

POSITION OF PRESIDENT-ELECT

Term of office: 1 year as President-Elect, but 3 years in total, including President-Elect, then President and finally Outgoing-President.

→ *The CREW M chapter covers the cities of Montreal and Quebec. The role of President-Elect may involve travel between these two cities, depending on needs and planned activities.*

Roles

- Deepen knowledge of the CREW Network and the CREW M chapter;
- Evaluate association operations in preparation for presidency;
- Liaise with strategic planning committee and prepare strategic plan.
- Responsible of the Nominating Committee

Strategic responsibilities

- Maintain links between CREW M and Réseau CREW Network by establishing regular communication between the two organizations; act as the primary contact for all communications with Réseau CREW Network;
- Be aware of the roles of each of the committees and provide them with ad hoc support and guidance in achieving their objectives;
- Represent the chapter at international conferences 2-3 times a year (often in the U.S.);
- In collaboration with the Strategic Planning Committee, prepare the three-year plan;
- Be actively involved in CREW M activities and strengthen ties with the member community;
- Act as an ambassador for CREW M within her professional network and support its outreach;
- Support initiatives aimed at increasing member growth and engagement;
- Develop partnerships with sponsors and industry players.

Operational responsibilities

- Be an officer of CREW M (executive committee);
- Co-sign financial and legal documents on behalf of the Board;
- Chair Board meetings in the absence of the President;
- Prepare and present reports at Board meetings;
- Assist the President (in general and/or with specific projects) to ensure the smooth running of CREW M's activities;
- Set up and coordinate ad hoc committees for special projects, as requested by the Board;
- Assist the Treasurer in preparing and obtaining Board approval of the annual budget;
- Carry out any other duties related to the position of President-Elect, or as requested by the President or the Board.

Required profile

- Commitment to CREW M's mission and values;
- Experience in governance or keen interest in strategic issues;
- Collaborative spirit, ability to analyze and take a step back;
- Influential leadership, credibility in her sector and willingness to advance the role of women in commercial real estate;
- Excellent interpersonal and communication skills.



Time and commitment

Expectations generally include :

- A monthly board meeting;
- Participation in chapter events (often between 8 and 12 per year);
- Planning meetings;
- Participation in CREW Network calls or summits;
- Travel to the United States or Canada for summits or training (3 to 4 times per year).

DIRECTOR - CREW M BOARD OF DIRECTORS

Term of office: 2 years

→ The CREW M chapter covers the cities of Montreal and Quebec. The role of Director may involve travel between these two cities, depending on needs and planned activities.

Roles

- Actively contribute to CREW M's strategic governance;
- Participate in defining the organization's major orientations;
- Monitor commercial real estate industry issues;
- Oversee results in line with CREW M's strategic plan;
- Exercise benevolent and mobilizing leadership within the Board of Directors.

Strategic responsibilities

- Participate in the Board's strategic discussions and decisions, in a collaborative and proactive governance perspective;
- Contribute to the development and monitoring of the organization's strategic plan;
- Assume responsibility for a CREW M committee and ensure strategic follow-up of its work with the Board;
- Provide ad hoc support to committees with no operational role, to ensure alignment of initiatives with the Board's strategic vision;
- Be actively involved in CREW M activities and strengthen ties with the member community;
- Act as an ambassador for CREW M within his/her professional network and support its outreach;
- Support initiatives aimed at increasing member growth and engagement;
- Develop partnerships with sponsors and industry players.

Operational responsibilities

- Oversees the budget and financial health of his committee;
- Prepares and presents reports at Board meetings;
- Recruit and supervise committee volunteers;
- Coordination of committee activities;
- Carry out any other duties related to the position of Director or as requested by the President or the Board.

Required profile

- Commitment to CREW M's mission and values;
- Experience in governance or keen interest in strategic issues;
- Collaborative spirit, ability to analyze and take a step back;
- Willingness to advance the role of women in commercial real estate;
- Excellent interpersonal and communication skills.



Time and commitment

Expectations generally include:

- A monthly board meeting;
- Participation in chapter events (often between 8 and 12 per year);
- Committee meetings.