

DIRECTOR OF PROGRAMS AND EDU

It shall be the duty of the Director of Programs to oversee the development and implementation of the Monthly Programs organized by the Programs Committee and the series of programs organized by the CREW EDU Committee.

Director of Programs and EDU Duties

- Keep the Programs and EDU Committees apprised of CREW DC Events and Board directives.
- Recommend the Co-Chairs of the Programs and EDU Committees.
- Provide strategic direction and oversee all responsibilities of the Co-Chairs of the Programs and EDU Committees.
- Assist the Co-Chairs, when needed, in all capacities.
- Meet monthly with the Programs and EDU Committee Chairs and committees 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 Programs and EDU Committees.

PROGRAMS

It shall be the duty of the Program Committee to develop and implement monthly programs.

Program Committee Chairs – General Duties:

- Coordinate and moderate monthly Programs Committee meetings
- Work with Programs Committee to set the schedule as far ahead as possible.
- Select preferred venues for the year– what events and when –
- Utilize Advisory Council and Board to get speakers; use CREW member speakers as much as possible.
- Negotiate and coordinate contracts and program dates with venues; and prepare vouchers for the Director of Programs' approval; ensure Administrator and venue act as liaisons for event.
- Receive registration numbers and attendees lists after the event.
- With assistance from Chapter Administrator (or finance/accounting administrator) Analyze attendees – member and non-members, income vs. expenses – and provide monthly analysis to the Board of Directors.
- Ensure event sub-committee prepares announcements for the program event for the monthly mailing and transmit electronically to administrator or person responsible for preparing e-flyer and media notification.
- Keep your pulse on what members want to hear – poll them continually and analyze survey results.

- Ensure thank you notes are hand-written to all speakers and moderators.
- Work with Network or Chapter Administrator to call and collect from non-payers of programs – implement a policy to prevent re-registration of consistent non-payers.

Chapter Administrator Duties:

- Check chapter calendar and calendars of other real-estate industry groups for date conflicts; maintain Programs event dates on chapter calendar.
- Prepare E-flyer with assistance from designated Programs Committee member.
- With sub-committee leader, act as liaison to selected hotel venue.
- Set-up registration portal.
- Ensure monthly lunch advertised on chapter e-blasts and newsletters.
- Day of Event coordination: (i) maintain registration table, including registering guests, taking payments from registered guests who have not paid, and registering and taking payment from walk-ins; (ii) provide and set-up signage from entry points to event room; (iii) confirm set-up is consistent with event order (including tables, mics, coat racks, registration tables, etc.) ; (iv) maintain lunch tables set-up with sponsorship plaques and other materials to be handed out; (v) media tent cards; (vi) create sponsorship/CREW program slides to run during event; (vii) bring laptop and projector (unless provided by venue) and load sponsorship/CREW program slides to run during event; (viii) preparing and handing out name tags; (ix) reserve tables for special guests and latecomers; and, (x) collect name-tags, sponsorship and other materials from tables.
- After Event coordination: (i) prepare attendance reports; and, (ii) prepare financial reports and send to Director, Chair and Co-Chair.

EDU

It shall be the duty of the CREW EDU Committee to develop and implement periodic educational programs for Members and Sponsors of the Association. It may also, with prior approval of the Board of Directors, provide educational programs open to the general public.

EDU Committee Chairs – General Duties:

- Coordinate EDU Committee meetings
- Work with EDU Committee to set the schedule for four to six programs annually around a specific theme for a targeted smaller audience and plan annual theme as far ahead as possible.
- Utilize Advisory Council and Board to get speakers; use CREW member speakers as much as possible.
- With sub-committees, arrange for speakers, venue and refreshments.
- Receive registration numbers and attendees lists after the event.

- With assistance from Chapter Administrator (or finance/accounting administrator) Analyze attendees – member and non-members, income vs. expenses – and provide monthly analysis to the Board of Directors.
- Ensure event sub-committee prepares draft announcements for the EDU event for the monthly mailing; transmit draft electronically to administrator or person responsible for preparing e-flyer and media notification.
- Ensure thank you notes are hand-written to all speakers and moderators.
- Work with Network or Chapter Administrator to call and collect from non-payers of programs – implement a policy to prevent re-registration of consistent non-payers.

Chapter Administrator Duties:

- Provide metrics for events – number of attendees, profit/loss
- Check chapter calendar and calendars of other real-estate industry groups for date conflicts; maintain EDU program dates on chapter calendar.
- Prepare E-flyer with assistance from designated EDU Committee member.
- Set-up registration portal.
- Prepare and send badges with registration list to Chair or designated committee member.
- Reimburse committee members for expenses.