

## **Qualifications and Requirements for Applications to CREW Boston Board of Directors**

CREW Boston's mission is to promote the advancement and parity of women in commercial real estate. We do this by following our four core values, further described in our [strategic plan](#).

### **I. Member of the CREW Boston Board of Directors**

**A. Qualifications and Skills.** Candidates will be considered based on the criteria below. However, candidates are not required to fulfill every qualification to be considered for the CREW Boston Board of Directors (the "Board"). The composition of the Board as a whole is an integral component of the Nominating Committee's deliberations. The Nominating Committee pursues diversity in experience, industry expertise, background, and thought.

1. Demonstrated leadership ability, including but not limited to:
  - i. Leadership in CREW Boston committees, other organizations' boards and committees, and/or within your company or firm
  - ii. Experience managing teams and working collaboratively
2. Ability to think strategically, independently, and creatively to execute CREW Boston's mission and challenge the status quo
3. Ability to tactfully challenge the popular opinion and engage in thoughtful deliberations, but willingness to support the final decisions of the Board as a whole
4. Sphere of Influence – candidates should make note of any of the following:
  - i. Connections with industry leaders
  - ii. Ability to raise sponsorships
  - iii. Stature in the industry/recognition in the field
  - iv. Influential business contacts and partners
5. Financial and business acumen
6. Specialized knowledge and industry expertise
7. Clear understanding and support of CREW Boston's mission and strategic plan

**B. Application Requirements.** Please submit the following items with any application to become a member of the Board:

1. Resume or biography highlighting your professional experience
2. Copy of your completed CREWbiz profile, including your photo and biography
3. Letter of interest demonstrating your qualifications, including:
  - i. List of current and past CREW Boston committees in which you have been actively involved, including the year on the committee(s), and your contributions
  - ii. List of other boards or organizations in which you are involved and positions held, if any
  - iii. Brief statement regarding why you are interested in serving on the Board

and what your membership in CREW Boston means to you

iv. Brief statement regarding how you will use your skills, contacts, experiences, and personal knowledge to act as an ambassador for CREW Boston in the commercial real estate industry, and help identify potential sponsors and new members

v. Brief statement regarding what particular strengths or attributes you possess that will make you an effective member of the Board

vi. Anything else you want to be considered by the Nominating Committee

**C. Responsibilities and Time Commitment Expectations.** The Board is responsible for setting the strategic direction of CREW Boston to further the mission of CREW Boston. The Board is also responsible for overseeing the Director of Operations, whose responsibility is to execute on the strategic plan with the assistance of the CREW Boston committees. Members of the Board serve for a three-year term, commencing on August 1 of the year in which the applicant is selected and elected. Members of the Board may also serve in the role of co-chair for a CREW Boston committee or group. In addition, Board members are expected to:

1. Attend monthly Board meetings
2. Attend the Board half-day summer retreat in June/July (including the retreat immediately prior to the commencement of such member's term)
3. Assist the Sponsorship Committee with raising sponsorship dollars
4. Assist the Membership Committee with identifying potential new, qualified members
5. Be available for phone or email communication as reasonably needed by CREW Boston colleagues
6. Comply with CREW Boston [Code of Ethics](#)
7. Fulfill the requirements of the [Board of Directors Letter of Commitment](#)

In addition, Board members are encouraged to:

1. Attend and support as many CREW Boston events as possible, such as the luncheon programs, seminars, tours, dine-arounds, Women in Government Reception, Achievement Awards, etc., along with special dinners or receptions such as the New Members/Legacy Council Reception, Committee Thank You Party, and CREW Network Board visits
2. Engage with CREW Network through the annual CREW Network Leadership Summits, Conventions and/or other programs offered

## **II. President of CREW Boston**

**A. Qualifications and Skills.** In addition to the qualifications listed above for candidates applying to become members of the Board, the role of the President requires additional skills and experiences, as described below. Applicants must currently be on the Board or have served on the Board in the past. The Board selects the President and considers the skills of President and President-Elect collectively, to ensure complementary skills to oversee the Board in all endeavors.

1. Demonstrated leadership abilities, including but not limited to:
  - i. Ability to oversee the Board and facilitate productive board meetings with clear objectives and next steps
  - ii. Ability to encourage participation and discussion, but also navigate conflict and garner consensus from the Board
  - iii. Ability to think strategically and about the big-picture, but delegate the execution to the Director of Operations with assistance from the CREW Boston committees
2. Consideration of the best interests of CREW Boston, its members and sponsors and ensuring the Board acts in good faith for all stakeholders
3. Strong public speaking and communication skills

**B. Application Requirements.** Please submit the following items with any application to become President of CREW Boston:

1. Resume or biography highlighting your professional experience
2. Copy of your completed CREWbiz profile, including your photo and biography
3. Letter of interest demonstrating your qualifications, including:
  - i. List of current and past CREW Boston committees in which you have been actively involved, including the year on the committee(s) and your contributions
  - ii. List of other boards or organizations in which you are involved and positions held, if any
  - iii. Brief statement regarding why you are interested in serving as the President of CREW Boston and what your membership in CREW Boston means to you
  - iv. Brief statement of your role on the Board during your term as a member of the Board
  - v. Brief statement regarding how you will use your skills, contacts, experiences, and personal knowledge to act as an ambassador for CREW Boston in the commercial real estate industry, and help identify potential sponsors and new members
  - vi. Brief statement regarding what particular strengths or attributes you possess that will make you an effective President

A letter of recommendation to demonstrate your qualifications is encouraged, but not required. An interview with the Board may be required in April.

**C. Responsibilities and Time Commitment Expectations.** This is a three (3) year position. 1<sup>st</sup> year as President-Elect, 2<sup>nd</sup> year as President and 3<sup>rd</sup> year as Immediate Past President, commencing on August 1 of the year in which the applicant is selected and elected. In this position, the following is expected:

1. The President is the public face of CREW Boston, speaking at luncheons and other events, on behalf of the Board
2. The President and President-Elect are members of the Finance Committee
3. Attend monthly Board meetings, presiding over the meetings in year 2 as President
4. Attend the Board half-day summer retreat in June/July (including the retreat immediately prior to the commencement of the President-Elect's term), presiding over the retreat immediately prior to commencing year 2 as President
5. Attend weekly calls with the Director of Operations during year 1 and 2
6. Assist the Sponsorship Committee with raising sponsorship dollars
7. Attend committee meetings as needed during year 1 to have a better understanding of CREW Boston and each committee's role
8. Attend and support CREW Boston events such as the luncheon programs, seminars, tours, dine-arounds, Women in Government Reception, Achievement Awards, etc., along with special dinners or receptions such as the New Members/Legacy Council Reception, Committee Thank You Party, and CREW Network Board visits
9. Attend the annual CREW Network Leadership Summits and Conventions
10. Be available for phone or email communication as reasonably needed by CREW Boston colleagues
11. Chair the Achievement Awards Committee and Governance Committee as President-Elect and the Nominating Committee and Legacy Council as Immediate Past President
12. Serve as the second CREW Network Delegate for the calendar year overlapping years 1 and 2, which includes attendance at Leadership Summits/Convention in February, June and October
13. Oversee the annual performance evaluation of the Director of Operations on behalf of the Board during year 2 as President
14. Comply with the CREW Boston [Code of Ethics](#)
15. Fulfill the requirements of the [Board of Directors Letter of Commitment](#)

### **III. CREW Network Delegate**

**A. Qualifications and Skills.** Candidates will be considered based on the criteria below. However, candidates are not required to fulfill every qualification to be considered for the delegate position.

1. Demonstrated leadership ability, including but not limited to:
  - i. Leadership in CREW Boston committees, other organizations' boards and

- committees, and/or within your company or firm
  - ii. Experience managing teams and working collaboratively
  - iii. Ability to motivate and engage teams
- 2. Ability to think strategically, independently, and creatively to execute CREW Boston's mission and challenge the status quo
- 3. Ability to tactfully challenge the popular opinion and engage in thoughtful deliberations, but willingness to support the final decisions of the Board as a whole
- 4. Prior involvement with CREW Network is a plus, but not a requirement
- 5. Sphere of Influence – candidates should make note of any of the following:
  - i. Connections with industry leaders
  - ii. Ability to raise sponsorships
  - iii. Stature in the industry/recognition in the field
  - iv. Influential business contacts and partners
- 6. Financial and business acumen
- 7. Specialized knowledge and industry expertise
- 8. Clear understanding and support of CREW Boston's mission and strategic plan

**B. Application Requirements.** Please submit the following items with any application to become the CREW Network Delegate for CREW Boston:

- 1. Resume or biography highlighting your professional experience
- 2. Copy of your completed CREWbiz profile, including your photo and biography
- 3. Letter of interest demonstrating your qualifications, including:
  - i. List of current and past CREW Boston committees in which you have been actively involved, including the year on the committee(s), and your contributions
  - ii. List of current and past CREW Network experience and attendance at past CREW Network Conventions and Leadership Summits
  - iii. List of other boards or organizations in which you are involved and positions held, if any
  - iv. Brief statement regarding why you are interested in serving as a CREW Network Delegate and what your membership in CREW Boston means to you
  - v. Brief statement regarding how you will use your skills, contacts, experiences, and personal knowledge to act as an ambassador for CREW Boston in the commercial real estate industry throughout the global network, and help CREW Boston identify potential sponsors and new members
  - vi. Brief statement regarding what particular strengths or attributes you possess that will make you an effective CREW Network Delegate
  - vii. Anything else you want to be considered by the Nominating Committee

**C. Responsibilities and Time Commitment Expectations.** CREW Network Delegates have the opportunity to work on, and are encouraged to express interest in, CREW Network committees or task forces. Service on committees is an excellent way to meet other chapter delegates, gain a better understanding of the operations of CREW Network, influence the future of CREW Network programs and benefits, and demonstrate leadership ability for those interested in serving on the CREW Network Board of Directors in the future. The CREW Network Delegate will serve a 2-year term, beginning on January 1 of the calendar year after the year in which the delegate is selected, and is expected to:

1. Serve as primary liaison between CREW Network and the Board and individual members
2. Chair CREW Boston's CREW Network Committee and act as an ambassador for CREW Network
3. Serve as the CREW Network Foundation Champion for CREW Boston, which includes promoting the CREW Network Foundation and participating in calls regarding the CREW Network Foundation
4. Attend and participate in monthly Board meetings and annual Board retreats (including the retreat during the calendar year in which the delegate is selected, prior to the delegate's term), at the Board's invitation, as a non-voting member
5. Attend three (3) CREW Network meetings each year, held in conjunction with regional Leadership Summits and the annual Convention. Delegates should attend all sessions offered during the Leadership Summits and the annual Convention (except to the extent such sessions overlap with other sessions, in which event the delegate should attend any Council meetings or other sessions in which a representative of CREW Boston is required). The Leadership Summits and annual Convention are held in various locations throughout the United States and Canada (you can find the upcoming schedule on the CREW Network website)
6. Review issues requiring Chapter approval with the Board in advance of CREW Network Council meetings (held during Leadership Summits) and cast CREW Boston's Chapter vote on issues before the CREW Network Council
7. Provide reports to the Board on actions taken at the CREW Network Leadership Summits and annual Convention sessions attended
8. Act as a conduit of information from CREW Network by monitoring emails and resources provided by CREW Network
9. Consider applying to sit on the CREW Network Nominating Committee (only delegates can sit on the Nominating Committee)
10. Comply with the CREW Boston [Code of Ethics](#)
11. Fulfill the requirements of the [Board of Directors Letter of Commitment](#)
12. Fulfill the requirements of the delegate as outlined in the [CREW Network Delegate Playbook](#)

**D. Financial Commitment.** If a delegate's employer will not cover the cost of attending the three (3) CREW Networking meetings, CREW Boston will cover the expenses.