

APPLICATION FOR BOARD OF DIRECTORS

Professional Experience

Please attach a current resume or professional biography and answer the questions below.

1. Brief description of your current job responsibilities. (25 – 100 words)
2. Please describe your past and current experience in CREW East Bay, other CREW chapters and/or CREW Network. (25 – 100 words)
3. Please describe your reasons for wanting to serve as a CREW East Bay Board member. (25 – 100 words)
4. Please describe your past or current leadership experience (such as serving on not-for-profit corporate boards of directors or within your company or in other capacities). Describe your responsibilities in these positions. (25 – 100 words)
5. What most impresses you about CREW East Bay? (up to 25 words)
6. What do you think are CREW East Bay's biggest challenges in the next few years and explain how you might address one of them. (25-100 words)
7. The CREW East Bay Board of Directors is a strategic board, but expects each Board member who also serves as a Vice President to serve as an advocate for that particular committee. If you are a Vice President, how do you plan to support your committee as a member of a strategic board? (25 – 100 words)

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POSITION DETAILS

- **VICE PRESIDENT MARKETING** - Responsible for the committee which publishes the Chapter's weekly email blasts and other social media, as well as promoting and supporting all media relations.
- **VICE PRESIDENT MEMBERSHIP** - Responsible for the committee charged with recruitment, member retention and benefits, including the hosting of quarterly new member orientations.
- **VICE PRESIDENT PROGRAMS** - Responsible for the committee charged with all events (except those run by other committees, such as Elevate and other special programming).
- **VICE PRESIDENT SPONSORSHIP** - Responsible for the committee charged with fundraising, identifying sponsors for CREW East Bay and sponsorship benefits.
- **VICE PRESIDENT DIVERSITY, EQUITY & INCLUSION** - Responsible for committee bringing awareness to diversity, equity and inclusion, and collaboration with other Chapter committees to ensure Chapter events, programming and membership are diverse in experience, CRE fields and ethnicity.
- **TREASURER** - Responsible for all financial aspects of the Chapter, including development of the annual budget and working directly with Network chapter services to provide accurate financial statements.
- **DELEGATE** - With the President-Elect, serve as delegate to Network by attending three leadership summits during the year and share Network communications with the Board and Chapter.
- **MEMBER AT LARGE** - Assist with succession planning, plan/host chapter leadership training/social events, provide general support to the Board as assigned on special projects and serve as the Board liaison to the Rising Leaders Committee.
- **PRESIDENT ELECT** - This role is a three (3) year commitment: President-Elect, President and Past President. The role is responsible for the following:
 - President Elect: Responsible for acting in the role of Delegate (and often Chapter Champion) in order to develop an understanding of Chapter management, CREW Network, succession planning and Chapter leadership training and events; support President; serve on Governance and Nominating Committees.
 - President: Responsible for chapter management through collaboration with the Board of Directors to develop and execute the strategies and goals of the Chapter; serve on Governance and Nominating Committees.
 - Immediate Past President: Serve in advisory position to the current President; serve as Chair of the Governance and Nominating Committees.

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Board Commitment

1. CREW East Bay Directors are required to sign a Commitment Letter and subscribe to a Code of Ethics. Have you read these, and are you prepared to subscribe to them if elected to the Board?

- Yes
- No

2. Have you considered the CREW East Bay Board commitment in connection with your other obligations (e.g., employment, family, other commitments) so that you are confident that you have the time and other resources necessary to fulfill the responsibilities of a Director?

- Yes
- No

Important Dates

1. Board interviews will be held on Thursday, September 16, and Friday, September 17, 2021. Please let us know if you will be unable to participate in an interview that day and whether there are blocks of time on that day when you cannot be available. If you are not available on September 16th or September 17th, alternate arrangements can be made.
2. As a member of the new Board, you will be requested to attend the transition meeting (and possibly a dinner thereafter) on Saturday, November 13, 2021. Please confirm your availability for this meeting.
3. Board meetings will be held on the fourth Tuesday of every month from 11:30-1:30 in Pleasanton. Please confirm your availability to attend.