



PTCREW

PIEDMONT TRIAD COMMERCIAL REAL ESTATE WOMEN
A chapter of CREW NETWORK®

PRESIDENT RESPONSIBILITIES

(August 17, 2015)

Goal

To serve at the pleasure of the Board of Directors in capacity as President

Tasks

- 1) Communicate with CREW Network
- 2) Serve as Chapter Delegate at CREW Network Leadership Summits (3 per year)
- 3) Sign contracts for the chapter, including contracts for Conference Resources, Inc. and the Triad Business Journal
- 4) Lead monthly Board of Director meetings
- 5) Prepare Consent Agenda prior to each Board of Director Meeting
- 6) Prepare Program Agendas for Luncheons and October Members Only Meeting
- 7) Lead Programs and Special Events – Welcome/Closing
- 8) Serve on Nominating Committee
- 9) Assist President Elect in preparing the calendar for the next year – to be presented at the October Annual Members Only Meeting
- 10) Prepare Agenda for October Annual Members Meeting – including voting of slate of officers and Board of Directors
- 11) Keep Log In (username and password) information, along with the Secretary, for Constant Contact, Email, Dropbox and Website

Timeframe

- Assist the President Elect in leading the November and December events
- January through October of the following year

Other

- Pass information in an organized fashion to incoming President (suggest a notebook or binder)
- All recent information to be saved on Dropbox (log in and password to be provided by Secretary or President)



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