



COMMERCIAL  
REAL ESTATE  
WOMEN

## CREW CALGARY POSITION DESCRIPTION

**Approved: September 13, 2013**

**Review Date:**

**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. Attending the CREW Calgary Board meetings, monthly events and the organization's Annual General Meeting
10. 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
11. 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.
12. Participating on at least one committee as a Board liaison
13. Participating in CREW Network activities as time and financial resources permit
14. Participating in review and development of CREW Calgary Bylaws and policies, as required
15. Participating in succession planning of the Board
16. Being willing to participate in the performance review of any CREW Calgary staff, as required
17. Participating in the Board evaluation process

**Requirements:**

- A full 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



COMMERCIAL  
REAL ESTATE  
WOMEN

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

**Term:** One 1- year with a maximum of 5 years on the Board