



## **CREW DC Board Positions and Responsibilities**

**Note:** Serving as President of CREW DC is a three-year commitment – one year each as President-Elect, President and Immediate Past President. CREW DC’s governance structure relies heavily on an Executive Committee composed of these three positions, plus the Treasurer, the Secretary and the staff Executive Director. Therefore, in thinking of candidates for the position of President-Elect, please consider the responsibilities related to each President role.

### **POSITION: PRESIDENT**

**GENERAL ACTIVITIES / DUTIES:** Overall planning of CREW DC policy direction and priorities, and coordination of all CREW DC activities, with Board, Executive Committee and Executive Director (“ED”). Lead the CREW DC strategic board in all policy development to advance the organization and the stature of our members and stakeholders. Plan and preside at Board meetings and lead the Executive Committee. Prepare and present CREW DC strategy, plan and tactics to members, sponsors and other stakeholders. Serve as a consultant and advisor to CREW DC Directors and Committee Chairs through on-line/phone conversations and at events/meetings. Communicate with Board, Committee Chairs and members through CREWDC publications, written reports, email, conference calls and individual conversations. Travel locally and speak on behalf of the CREW DC. Work closely with the ED to make sure resources are available to carry out the priority policies and direction of the Board. The Board has fiduciary responsibilities for oversight and the Board President oversees the evaluation of the ED who is responsible for operations. Board members participate in and assist, as desired, various task forces. Support and participate in fundraising for CREW DC and CREW Network Foundation initiatives. Train the President-Elect. Represent CREW DC at the CREW Network level, connecting as appropriate with leaders from other chapters. Represent CREW DC in the local market through speaking engagements, interviews, and other media.

### **DESIRED TRAINING / CHARACTERISTICS FOR THE POSITION:**

- Demonstration of leadership
- Ability to synthesize new knowledge and train others
- Ability to synthesize disparate views and bring others to consensus
- Ability to motivate and delegate to others
- Experienced in strategic thinking and “big picture” planning
- Strong speaking and writing skills
- Dedication to the CREW - proven performance and willingness to put the good of the organization ahead of personal agenda
- Solid sense of fairness, integrity and cooperative leadership style which motivates others
- Ability to travel on behalf of CREW DC
- Sphere of Influence – candidates may possess the following:
  - Strong connections with industry leaders
  - Ability to raise sponsorship and develop resources
  - Stature in the industry / recognition in the field



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### **POSITION: PRESIDENT-ELECT**

**GENERAL ACTIVITIES / DUTIES:** Assist the President with overall planning and coordination of the activities of the Board and Executive Committee, including participation as a CREW Network Delegate. Prepare and present CREW DC strategy, plan and tactics to members, sponsors and other stakeholders. Serve as a consultant and advisor to CREW DC Directors and Committee Chairs through on-line/phone conversations and at events/meetings. Represent CREW DC at CREW Network events and perform CREW Network Delegate responsibilities. Train to become President of the CREW DC. Champion one of the chapter's five strategic goals. Support and participate in fundraising for CREW Network and CREW Network Foundation initiatives.

### **DESIRED TRAINING / CHARACTERISTICS FOR THE POSITION:**

All management and leadership skills required to serve as President of CREW DC (see President's Responsibilities).

### **POSITION: IMMEDIATE PAST PRESIDENT**

**GENERAL ACTIVITIES / DUTIES:** Assist the President with overall planning and coordination of the activities of the Board and Executive Committee. Champion one of the chapter's five strategic goals. Serve as a consultant and advisor to CREW DC chapter leaders through on-line/phone conversations, meetings and events. Support and participate in fundraising for CREW DC and Foundation initiatives.

### **DESIRED TRAINING / CHARACTERISTICS FOR THE POSITION:**

All management and leadership skills required to serve as President of CREW DC (see President's Responsibilities).



## **CREW DC Board Positions and Responsibilities**

### **POSITION: DIRECTOR**

Two-Year Term

**GENERAL ACTIVITIES / DUTIES:** Participate as part of the team that oversees the direction and policies and sets the priorities for CREW DC. Participate in Board meetings and develop and lead various leadership/governance development sessions during Council sessions. Communicate with Committee Chairs and members during the year to make presentations communicating CREW DC's strategy, plan and tactics. Identify and nurture future chapter leaders, supporting resource development. Support and participate in fundraising for CREW DC and CREW Network Foundation initiatives. A Director may be assigned specific responsibilities based on her strengths, experience and interests, including participation as a liaison to a standing committee, a task force or as a strategic goal champion.

### **DESIRED TRAINING / CHARACTERISTICS FOR THE POSITION:**

- Demonstration of leadership as a member or committee chair
- Ability to synthesize new knowledge and train others
- Ability to synthesize disparate views and come to consensus with others
- Understanding of strategic thinking and "big picture" planning
- Ability to work as a team member, while delegating responsibilities to others
- Dedication to the CREW - proven performance and a willingness to put the good of the organization ahead of personal agenda
- Solid sense of fairness
- Good speaking skills – comfortable with public speaking
- Ability to travel locally on behalf of CREW DC
- Sphere of Influence – candidates may possess the following:
  - Strong connections with industry leaders
  - Ability to raise sponsorship and develop resources
  - Stature in the industry / recognition in the field