

President

The President shall preside at the meetings of the Members of the Association and the meetings of the Board of Directors and Committee Chairs and shall have general signatory authority for the Association of all actions approved by the Board or the Committee Chairs and may designate such authority to a member of the Board of Directors or Committee Chairs.

President – General Duties

- Responsible for the overall strategic leadership of the association.
- Ensure CREW DC's Strategic Plan is being executed.
- Ensure that CREW DC bylaws are being followed.
- Work with the Treasurer and President-Elect to ensure fiscal responsibility and sound financial planning.
- Attend CREW Network chapter/leadership training, Network council meetings, and the Network Convention.
- Serve as CREW spokesperson and representative.
- Welcome attendees at all monthly programs and other CREW DC events as needed.
- Set the agenda for and run the Board of Directors meetings, the Advisory Council meetings, and the Committee Chair meetings.
- Attend programs, networking events, and other CREW DC functions.
- Write articles for the newsletters and any other as needed.
- Write awards program letter and remarks
- Work with communications to provide materials various sponsor articles, Biz Now, etc.
- Negotiate yearly contracts with CREW Network, and/or any contracted association.
- Be a judge for the yearly Awards event.
- Coordinate the transition at year end to the new President and new Board.
- Hold a year end dinner, luncheon (or event of choice) for Board and Committee Chair appreciation.
- Serves as Past President/CREW Network Delegate in the year following her Presidency.
- Hosts past president dinner on even numbered years.

ADVISORY COUNCIL

The Association may form an Advisory Council each year consisting of three (3) Honorary Advisory Council Members and up to twelve (12) of the Association's past Presidents. If formed, the President, as approved by a majority vote of the Board of Directors, shall designate the three Honorary Advisory Council Members and the past Association Presidents at the beginning of each fiscal year. The Advisory Council shall meet at the discretion of the President and shall serve in a leadership capacity to advise the President on ways to help the Association meet its mission statement.

Chapter Administrator Assistance:

- Develop, maintain and distribute Chapter Board roster and distribute revised versions to Board Members as necessary
- Meet every other week or as needed with Chapter President
- Assist in succession planning for future Board and Committee Chair members
- Compile policy manual
- Prepare and provide President's remarks for luncheons, etc.
- **BOARD MEETINGS & COMMITTEE CHAIR MEETINGS**
 - Establish calendar for Board and Committee Chair meetings in coordination with President & President-Elect
 - Arrange for catering for each meeting
 - Collect Consent Agendas from Committee Chairs and other meeting materials one week in advance of each meeting (notify President 24 hours out if missing any and loop President in on any reminders)
 - Distribute electronically the meeting agenda, prior meeting minutes and all attachments three to five business days prior to each meeting
 - Attend all monthly Board Meetings and Quarterly Committee Chair meetings
 - Circulate minutes within three business days of each meeting to be reviewed by Board or Executive Committee members, as appropriate
- **BOARD RETREAT**
 - Establish date for new Board retreat in the first quarter of each fiscal year in coordination with incoming President
 - Assist in selecting location and negotiating contract for lodging, catering and any excursion(s)
 - Assist President in agenda preparation
 - Collect agenda materials and distribute to retreat attendees
 - Attend the retreat
- **TRANSITION MEETING**
 - Establish date for Board and Committee Chair Transition Meeting in December of each year in coordination with President and President-Elect
 - Assist in selecting location and negotiating contract for catering and photographer (as needed)
 - Collect agenda materials and distribute to all attendees
 - Develop/review transition checklist with Board and Committee Chair members contacts, bylaws, budget, strategic plan, etc.
 - Attend the Transition Meeting