

2027 CREW Board of Directors Nomination Application

The benefits of CREW Calgary Board Experience include raising the profile of you and your company, strengthening project and team management skills, expanding your network, and learning the basics of Board work in a comfortable setting. Please read through all the documents included in this package:

- Nomination Application
- Director Job Description
- President Elect Job Description

Name of Candidate:

Position: (please select all positions you are interested in)

- Director
- 2027 President Elect*

*Please note the requirement noted under the President Elect Job Description for 1 year of prior service on the CREW Calgary Board of Directors with preference given to those serving on the current Board.

President Elect must participate in President Elect Training taking place October 22nd/23rd in Chicago, IL.

Mandatory Requirements

Are you a CREW Calgary Member of good standing for 1 year? YES / NO

Are you able to commit to the time requirements outlined below? YES / NO

Board meetings are typically held during business hours, and there is a time requirement to:

- Prepare for Board meetings including reading the board package (typically ~40 pages)
- Attendance of all or a majority of CREW Calgary events (approximately one per month)
- Attendance of Board meetings (2-hour meetings once a month), attendance via conference call may be used sparingly
- Attendance of committee meetings when serving as Board Liaisons* (monthly meetings)

For President-Elect only – the ability to participate in President Elect Training taking place October 24-24 in Chicago, Illinois.

*All Directors will serve as board liaisons to one of CREW Calgary's committees, which include but are not limited to: Gala, Events, Foundation, UCREW, Golf, Communication, Membership, Mentorship, Recognition, Sponsorship, with the exception of the Secretary and Treasurer whose other duties preclude them from serving as liaisons. Please see the job description for the Board Liaison attached.

Letter of Support from Employer submitted?

YES / NO

Employer support is critical for CREW Calgary Board members given the time requirements of serving on a Board. Preference will be given to candidates who submit a letter of support from their employers indicating their support of the candidate's CREW Calgary endeavors.

CREWbiz / Community Profile up to date (incl. photo):

YES / NO

To update this, please visit <https://crewnetwork.connectedcommunity.org/home>. This is a critical part of connecting with the larger CREW Network and building member to member business and relationships.

Link to CREWbiz profile:

Link to LinkedIn profile:

Years of Experience in Commercial Real Estate:

Years of Membership with CREW Calgary:

For the questions below, please provide each answer in approximately 350 words or less.

Question 1: Why are you interested in becoming a member of the CREW Calgary Board of Directors? If you could accomplish one thing during your term on the Board, please describe what that would be and describe why it is important to you.

Question 2: Please describe what leadership means to you. Share specific examples of instances where you demonstrated strong leadership within your organization and/or CREW Calgary.

Question 3: Please describe your experience and contributions to the CREW Calgary chapter and the broader CREW Network (e.g. involvement on a CREW Calgary Committee, attendance of convention and/or leadership summit attendance, use of CREWbiz and the broader CREW Network).

Question 4: Please describe some of your personal or professional experience and skill sets that would assist you in fulfilling your board duties (e.g. Board Experience, understanding of financials, strategic planning, management experience, volunteer experience, training, and contributions to DEI perspectives).

Question 5: If you had funds to deploy on behalf of CREW Calgary, where would you spend the funds and how would you measure the return?

Question 6: What position do you currently hold in commercial real estate? Do you have a background in other commercial real estate fields?

Question 7: Are you able to tap into your employer, network or other industry organizations to help support CREW Calgary's operations and/or initiatives (ie. Fund development, in-lieu resource contributions, venue or speaker contributions, collaboration with other industry organizations etc.)?

CREW CALGARY POSITION DESCRIPTION

Approved: July 11, 2022

Updated: June 23, 2026

Position: Director

Scope: The Board of Directors is responsible for the governance of CREW Calgary as incorporated under the Societies Act in the Province of Alberta. The Board of Directors is accountable for the viability of the organization and for ensuring that its programs are effective and responsive to internal and external trends.

Accountability: Board of Directors and members

Responsibilities: The Director is responsible for:

1. Demonstrating commitment to the vision, mission and values of CREW Calgary
2. As a Board, developing a strategic plan, identifying strategic directions and key results and monitoring progress
3. As a Board, overseeing the evaluation of all CREW Calgary programs
4. As a Board, reviewing and approving financial aspects of the organization including annual budgets, expenditures outside authorized budgets, monthly reporting and annual audits
5. Promoting awareness and support for CREW Calgary which will grow and strengthen CREW Calgary
6. Supporting all decisions once they have been made by the Board
7. Acting in the best interest of the organization, maintaining confidentiality and avoiding conflicts of interest
8. Promoting and supporting fundraising initiatives
9. Promoting and supporting DEI initiatives
10. Attending the CREW Calgary Board meetings, monthly events and the organization's Annual General Meeting
11. Preparing for and participating in Board meetings by:
 - Suggesting appropriate agenda items
 - Reading pre-meeting materials and considering implications for decisions made
 - Participating actively in deliberations and decisions, bringing a long-term broad perspective
 - Exercising due diligence in all Board deliberations by seeking clarification and/or history of an issue
12. Giving appropriate notice of absence, including reason, to the Chair. Non-attendance at more than 3 consecutive Board meetings without appropriate notice will cause the Board to review the Director's continued participation on the Board.
13. Participating on at least one committee as a Board liaison
14. Participating in CREW Network activities as time and financial resources permit
15. Participating in review and development of CREW Calgary Bylaws and policies, as required
16. Participating in succession planning of the Board
17. Being willing to participate in the performance review of any CREW Calgary staff, as required
18. Participating in the Board evaluation process

Requirements:

- A member of CREW Calgary in good standing for 1 year
- Solid understanding of governance
- Knowledge of accountability requirements of stewardship
- Effective written and oral communication skills
- Strategic planning skills
- Creative thinking skills
- Knowledge of good financial management practices

- Demonstrated teambuilding skills

- Participation in commercial real estate in the Calgary area
- Familiarity with current affairs which impact commercial real estate locally, nationally and internationally

Term: One 2 – year term with a maximum of 5 consecutive years.



CREW CALGARY POSITION DESCRIPTION

Approved: July 11, 2022
Updated: June 23, 2026

Position: President-Elect

Scope: The President-Elect of CREW Calgary is the second-ranking officer of the organization. At the end of a 1-year term as President-Elect, the individual in this role automatically becomes President of the organization. The President-Elect's efforts are directed to assisting the President in fulfilling the goals and objectives of the Board of Directors by providing continuity to established programs and formulating future programs for which the Board will take responsibility during her presidency.

Accountability: President and Board of Directors

Responsibilities: In addition to the Director responsibilities, the President Elect is responsible for:

1. Supporting and providing a back-up to the President in leading the organization
2. Becoming familiar with the responsibilities of the presidency
3. Working closely with the President on existing and future projects to ensure a smooth transition from one year to the next
4. Performing the duties of the President in the absence or incapacity of the President and shall serve as President during the remainder of the term should the office of President become vacant
5. Acting as a CREW Network Delegate as designated by the Board
6. Acting as a signing officer for cheques and other documents
7. Acting as a member of Nominating Committee
8. Accepting responsibilities as delegated by the President, such as representing the President at meetings, and any other duties as appropriate to the presidency

Requirements:

- Must be a CREW Calgary member in good standing for a minimum of two consecutive years and have served a minimum of one 1-year term on the Board of Directors, with preference given to those serving on the current Board.
- Solid understanding of and experience in governance
- Demonstrated leadership skills
- Public speaking skills
- Financial management experience
- Strategic planning skills
- Above average written and oral communication skills
- Demonstrated success in relationship/team building
- Knowledge or experience in fund development
- Knowledge of legal and risk management issues
- Ability to actively participate in CREW Network programs and events

Term: One 1-year term