

DIRECTOR OF CREW NETWORK LIAISON

It shall be the duty of the Director to oversee the activities of the CREW Network Liaison, UCREW, and CREW FOUNDATION Committees, to serve as the Association's Delegate to CREW Network, and to coordinate CREW DC members' participation and engagement with CREW Network.

Director of CREW Network Liaison

- Keep the Network Liaison, UCREW and CREW Foundation Committees apprised of CREW DC Events and Board directives.
- Recommend to the board the Co-Chairs of Network Liaison, UCREW and CREW Foundation.
- Provide strategic direction and oversee all responsibilities of the Co-Chairs
- Assist the Co-Chairs, when needed, in all capacities.
- Meet monthly with the Foundation Committee Chairs and committee for status reports and decision-making discussions.
- Coordinate consent agendas with the Chairs for submission to the Board in advance of their monthly meetings.
- Work closely with the Treasurer in establishing and overseeing the budget for the Network Liaison, UCREW and CREW Foundation Committees.

Network Liaison Committee Chairs – General Duties:

- Connect CREW DC members with CREW Network
- Educate and spread the word on CREW Network – benefits, information, events
 - Coordinate efforts with UCREW and Foundation committee
 - Encourage CREW DC members' completion of CREWbiz profiles
- Encourage attendance at CREW Network events
 - Conventions
 - Leadership Summits
- Facilitate CREW DC members' participation on CREW Network committees
- Align CREW DC and CREW Network goals where appropriate
 - Evaluate programs of Network and their application to CREW DC, i.e. UCREW
- Engage CREW DC leadership with CREW Network leadership
 - Facilitate CREW DC leaders' participation on CREW Network committees and election to Board positions
 - Establish and maintain CREW Network Liaison Cabinet
 - Provide forum for CREW DC members to provide insight on building and expanding relationship with CREW Network

Network Liaison Committee Responsibilities include:

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 - Conventions
 - Leadership Summits
- Facilitate CREW DC members’ participation on CREW Network committees
- Align CREW DC and CREW Network goals where appropriate
 - Work with Board to evaluate programs of Network and their application to CREW DC, i.e. UCREW
- Engage CREW DC leadership with CREW Network leadership
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Chapter Administrator – General Duties:

- Committee delivers a completed, finalized product to Administrator for update to website, email to membership, or inclusion in weekly LINK.
- Confirms availability of dates
- Coordinates marketing schedule