution of Membership Engagement Events • Manage and participate in the New Member Coffee Program • Manage membership engagement (personally invite unengaged members to events, seek feedback, etc.) • Liaise with current members for their feedback (as required) • Committee members to attend at minimum 75% of the committee meetings/year

Committee	Duties of Chair	Committee Expectations
Sponsorship Committee	• Chair Sponsorship Committee – See Committee Expectations • Submit Committee Report to Managewise Friday before each Board Meeting • Review Annual Committee Budget • Arrange the committee meeting times and onboarding new committee members.	• Time commitments/attendance: meet online/in-person once a month for a committee meeting • Committee members to attend at minimum 75% of the committee meetings/year. • Develops and maintains a Sponsorship package and value proposition (matrix). • Pursues sponsorship opportunities to correspond with budget projections (at a minimum), and tracks CREW's execution of Sponsor commitments. • Make calls/send emails to existing and potential sponsors and update committee on progress/feedback • Plan Sponsorship Appreciation Event (Sponsorship and Events to collaborate). • Source Sponsorship Appreciation gift(s)/donation to an organization/charity that empowers women to succeed. • Follow up on Sponsor Accounts Receivable.

Committee	Duties of Chair	Committee Expectations
Events Committee	• Chair Events Committee- See Committee Expectations. • Submit Committee updates (if applicable) to Secretary one week prior to meeting. • Arrange monthly committee meeting virtually or in person • Propose and execute annual event schedule. • Review and understand annual committee budget. • Oversee 9 & Wine Golf Tournament Sub Committee (see below)	• Committee members to attend at minimum 75% of the committee meetings/year. • Each committee member to take the lead on coordination/planning of one event for the year. • Provide research as needed for planning scheduled events. • Actively participate in meetings, contribute to discussions, and brainstorming ideas. • Attendance at Event Committee events is not mandatory, it is strongly encouraged.

Committee	Duties of Chair	Committee Expectations
Events 9 & Wine Sub – Committee	• Events Chair to work closely with Sub-Committee Chair. • Receive progress updates and give final sign-off on tasks. • Approve the budget, registration fees, and sponsorship ask. • Monitor spending and approve expenses. • Review the final expense report after the event. • Confirm the golf course, date, tee times, and format. • Review, approve catering, wine selection, prizes, and vendors. • Make sure the date doesn't conflict with other company events. • Review and confirm volunteers for day-of roles. • Ensure liquor licensing, insurance, and course requirements are met. • Review safety and responsible-service measures, such as transportation options and accessibility. • Review and approve marketing approach and social media posts. • Collect participant feedback. • Receive a post-event report with results, costs, and lessons learned.	• Attend meetings regularly and arrive prepared. • Complete assigned tasks on time. • Communicate early if you can't meet a deadline or need help. • Contribute ideas and respect differing views. • Work cooperatively with other members, volunteers, sponsors and vendors. • Support decisions once the group has agreed on them. • Take ownership of your assigned area. • Stay within budget and seek approval for unplanned expenses. • Keep simple records (receipts, registrations, notes). • Share updates with the chair and fellow members. • Respond promptly to emails and messages. • Represent the committee professionally to participants, sponsors, and vendors. • Be present and available throughout the event. • Help gather feedback and contribute to the post-event wrap-up. 9 & Wine Sub Committees Venue, Food & Beverage • Oversee booking venue, catering, beverage service, and hospitality coordination. General Volunteers • Coordinate volunteer support as required.

Committee	Duties of Chair	Committee Expectations
	• Formally close the sub-committee once the event is complete. Sub Committee Chair • Lead the sub-committee, set goals and timelines, and assign roles. • Run meetings with clear agendas and recorded action items. • Oversee the plan, budget, vendors, and safety, licensing, and accessibility requirements. • Get Events Committee approval for major decisions and unplanned expenses. • Be the main contact for the Events Committee, course, sponsors, and vendors. • Oversee event-day setup, check-in, and takedown. • Submit a post-event report and recommend improvements.	• Manage communication and oversight of volunteer tasks leading up to and day of the tournament. Golf Registration & Team Management • Team assignment, communication on golf registration inquires and changes, and event-day coordination. Prizes & Swag/Snack Bags • Purchase prizes and swag/snack bag with ManageWise. • Organizing the stuffing of snack bags and swag bags prior to the event. • Collecting prize contributions from sponsors. • Coordinate prize giveaway.

B. Committee Descriptions For Member Recruitment

Committees Generally

- **Application/Re-application:** To best ensure active participation and to involve as many interested CREW members as possible in committees, Committee Members shall be expected to re-apply for their positions on an annual basis. Though Committee Members are expected to serve a 2-year term once selected, the annual re-application process allows for a mid-term touch-point between Committee Chairs and Committee Members.
- **Committee Meeting Attendance:** Committee Members are expected to attend at least 75% of their committee's meetings in each calendar year. Failure to meet this expectation may result in removal from the committee, although accommodations can be made if emergent or extenuating circumstances have arisen which affect Committee Members' ability to attend or participate.

Committees Chaired by Board Members

- **Marketing Communications Committee** - The Marketing Communications Committee aims to advance Edmonton CREW's mission by providing positive, professional, and consistent communications to Edmonton CREW's membership, to the business community, and in the media. We work with all committees to ensure information is accurate and well-publicized on Edmonton CREW's website, through e-blasts, and through the appropriate social media and publication channels. Committee Members are expected to serve 2 year terms.
- **Education Committee** - The Education Committee is a dynamic group that provide engaging, learning events for Edmonton CREW's members for the upcoming year. The Education Committee brainstorms current topics, selects speakers, and finds venues for our events. If you would like to have a hand in interfacing with industry leaders and setting the agenda for CRE education, this is the committee for you. Committee Members are expected to serve 2 year terms.
- **Events Committee** - The Events Committee is responsible for organizing premier networking events. The Events Committee finds unique venues, and interesting opportunities for networking and developing business to business opportunities. If you would like to have a hand in creating top-draw events, this is the committee for you. Committee Members are expected to serve 2 year terms.
- **Finance and Audit Committee** - The Finance and Audit Committee is responsible for the ongoing financial budgeting, reporting and tracking for Edmonton CREW. Committee Members are expected to serve 2 year terms.

- **Future Leaders Committee** - The Future Leaders Committee is responsible for promoting awareness of young women in the commercial real estate sector by developing and maintaining relationships with post-secondary education institutions & high school education partners. Through these relationships the committee presents seminars, cases and events about the commercial real estate industry to engage, encourage, and inspire a diverse group of students to become a part of the industry. Encourage attendance or plan events for CREW Members under 5 years in the industry. Committee Members are expected to serve 2 year terms.

- **Membership Committee** - The Membership Committee focuses on attracting and retaining professionals in the Commercial Real Estate industry to build a chapter whose accomplishments are dynamic and diverse. If you would like an opportunity to recruit and welcome new members and have input into membership goals, this is the committee for you. Committee Members are expected to serve 2 year terms.

- **Sponsorship Committee** - The Sponsorship Committee runs an annual campaign to raise sponsorship dollars which supplement our membership fees. The Sponsorship Committee is responsible for sourcing out new sponsorship partners and maintaining relationships with existing sponsors. The committee ensures that sponsors receive valuable benefits for their patronage and are recognized throughout the year for their contribution to Edmonton CREW. The sponsorship funds raised each year are crucial to supporting Edmonton CREW's value proposition, dedicated to building a powerful, professional network to advance women as leaders in commercial real estate. This is an important committee relying on senior real estate connections. Committee Members are expected to serve 2 year terms.

Committees Established by the Board

- **Nominating Committee** – Established by the Board, consists of President-Elect, Past President, and another Director - Takes responsibility for generating member interest in serving on the CREW Board and, annually, recommends a slate of directors for the Board, prior to the Annual General Meeting. Nominating Committee Members are expected to serve a 1 year term.
- **Awards Committee –** Established by the Board, consists of President, and 2-3 other members (Board membership not required). Runs an awards event every 2nd year. Prepares awards guidelines, prepares list and criteria of awards, prepares nomination forms and nominee forms, engages jury for selecting award recipients from sponsors and/or industry members, prepares evaluation criteria, and hosts awards event. Awards Committee Members are expected to serve a 1 year term.