

## Details for Board of Directors Nomination Submission

The following items are required to be submitted with any application for the CREW Boston Board of Directors:

- Resume or bio highlighting your professional experience.
- A copy of your completed CREWbiz profile, including your photo and bio at a minimum.
- List of current and past CREW Boston Committees that you have been actively involved in, including the year on the committee(s).
- List of other boards or organizations that you are involved in and positions held, if any.
- Brief statement regarding why you are interested in serving on the Board of Directors.
- Brief statement regarding how you will use your skills, contacts, experiences, and personal knowledge to help CREW Boston identify potential sponsors and new members.
- Brief statement regarding what particular strengths or attributes you possess that will make you an effective member of the CREW Boston Board of Directors.
- Brief statement regarding what your membership in CREW Boston means to you.

## Responsibilities and Time Commitment Expectations

### CREW Boston Board of Directors

The members of the Board of Directors generally serve for three years. Each member participates in strategic planning to set the direction for CREW Boston and serves as chair or co-chair to one of CREW Boston's Committees and/or Groups. Board members have the opportunity as chair (or co-chair) to meet other CREW Boston members, gain a better understanding of the operations of CREW Boston, and influence the future of CREW Boston programs and benefits. In addition, Board members are expected to:

- Attend monthly Board meetings from July to June.
- Attend the Board half-day summer retreat in June/July.
- Assist the Sponsorship Committee with raising sponsorship dollars for the organization.
- Assist the Membership Committee with identifying potential new, qualified members.
- 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 New Members/Legacy Council Reception, Committee Thank You Party, and CREW Board member visits.
- Be available for phone or email communication as reasonably needed by CREW Boston colleagues.
- Actively chair or co-chair a committee that includes strategizing, managing and handling logistics.



## Details for President Nomination Submission

The following items are required to be submitted with any application for President of CREW Boston::

- Resume or bio highlighting your professional experience.
- A copy of your completed CREWbiz profile, including your photo and bio at a minimum.
- List of current and past CREW Boston Committees that you have been actively involved in, including the year on the committee(s).
- List of other boards or organizations that you are involved in and positions held, if any.
- Brief statement regarding why you are now interested in serving as the President of CREW Boston.
- Brief statement of your role on the Board of Directors during your term.
- Brief statement regarding how you will use your skills, contacts, experiences, and personal knowledge to help CREW Boston identify potential sponsors and new members.
- Brief statement regarding what particular strengths or attributes you possess that will make you an effective President.
- Brief statement regarding what your membership in CREW Boston means to you.
- An interview with the Board of Directors may be required in April.

## Responsibilities and Time Commitment Expectations

### CREW Boston President

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. In this position, the following is expected:

- Attend monthly Board meetings from July to June during years 1 and 3.
- Attend the Board half-day summer retreat in June/July during years 1 and 3.
- Preside over monthly Board meetings from July to June during year 2
- Preside over the Board half-day summer retreat in June/July during year 2
- Assist the Sponsorship Committee with raising sponsorship dollars for the organization.
- Assist the Membership Committee with identifying potential new, qualified members.
- Attend as many committee meetings as possible during year 1 to have a better understanding of the organizations and each committee's roles in the organization.
- 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 New Members/Legacy Council Reception, Committee Thank You Party, and CREW Board member visits.
- Be available for phone or email communication as reasonably needed by CREW Boston colleagues.
- Actively chair the Achievement Awards Committee as President-Elect and the Nomination Committee and Legacy Council as Immediate Past President.
- Serve as the second CREW Delegate for the 2020 calendar year year which includes attendance at Leadership Summits/Convention in February, June and October.



## Details for CREW Network Delegate Nomination Submission

Please include the following with your submission:

- Resume highlighting your professional experience.
- Photo (if not on your CREWbiz profile).
- A copy of your completed CREWbiz profile, including your photo and bio at a minimum.
- List of current and past CREW Network Committee experience.
- List of CREW Network experience (ie. Conventions attended, Council Meetings, etc.).
- Brief statement regarding why you are interested in serving as a CREW Network Delegate.

## Responsibilities and Time Commitment Expectations

### CREW Boston CREW Network Delegate

CREW Network Delegates will have an opportunity to express interest in working on 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, 2020 and is responsible for:

- Serve as primary liaison between CREW Network and CREW Boston's Board of Directors and individual members.
- Chair CREW Boston's CREW Network Committee and act as an ambassador for CREW Network.
- Attend and participate in, as a non-voting member, monthly CREW Boston Board of Directors meetings from August through July, reviewing issues requiring Chapter approval prior to Council meetings.
- Cast CREW Boston's Chapter vote on issues before the CREW Network Council.
- Provide periodic reports to the CREW Boston Board of Directors on actions taken at the CREW Network Leadership Summits and annual Convention sessions attended.
- 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. 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).
- Opportunity to apply to sit on the CREW Network Nominating Committee (only Delegates can sit on the Nominating Committee).

### 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.

