



COMMERCIAL
REAL ESTATE
WOMEN

CREW CALGARY POSITION DESCRIPTION

Approved: September 13, 2013, Updated August 11, 2016
Review Date:

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 have been a full 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

Term: One 1-year term