



**Responsibilities**

CREW Nashville Board of Directors

**Officers of CREW Nashville shall be comprised of:**

President  
President-Elect  
Immediate Past President  
Treasurer  
Secretary

**The Board of Directors of CREW Nashville shall be comprised of:**

President (Network Delegate)  
President Elect (Network Delegate)  
Treasurer  
Secretary  
Strategic Planning Director  
Membership Director  
Mentorship Director  
Programs Director  
Sponsorship Director  
Communications Director  
Community Outreach Director

The CREW Nashville Board of Directors is comprised of the President (who shall also be a Network Delegate), President-Elect (who shall also be a Network Delegate), Treasurer, Secretary, Immediate Past President, and no fewer than four (4) and not more than eleven (11) Directors. In order to serve on the Board, a member must be in good standing. Board Members cannot serve as a chairperson of a standing committee unless permitted by the Board and cannot serve in more than one officer position on the Board. Members of the Board of Directors serve as advocates on behalf of the Chapter. The key responsibilities for members of the Board of Directors are to (i) attend the monthly Board meetings in person (or virtually if necessary); (ii) be prepared and informed before each Board meeting by reading The board report materials provided to you; (iii) understand the Chapter's Bylaws, strategic plan and guidelines; (iv) actively participate in Board discussions; (v) determine the Chapter's goals and priorities; and (vi) evaluate the Chapter's programs and purposes.

In a continued effort to further the mission of CREW Nashville and CREW Network, it is strongly encouraged that each Board member make a personal contribution to support CREW Network Foundation in order to assist in achieving its fundraising goals. Additionally, it is strongly recommended that the Board of Directors support the chapter's financial goals by identifying companies for sponsorship opportunities and sharing with Sponsorship Director. As a leader of the Chapter, it is also expected that Board Members will attend a majority of the events held throughout the year, especially those designed to achieve strategic goals set forth by the committees.

Job Descriptions for Officers and Board of Directors are as follows:

## PRESIDENT

The President is the chief executive officer of the Chapter. The President shall have general charge and supervision of the business of the Chapter and shall exercise or perform all the powers and duties usually incident to the office of the President. Responsibilities include:

- Preside over monthly Board meetings.
- Coordinate the Consent Agenda for all Board meetings. The Board Report should be sent to the Board at least three (3) business days in advance of the Board meeting. Upload consent agenda and the Board Report to the CREW electronic filing system in a timely manner.
- Attend CREW Network Leadership Summits held in the Winter, Spring and Fall (in conjunction with CREW Network Convention & Marketplace) as chapter delegate. Registration, travel expenses, meals and the cost of hotel room are paid by CREW Nashville.
- Prepare the agenda and content for the Annual Meeting.
- Prepare agenda for Chapter Meetings in conjunction with Program Director and deliver the welcome remarks and announcements at all regularly scheduled Chapter events and meetings.
- Plan, schedule and preside over the Member Board Retreat scheduled no later than the tenth (10<sup>th</sup>) month of the year.
- Assist the President-Elect in planning the Incoming Board Retreat scheduled no later than the tenth (10<sup>th</sup>) month of the year.
- Understand and communicate the mission and operations of CREW Nashville and CREW Network to members.
- Propose issues to undertake and implement strategic initiatives as identified by the Strategic Plan Director and approved by the Board.
- Serve as the point of contact for outside entities that wish to do business with CREW Nashville.
- Solicit nominations for CREW Nashville Chapter Awards (if applicable) and CREW Network Impact Awards.
- Serve as member of Nominating Committee.
- Additional responsibilities as included in CREW Network playbooks.

## PRESIDENT-ELECT

The President-Elect assists the President and performs tasks as may be prescribed by the Board. Responsibilities include:

- Serve as an officer of CREW Nashville and the Board of Directors.
- Perform the duties of the President if the President is unable to act for any reason.
- Attend CREW Network Leadership Summits held in the Winter, Spring and Fall (in conjunction with CREW Network Convention & Marketplace) as a chapter delegate. Registration, travel expenses, meals and the cost of hotel room are paid by CREW Nashville.
- Prepare and present Network Summit and Convention “Take Away” for board meetings.
- Articulate the mission and operations of CREW Nashville and CREW Network to members.
- Serve as an Officer of CREW Nashville and on the Board of Directors.
- Participate with committees assigned by President.
- Serve as member of the Nominating Committee.
- Participate on CREW Network Board-Hosted calls and communicate the discussion points in the monthly board report.
- Attend the scheduled Chapter events, and act as a greeter at events, when assigned.
- Attend any and all Member Retreats and assist President in planning.
- Plan, schedule and preside over the In-Coming Board Retreat during scheduled no later than the 10th month of the year.
- Purchase year end gift for outgoing president – max expenditure is \$100. (current gift – framed letters CREW, dates of service)
- Use the year to work on plan for upcoming year as President.
- Additional responsibilities as included in CREW Network playbooks.

## TREASURER

The Treasurer is the chief financial officer of the Chapter and shall have custody of all funds of the Chapter. Responsibilities include:

- Serve as an officer of CREW Nashville and the Board of Directors.
- Identify Assistant Director to assist in leading the Finance Committee activities and present for nomination and confirmation by Board of Directors.
- Assemble members for committee as necessary.
- Deposit all funds in such bank or banks as may be designated from time to time by the Board.
- Report on the financial condition of the Chapter at each monthly Board Meeting and Annual Meeting. Prepare reports for The Board Report to include bank reconciliations, accounts receivable, accounts payable, budget variance, balance sheet and general ledger activity. Upload approved reports to the CREW electronic filing system in a timely manner.
- Keep full and accurate accounting of all monies received and disbursed as approved by the Board. Process expense reimbursements, in accordance with the approved budget and expense reimbursement policy.
- Maintain the reserve funds in compliance with the Chapter's Reserve Fund Policy.
- Make recommendations for investment of Chapter funds and ensuring investments are in compliance with any investment policy adopted by the Board.
- Respond to the Board of Directors and Committee inquiries regarding budgeted items such as travel expenses, and operating budgets for various committees.
- Review CREW Network membership status reports to verify that Membership funds received are reported accurately. Membership Committee will coordinate with CREW Network for billing of all members annually for dues (including new members).
- Review annual tax return prior to being presented to Board of Directors for review and approval. Oversee the filing of the tax return in a timely manner. (currently: Drennan and Associates, 47 Music Square East, Suite 200, Nashville, TN 37203)
- Coordinate with the Sponsorship Committee to collect, deposit and track sponsorship revenues. Sponsorship plays the lead role in collection and tracking of funds. The Treasurer's role is to authorize the deposit of funds received and to provide oversight and assistance, as required.
- Coordinate with the Program Committee and CREW Network, as applicable, to deposit all member and guest monthly event fees received. The primary responsibility is to reconcile each event, such as collection of funds, with the pursuit of outstanding receivables being the responsibility of the committee responsible for a specific event.
- In conjunction with the Board of Directors and with input from all committees, develop the budget for the subsequent year.
- Attend scheduled chapter events and act as a greeter at events, when assigned.
- Attend any member or Board Retreat during the year.
- Additional responsibilities as included in CREW Network playbooks.

**SECRETARY**

The Secretary maintains the official records of the Corporation, including, without limitation, minutes of the meetings of the Board of Directors. The Secretary shall have competent knowledge of Roberts Rules of Order and shall assist in the proper conduct of meetings of the Board and any Membership meetings. Responsibilities include:

- Serve as an officer of CREW Nashville and Board of Directors.
- Keep a record of the attendance, proceedings and votes of all monthly Board meetings.
- Prepare the minutes of the monthly Board meetings and send to President for review within ten (10) business days for the Board Report.
- Update Policies and Procedures Manual and upload approved revisions to CREW electronic filing system.
- Distribute ballots for Board of Director nominations to membership, and record votes. Report final tally to Board of Directors and upload ballots/results to CREW electronic filing system in a timely manner.
- Assist the Board of Directors as required during monthly Board meetings for compliance with Bylaws, formation of motions, procedures and voting.
- Upload approved minutes in a timely manner to CREW electronic filing system
- Attend scheduled chapter events, and act as a greeter at events, when assigned.
- Attend any Member Retreat and/or Board Retreat.
- Additional responsibilities as included in CREW Network playbooks.

**IMMEDIATE PAST PRESIDENT**

The Past President serves as Officer and member of the Board of Directors.  
Responsibilities include:

- Serve as an officer of CREW Nashville and Board of Directors.
- Serve as Chair and form Nominating Committee, in conjunction with Article 7.01 of the CREW Nashville Bylaws.
- Present ballot for upcoming election of Board of Directors for approval by current board and upload to CREW electronic filing system.
- Assist the President in the orderly transition of authority.
- Identify ways to engage the Past Presidents in the Chapter's activities on an ongoing basis.
- Serve in an advisory capacity to the current Board (as needed) in running the Chapter.
- Engage Past Presidents to continue to stay involved and participate in event and leadership activities within the Chapter.
- Attend chapter events and act as a greeter at events, when assigned.
- Attend any Member Retreat and/or Board Retreat.
- Additional responsibilities as included in CREW Network playbooks.

## COMMUNICATIONS DIRECTOR

The mission of the Communications Committee is to create avenues of communication that inform members about the activities of CREW Nashville and CREW Network, to obtain publicity and awareness opportunities for CREW Nashville and its members to the real estate community and the community at large. Responsibilities include:

- Serve as Communications Director for CREW Nashville Board of Directors.
- Identify Assistant Director to assist in leading the Communications Committee activities and present for nomination and confirmation by Board of Directors.
- Assemble Communications Committee to develop/review for Board approval the committee guidelines to set goals and actions steps in accordance with the strategic plan.
- Prepare a committee budget for Board approval (typically in the Fall of each year). Track costs.
- Promote CREW Nashville in accordance with the strategic direction of the Chapter and CREW Network as established by the Board.
- Coordinate public relations and social media efforts to ensure that CREW Nashville is receiving the best exposure in the marketplace without duplication of effort. Prepare media alerts for upcoming events and press releases for noteworthy occurrences.
- Coordinate with the Sponsorship Committee to maintain current sponsor logos for e-mail blasts.
- Ensure the proper usage of all branding and associated guidelines (logos, etc.) of CREW Nashville in accordance with CREW Network guidelines.
- Prepare marketing materials, as needed, (signage, flyers, etc.) that will support events and further engage or attract members.
- Develop and maintain relationships with media partners: editors, writers, etc. and invite to signature events. Maintain and update a media distribution list.
- Approve content for and implement e-mail blasts (News/Membership Blast and Events/Sponsorship Blast) in conjunction with various committees and administrator.
- Ensure that all committee members are soliciting information from members to include in member news: new job positions or promotions, member-to-member business, awards and recognitions.
- Oversee the allocation of committee member responsibilities (example website up-dating, weekly e-mail blasts, Linked-in postings and member approvals), committee liaison positions and relevant procedures for coordination with all other committee directors.
- Prepare monthly report for the Board Consent Agenda.
- Provide a list of Committee accomplishments to be presented to members during the Annual Meeting or other membership meetings as directed by President or President-Elect.
- Attend chapter events and act as a greeter at events, when assigned.
- Attend any Member Retreats and Board Retreats.
- Additional responsibilities as included in CREW Network playbooks.

## PROGRAMS DIRECTOR

The mission of the Program Committee is to develop and implement programs and events targeted to Members and prospective members. Responsibilities include:

- Serve as Program Director for CREW Nashville Board of Directors.
- Identify Assistant Director to assist in leading the Program Committee activities and present for nomination and confirmation by Board of Directors.
- Assemble the Program Committee; hold regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Develop/review for Board approval the committee guidelines to set goals and actions steps in accordance with the strategic plan when requested by the Board.
- Prepare a committee budget for Board approval (typically in the Fall of each year). Track costs.
- Prepare an annual calendar/program content for Board approval (typically in the Fall of each year). Any changes to event content or budget expenses must be approved by Crew Nashville President.
- Assure programs are planned by a committee member or members per the Program Committee Guidelines, including content, logistics, registration and follow up survey (as needed) after event takes place. Coordinate with committee member(s) who are taking the lead on a specific program event to provide feedback and guidance. Request program event registration links from Administrator.
- Purchase gifts for speakers and send thank you notes.
- Coordinate with the Sponsorship and Membership Committee on a regular basis. Coordination includes but is not limited to providing sponsorship benefits, assuring sponsorship recognition at events, assisting with sponsor-only events and membership drives, and for certain signature events.
- Coordinate with Communications to keep the events page of the Chapter's website up to date. Provide web updates and email blast information to the Communications Committee as needed, typically on a monthly basis. Coordinate with Communications Committee for press coverage as appropriate.
- Maintain and update the CREW Nashville Events Calendar for all Committees.
- Ensure the Event Checklist is completed (as needed) in advance of each event.
- Attend any Member Retreats and Board Retreat.
- Additional responsibilities as included in CREW Network playbooks.

Coordinate Volunteers to:

Manage registration, including: Keep nametags up to date with current company information, committee information, and sponsorship information. Assemble nametags for members and guests attending monthly events. Work the registration table and arrange for appropriate coverage; complete member and guest sign in and process walk-in and on-site payments. Provide administrator with the number of members and guests who attended an event and the "pay at the door" slips by updating the registration spreadsheet and adding names of walk-ins. (Administrator tracks advance payments). Track event registration information—number of attendees, walk-ins and no-shows—for inclusion in monthly Board report, calendar and committee meeting agenda.

*Manage logistics*, including: Select and reserve venue; plan menu and manage special meal requests; determine cost of event; confirm number of attendees with venue prior to event; review invoice for event and prepare and submit request for payment from Treasurer; follow up with venue to confirm they have received payment. Coordinate with committee member in charge of event to ensure speaker/panel member needs are met, e.g. how they are getting to venue, their audio/visual needs. Confirm event schedule with Co-Chairs, coordinate room setup and AV needs. Coordinate with Sponsorship Committee for updated sponsorship list for PowerPoint presentation. Responsible for running PowerPoint presentation for sponsorship slideshow and program slideshow if applicable. Store and bring projector and CREW Nashville banner(s) to each appropriate monthly event.

- Prepare a monthly report for the Board Consent Agenda.
- Provide a list of Committee accomplishments to be presented to members during membership meetings and/or retreats as directed by President or President Elect.
- Attend any Member Retreat and/or Board Retreat
- Additional responsibilities as included in CREW Network playbooks.

## MEMBERSHIP DIRECTOR

The mission of the Membership Committee is to maintain current membership while marketing to and recruiting new, high-level professionals in the Nashville regional commercial real estate marketplace that meets the diversity goals as stated in the Chapter's strategic plan. The goal is to be the association of choice for the most powerful, influential and supportive women in the greater Middle Tennessee commercial real estate industry. Tasks include:

- Serve as Membership Director for CREW Nashville Board of Directors.
- Identify Assistant Director to assist in leading the Membership Committee activities and present for nomination and confirmation by Board of Directors.
- Assemble the Membership Committee, hold regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Develop/review for Board approval the committee guidelines to set goals and actions steps in accordance with the strategic plan when requested by the Board.
- Prepare a committee budget for Board approval (typically in the Fall of each year). Tracking costs.
- Process and review membership applications, making recommendations to the Board for approval of member applications, and new member orientation.
- Develop annual membership goals for the subsequent year.
- Review attendance of members at Chapter events for purpose of establish members in good standing; determining when to reach out to members to participate more.
- Solicit new members, keeping a balanced representation among membership disciplines and review up-to-date CREW Nashville member and non-member mailing lists no less than two times per year.
- Greet members and guests at events and provide application materials to interested guests. Additionally, encourage members attending events to update their CREWbiz profiles and connect with other members through the CREWbiz app.
- Organize and hold a new member event at least once per calendar year.
- Organize and hold member ambassador program.
- Coordinate with other committees and Board members. In particular, coordinating with the Communications Committee to keep the website current and with the Sponsorship Committee to alert it to new potential sponsor companies and approved affiliate members.
- Prepare a monthly report for the Board Consent Agenda.
- Provide a list of Committee accomplishments to be presented to members during membership meetings and/or retreats as directed by President or President Elect.
- Attend any Member Retreat and/or Board Retreat
- Additional responsibilities as included in CREW Network playbooks.

## MENTORSHIP DIRECTOR

The mission of the Mentorship Committee is to provide oversight and implementation of professional development events for membership, and to carry out the mission set forth by the Chapter's strategic plan. This includes implementing any leadership or mentorship programs, promotion of our industry to the next generation through CREW Careers and UCREW. Tasks include:

- Serve as Mentorship Director for CREW Nashville Board of Directors.
- Identify Assistant Director to assist in leading the Mentorship Committee activities and present for nomination and confirmation by Board of Directors.
- Assemble the Mentorship Committee, develop annual mentorship goals each year and hold regular committee meetings which provide opportunities for networking, learning and leadership for all committee members.
- Develop/review for Board approval the committee guidelines to set goals and actions steps in accordance with the strategic plan when requested by the Board.
- Develop any subcommittees needed for implementation of the annual plan, i.e., Mentorship, UCREW, CREW Careers, etc.
- Prepare a committee budget for Board approval (typically in the Fall of each year). Tracking costs.
- Gather information from membership regarding the types of professional development that would be beneficial to membership.
- Organize and hold at least one professional development event at least once per calendar year.
- Coordinate with other committees and Board members. In particular, coordinating with the Communications Committee to keep the website current with any pertinent information on upcoming professional development events, surveys, etc..
- Prepare a monthly report for the Board Consent Agenda.
- Provide a list of Committee accomplishments to be presented to members during membership meetings and/or retreats as directed by President or President Elect.
- Attend any Member Retreat and/or Board Retreat
- Additional responsibilities as included in CREW Network playbooks and CREW Network Mentorship Program materials.

## SPONSORSHIP DIRECTOR

The mission of the Sponsorship Committee is to maintain current sponsors while targeting and recruiting potential new sponsors. Tasks include:

- Serve as Sponsorship Director for CREW Nashville Board of Directors.
- Identify Assistant Director to assist in leading the Sponsorship Committee activities and present for nomination and confirmation by Board of Directors.
- Assemble the Sponsorship Committee to develop goals and action steps in accordance with the strategic plan, including annual sponsorship goals and potential target sponsors.
- Prepare annual sponsorship goals committee budget for Board approval (typically Fall of each year). Track costs throughout the year. Present to board for approval.
- Hold regular meetings of sponsorship committee to track progress on goals, etc.
- Solicit sponsorship within and outside the CREW Nashville membership for both sponsorships; targeting new sponsors and renewals.
- Forward fees received to CREW Nashville to be deposited in CREW Nashville's account. Provide the Treasurer with information to invoice unpaid sponsors (including completion of CREW Nashville forms when applicable).
- Follow UP with Sponsors to ensure collection of sponsor fees.
- Identify the benefits of local sponsorship and prepare/review sponsorship flier/brochure.
- In conjunction with the Communications Committee, review marketing materials and edit/redesign as necessary, and incorporating new sponsor information and on the Chapter website.
- Send thank you letters to sponsors within two weeks of receiving the sponsorship commitment form and payment.
- Ensure that the sponsor list on the website is current and update Program and Communication Committees with logos and web addresses of new and renewing sponsors to include for display at CREW events and on website and other materials as applicable.
- Maintain an updated list of sponsors to track sponsorship dollars and distribute to Board as part of the monthly Board report.
- Coordinate with Membership Committee and Board to identify new sponsor prospects.
- Monitor benefits allocated with each Sponsoring company member to ensure they are utilizing same and getting the maximum benefit of their sponsorship.
- Host an annual sponsor thank you/networking event or incorporate with other event as to be determined.
- Develop any special promotions, discounts and new benefits for sponsors (1/2 year sponsors, etc).
- Prepare a monthly report for the Board Consent Agenda.
- Provide a list of Committee accomplishments to be presented to members during membership meetings and/or retreats as directed by President or President Elect.
- Attend any Member Retreat and/or Board Retreat
- Additional responsibilities as included in CREW Network playbooks.

## COMMUNITY OUTREACH DIRECTOR

The mission of the Community Outreach Committee is to make a direct impact in the community and within the organization by enriching lives of women and girls in the Greater Middle Tennessee area through purposeful philanthropy while raising the awareness and elevating the stature of CREW Nashville, its members and sponsors. Tasks include:

- Serve as Community Outreach Director for CREW Nashville Board of Directors.
- Identify Assistant Director to assist in leading the Community Outreach Committee activities and present for nomination and confirmation by Board of Directors.
- Assemble the Community Outreach Committee to develop goals and action steps in accordance with the strategic plan, including quarterly and annual volunteer events for members.
- Prepare a committee budget for Board approval (typically in the Fall of each year). Track costs.
- Outline and deliver a program for identifying an annual Philanthropic partner in accordance with the strategic plan.
- Evaluate and track the effectiveness of programs offered for career development and impact of philanthropy.
- Prepare a monthly report for the Board Consent Agenda.
- Provide a list of Committee accomplishments to be presented to members during membership meetings and/or retreats as directed by President or President Elect.
- Attend any Member Retreat and/or Board Retreat
- Additional responsibilities as included in CREW Network playbooks.

## CHAPTER CHAMPION

The mission of the Chapter Champion is to promote CREW Network Foundation fundraising efforts by inspiring Chapter Board, Committees, and Chapter membership to support CREW Network Foundation through individual donations, special chapter fundraising events and programs while aligning goals of Chapter Board, Committee Co-Chairs, and Chapter members with CREW Network Foundation's goals.

### Tasks Include:

- Get a sense of knowledge and support to see who knows about the CREW Network Foundation and who currently supports its purpose.
- Discuss that CREW Network Foundation is the sole foundation dedicated to supporting women in commercial real estate.
- Connect to members emotionally by relating personal, genuine stories and messages about how you connected to the purpose of CREW Network Foundation.
- Convey a sense of purpose and legacy that accompanies such support.
- Discuss how support of the Scholarship Endowment enables CREW Network Foundation to offer multiple college scholarships a year to women pursuing a course of study in commercial real estate.
- Convey the importance of how CREW Network Industry Research/White Papers benefit chapter members.
- Encourage support/donations at CREW Network's suggested monetary level and setting goals to achieve the Chapter Challenge:
  - 100% giving by Board
  - 50% giving by members of the Chapter
  - Chapter Donation of at least \$1,000
  
- Prepare at minimum a quarterly report for the Board Consent Agenda.
- Attend Member Retreat and/or Board Retreat as scheduled throughout the year.
- Attend Quarterly Board meetings as may be designated by the President.
- Additional responsibilities as included in CREW Network playbooks.

## ADMINISTRATOR

Assists Board of Directors with administrative duties as assigned by the current President and Board.

Responsibilities include:

- Log in and Password Information – Keeps log in and password information for all CREW Nashville accounts; ensures that passwords are current and any online accounts are current.
- Schedule and facilitate Virtual (i.e., Zoom, etc.) Meetings and webinars.
- Coordinate, as necessary, Registration links from CREW Network
- Maintain RSVPs for CREW Nashville Events – Administrator will compile RSVPs for CREW Nashville events. A third-party vendor may be utilized to facilitate the collection or RSVPs and acceptance of payment, for CREW Nashville events. In the event CREW Nashville Board agrees to use CREW Network for collection of RSVP's and payment, Administrator works with CREW Network for same service. Work with Finance Director to ensure accurate payment records.
- Prepare Name Tags for CREW Nashville Events, including maintaining board of directors and past presidents name tags.
- CREW Nashville Database – Work with Member Services and CREW Network to ensure that CREW Nashville Membership database is kept current and accurate.
- Maintain database including email addresses of pertinent real estate professionals to receive notices of open meetings and special events.
- Maintain Spreadsheet of Committee Accomplishments.
- Prepare and file the Annual Report as required by the Secretary of State of Tennessee, submit for approval and signature by President.
- CREW Nashville Record Storage. Work with Board and committees to ensure accurate records of each event/committee are loaded to CREW electronic filing system for historical reference.
- Ensure corporate records are accurate and saved on CREW electronic filing system: Chapter Bylaws, Chapter Charter, Rules and Regulations, 501(c)6 status, minutes of Board of Directors Meetings, Insurance Policies.
- Act as liaison for Committees and CREW Network for website, insurance certificates, any specialty insurance required for various events, etc.
- Work with Communication Director and CREW Network to ensure website is up-to-date with most accurate information to keep membership informed of upcoming meetings, events, and information.
- Update and maintain the content of CREW Nashville website in coordination with the Communication Director.
- Send out to Membership and other data bases, through email, (as deemed appropriate) all promotional material, newsletters, announcements, surveys, etc. provided by Communications or such other committee, after approval from Current President or President Elect in absence of President.
- In conjunction with Secretary, send out ballots as provided by nominating committee annually and in accordance with Bylaws of CREW Nashville.
- Check P.O. Box and organization email accounts on a routine basis; and report items that require attention to the appropriate Director or the President.
- Attend any CREW Network training as approved by current President and/or board applicable to administrative duties.

COMMITTEE DESCRIPTIONS

FINANCE COMMITTEE

PROGRAMS COMMITTEE

MEMBERSHIP COMMITTEE

MENTORSHIP COMMITTEE

NOMINATING COMMITTEE

SPONSORSHIP COMMITTEE

COMMUNITY OUTREACH COMMITTEE