

**Commercial Real Estate Women of Las Vegas
Board Responsibilities**



COMMERCIAL REAL ESTATE WOMEN

Crewlv.org

COMMERCIAL REAL ESTATE WOMEN-LAS VEGAS

Board Position Responsibility Description

THE SEVEN HABITS OF A HIGHLY EFFECTIVE BOARD MEMBERS

1. Attend all CREW monthly general membership meetings. Arrive early to greet members and guests.
2. Attend all CREW monthly Board meetings (approximately 1.5 hours).
8AM – 9:30AM
3. Submit agenda items to President no later than Monday at noon, prior to Wednesday Board meeting.
4. Encourage committee involvement from membership.
5. Assist the Programs Committee.
6. Promote CREW to CREW Business
7. **BE A CREW AMBASSADOR!**

PRESIDENT

The President shall proofread all announcements for corrections and consistency.

Announce and encourage all members to attend National Leaderships summits and conventions

Coordinate for the visit of CREW National Board members to attend CREW Las Vegas Events and be a speaker at a luncheon

Ensure timely start and end to all monthly luncheons

Lead the monthly board of director meetings

Ensure proper training and mentoring of President Elect for the following term

Ensure all board members are held accountable for their responsibilities

Assist in all positions as needed

Collect any CREW to CREW Information on deals and invite time to speak and luncheons

PAST PRESIDENT

Support President and all board of directors by mentoring and remain active throughout the new president's term

Ensure by the time the President elect is due to be president they are fully trained and aware of all expectations.

Within 3 months of president turn over they are deferring to the president elect to make decisions for the board.

The Past President may fill any vacant committee position at the direction of the Board of Directors.

Campaign for and secure CREW Committee National Board position.

Discover opportunities for CREW members to attend public functions and be involved with schools

PRESIDENT ELECT

The President Elect shall perform the duties of the President in the absence of the President. And in case of a vacancy in the office of the President shall become the President. The President Elect shall assist the President in every way possible and act as presidential representative when required. The President Elect may fill any vacant committee position at the direction of the Board of Directors. The President Elect shall be responsible for furthering leadership development within CREW

Assist the President as requested.

Conduct monthly board of Directors meetings in President's absence

Conduct monthly program meetings in the President's absence.

Schedule and conduct Transition Board of Directors meeting with incoming and outgoing Board.

Attend Board meetings.

Fill in other positions as needed

VICE PRESIDENT OF MEMBERSHIPS

The Vice President, Membership shall be responsible for approving membership applications through a Board process, and for carrying out the goals and objectives of the Board.

Increase membership

Retain and renew existing members through:

- Member involvement on a committee
- Networking-business development
- Member benefits

New member development:

Target representation from new companies and diverse industry mix

Assign Board Members to make introductions at meetings

Follow up with phone call/and email CC'ing President & President

Elect. Email to include membership application & Sponsorship information

Potential Member personal emails – i.e forward blast or next event invite

Reach out to members not renewing to determine reason why.

VICE PRESIDENT FINANCE

The Vice President, Finance shall work with the Administrator on the receipt of all monies payable to CREW, keep accounts and financial records, disburse funds upon authorization of the President, shall comply with the United States Internal Revenue Service regulations, shall present a written report at the monthly scheduled Board of Directors meetings.

Prepare estimated budget

Prepare and submit report at monthly Board of Directors meetings

Work with Administrator on coordination of check requests and disbursement of funds

Work with Administrator on completion and filing of tax report to the IRS on a timely basis

VICE PRESIDENT OF MARKETING

Increase and enhance the visibility of CREW and its Members in the local business community

Establish a time line for press releases about general membership meetings and community services.

Prepare and distribute press releases on general membership meetings, special events and community service.

Establish a rapport with media contacts.

Invite media contacts to events

Encourage members to submit CREW to CREW success stories.

Keep website up to date with Board positions, new Members, Program schedules, etc.

Prepare and distribute press releases and stories on community fund-raising activities.

Offer press release assistance to members by supplying media mailing list and sample press release format.

Publish CREW quarterly newsletter.

Participate in chapter activities

Establish one on one connection with the speaker, receiving color photos, bio and any pertinent speech points. Create draft for their approval, and submit to President & President Elect for final approval

VICE PRESIDENT OF PROGRAMS

The Vice President, Programs shall be responsible for coordinating programs for the year and for carrying out the goals and objectives of the Programs Committee.

Organize 10 to 12 programs per year/coordinate co-sponsoring programs with other organizations.

Through Board of Directors, establish topics for programs 3-6 months in advance.

Ensure a backup speaker each month in case of cancelation

Achieve average attendance of 55 for general membership meetings.

Program speakers confirmed minimum of 2 months in advance.

Submit thank you cards.

Secure female speakers whenever possible.

Coordinate Bi Annual CREW 101 meeting

Coordinate bi annual joint programs w another industry association i.e SIOR, CALV, BOMA, IREM, ICSC

Members only Lunch and learns – I.e. networking how to's, tax professionals, attorneys, leadership development, personal development, business coach

Once Speaker is identified, get all necessary files (audio/visual) to Admin a week prior to the luncheon

VICE PRESIDENT OF SPONSORSHIP

Establish levels of sponsorship – corporate and entrepreneur.

Confirm Corporate Sponsors by November for following year.

Distribute to each board member the company/companies they are responsible for getting as sponsors.

Establish sponsorship for Lunch/Special events, Members only sponsorships

Establish Goals for the year

SECRETARY

The Secretary shall be responsible for recording the minutes of all meetings, shall be the Custodian of all minutes, Board Meeting attendance records and other documentation necessary for the function CREW.

Distribute minutes to Board of Directors meeting one week prior to board meeting

Maintain book of “The Minutes of the Board of Directors”.

The Secretary shall work with the Administrator on maintaining a database of members, prospective members and broad special meeting/event invitees and shall coordinate all CREW mailings with Administrator.

Generate and distribute local membership directory monthly and update semi-annually

The Secretary shall proofread all announcements for corrections and consistency.

VICE PRESIDENT OF SPECIAL EVENTS

Coordinate the venue, catering, scheduling, music, decorating by December 30th of the prior year for final review and approval by the Board

Have a finalized budget to the Vice President of finance by September 30th of the prior year

Have all required event information to the Vice President of Marketing by January of that year

Vice President of Community outreach

Coordinate with committee ONE cause to be the special event focus

Identify opportunities throughout the year for crew members to give back to the community. i.e food banks, Christmas toy drives, school involvement, coat donations and so on.

Create an annual timeline for luncheon donation requests, giving adequate time to VP of Marketing to add to monthly blasts and advertise on social media.

Reach out to members and sponsors for donations

Encourage all members to attend and be participate

CREW NATIONAL DELEGATE GOALS AND RESPONSIBILITIES

The CREW Las Vegas & CREW National Delegate shall serve as the liaison between CREW National and the local member organization. The delegate shall be responsible for promoting the activities of the national organization to the membership and representing the interests of CREW and CREW National.

The following is a list of position responsibilities. Consult with CREW President with any questions concerning the implementation of these responsibilities.

Attend and participate in two regional CREW National conference and council meetings as well as the Annual CREW Convention and council meeting each year.

Regional conferences: Friday and Saturday

Annual Convention: Wednesday through Saturday

Serve as CREW National Ambassador for CREW.

Submit at least one article for CREW Flash.

Update CREW membership at monthly meetings.

Coordinate for the visit of CREW National Board Members.