



March 2, 2020

BOARD OF DIRECTORS

PRESIDENT
Jill C. Sharif
First American Title Insurance Company -
National Commercial Services

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Laura Gregoriadis
DGC LLP

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Lincoln Property Company

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BentallGreenOak

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Windover Construction, Inc.

Kerry L. Hawkins
JLL

Pamela C. Messenger
Friends of Post Office Square

Melissa Noone
Neoscape Inc.

Patricia M. Pinto, P.E., LSP, LEP
Sanborn, Head & Associates, Inc.

Julie Ann Schultz, J.D.

Lisa Strope
JLL

CREW DELEGATES

Karen Hurd, CCIM
Baker Tilly Virchow Krause, LLP

Laura Gregoriadis
DGC LLP

Dear CREW Boston Member

The Nominating Committee is seeking candidates for the 2020 - 2021 CREW Boston Board of Directors. Nominations will be presented to our membership for confirmation at the Annual Meeting on June 11, 2020. In addition, the Board of Directors is again accepting nominations from any current or past Board Member interested in serving as the 2021 - 2022 President, which will include serving as President-Elect for 2020 - 2021.

We sincerely hope that you will consider becoming involved in CREW Boston in a leadership position by applying to join the CREW Boston Board of Directors or serving as the CREW Boston President. With membership exceeding 500 professionals, we value your input and involvement as we continue to evolve as a dynamic, successful organization meeting the needs of our members and serving as a powerful voice in the New England commercial real estate community.

Enclosed are details regarding nomination submission requirements as well as information regarding responsibilities and time commitment for members of the Board and the President. If you are interested in serving in any of these positions, please email your submission to laura@crewboston.org by Wednesday, April 1, 2020.

If you have any questions about serving on CREW Boston's Board, please contact any current Board member listed on this letter. If you have any questions regarding the nomination process, please feel free to contact me.

Sincerely,

Barbara Oddo
Chair, Nominating Committee
baoddo@lpc.com
(617) 275-7001

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.
- Attend the annual CREW Network Leadership Summits and Conventions
- 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. 1st year as President-Elect, 2nd year as President and 3rd 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.
- Attend the annual CREW Network Leadership Summits and Conventions
- 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 2021 calendar year year which includes attendance at Leadership Summits/Convention in February, June and October.