



CREW Chicago Board Position Responsibilities

GENERAL

- Candidates for any Board position must be a Full or Civic member.
- Any candidate for President-Elect (or President, in the event the President-Elect is unwilling or unable to assume the position of President) must have served on the Board for two of the last five years.
- It is recommended, but not required, that candidates for Board positions have previously served as a Chair or Co-chair of a standing CREW Chicago committee and/or served on a CREW Network committee.

PRESIDENT

Serving as President of CREW Chicago is essentially a three-year commitment – one year each as President-Elect, President, and Immediate Past President. The President is responsible for leadership of the Board of Directors. It is critical that the President lead with strategic vision and equitable and inclusive lens and moderate meetings of the Board of Directors with clear direction. The President should understand the CREW Network brand and the importance of connecting with the resources at CREW Network to lead with best practices.

General activities/duties:

- Lead the CREW Chicago strategic board in all policy development to advance the organization and the stature of our members.
- Be a champion for Diversity, Equity and Inclusion (“DEI”) strategic plan and initiatives.
- Evaluate and review the strategic plan with the Board of Directors annually
- Schedule and host regular board meetings.
- Create board meeting agendas.
- Welcome/announcements at the chapter meetings and events.
- Attend CREW Network leadership summits and conventions.
- Work with the Immediate Past President and Nominating Committee to slate the next year’s Board.
- Manage the business of the organization such as making decisions on policy issues, financial issues, reserves.

PRESIDENT-ELECT

The President-Elect is elected one year prior to serving as President of the Board. The President-Elect should participate fully in CREW Network’s Chapter Leader Success Series, the leadership training at leadership summits, and apply to serve on a CREW Network committee. These will

ensure that they have an excellent understanding of the resources at CREW Network to help them be a successful chapter President.

General activities/duties:

- In the absence of the President, shall preside at all meetings of the chapter, meetings of the Board of Directors, and execute any other duties as requested by the Board of Directors. Serve as a "right hand" to the President and aid with President's duties, when needed.
- Be a champion for DEI strategic plan and initiatives.
- Introduce the incoming Committee Chairs and Board Members to each other.
- Participate in the evaluation and review of the strategic plan at least once each year.
- Assist in the planning and organizing of a "transition meeting" to provide training and introduction for incoming Board Members and committee chairs
- Attend each monthly Board meeting.
- Attend CREW Chicago public events.

TREASURER

The Treasurer is responsible for reporting the chapter's financial health to the Board of Directors. The treasurer will oversee the financial practices, equitable budget process, and fiscal policies of the organization.

General activities/duties:

- Prepare the budget for the upcoming year with input from the board and each committee chair
- Prepare information for and/or filing appropriate tax and information returns
- Produce/review monthly and annual financial statements
- Send monthly financials to all Board Members prior to each Board meeting for review and comment.
- Collect amounts due to the chapter.
- Approve and/or paying invoices or other amounts due from the chapter.
- Attend each monthly board meeting.

SECRETARY

The Secretary shall keep an accurate record of the proceedings of the Board of Directors and Annual Meeting and special meetings of the Association, and shall be responsible for seeing that notice of all meetings of the Board of Directors and the Association are issued in timely fashion.

- Approve minutes from each Board of Director and chapter meetings. Summarizing and distributing action items to the Board of Directors.

- Determine whether there is quorum at meetings.
- Collect/count ballots for chapter votes while maintaining the confidentiality of each members' ballot.
- Discharge any other duties that the board of directors may require.
- Attend each monthly board meeting.

DEI OFFICER

The DEI Officer shall lead and coordinate the Association's Diversity, Equity and Inclusion ("DEI") efforts with respect to Association membership and leadership and in furtherance of the Association's mission, and provide a DEI perspective to the Board and Committees with respect to activities and programs of the Association. The DEI Officer shall participate in the evaluation and review of the strategic plan at least once each year and assist with creating and maintaining the DEI Strategic Plan Playbook for CREW Chicago chapter. The DEI Officer shall monitor and advocate for the Board of Directors and committee leadership to follow the guidance and directives in the Chapter DEI Playbook.

DIRECTOR (two-year-term)

A Board Director is a strategic thinker and champion for DEI in their committees. They are counted on for their advice, ideas, and opinions. Directors are encouraged to actively participate in discussions and brainstorming sessions that occur at Board meetings. A director is also an ambassador to the rest of the membership. They should encourage potential members to join; welcome new members; solicit input from members at functions; and relay the feedback back to the Board. Each Director will be assigned a committee with which to liaison. As committee liaison, they may join and actively participate on the committee or choose to just communicate regularly with the committee chair. Directors should make sure that Board decisions are communicated to the chair and that the committee report is complete and submitted timely. Directors should champion the strategic plan to the committee and keep them on track with the mission, vision, and goals of the organization.

DELEGATE (one-year-term)

Each chapter is represented by two CREW Network delegates. Delegates gather at CREW Network leadership summits three times during the year. The delegates act as the primary liaisons between CREW Network and their chapters, submitting chapter votes, and learning about resources for the chapter and members. Delegates are the primary liaisons, responsible for the dissemination of CREW Network information to the chapter, therefore attendance is required at these meetings. In conjunction with attendance at each CREW Network leadership summit, the delegates attend a meeting of the Council of Delegates ("Council") on behalf of their chapter and cast the chapter's two votes. These meetings also provide valuable leadership training and opportunities to interact and exchange ideas with delegates from other chapters and attend sessions designed to provide them with tools for effective leadership.