



## **CORPORATE RELOCATION COUNCIL BOARD OF DIRECTORS**

### **Positions Open to be filled for term beginning 2020**

The Corporate Relocation Council (CRC) Nominating Committee is now accepting 2020 board candidate recommendations and applications. To be eligible as a Director, an individual must be a member of CRC in good standing, have served on a CRC committee, and be able to devote the appropriate time to CRC needs and concerns. A Director position is a three--year commitment unless otherwise noted. All Directors are expected to attend all CRC Board and Membership meetings as directed per the Bylaws and conduct committee meetings (when applicable) as needed throughout the year. Positions to be filled for a term beginning in 2020 are:

#### **Communications – (3 Year Term)**

- Preside over the Communications committee
- Set timeline for production of the Newsletter and execute on deadline
- Actively seek and edit content for all CRC communications
- Consolidate and produce news, updates, and announcements of CRC business to membership distribution
- Attend all CRC Board and Membership meetings as directed per the Bylaws
- Keep record of all Communications related material to share with incoming Communications Chairman during role transition meetings
- Conduct committee meetings as needed throughout the year

#### **Membership Secretary – (3 Year Term)**

- Preside over CRC Membership Committee
- Hold one seat on Executive Committee
- Solicit candidates for membership in CRC
- Review all membership applications and conduct candidate interviews
- Evaluate candidate application against CRC membership requirements as stated in Bylaws and present candidate and recommendation to board
- Conduct vote for all CRC member candidates
- Report to the board the status of all membership applications and candidates
- Send congratulatory letter to approved members
- Contribute to survey of the membership for thoughts and ideas on how to increase value of CRC membership
- Oversee annual membership renewal campaign
- Review and update CRC target prospective member list annually
- Delegate target candidate outreach assignments to committee – follow up annually with all targets on list
- Conduct committee meetings as needed throughout the year

- Attend all CRC Board and Membership meetings as directed per the Bylaws
- Keep record of all Membership related material to share with incoming Membership Secretary during role transition meetings

### **Planning Co-Chair (2 Planning Chairs) - (3 Year Term)**

- Preside over CRC Program Planning Committee
- Supervise CRC meeting plans for the year
- Survey the membership for feedback on meeting performance and ideas for future events & programs
- Prospect and select venues
- Designate topics and secure speakers for programs
- Provide meeting information as early as possible to board members responsible for communications, publicity & marketing, membership, and the administration
- Work with Treasurer to prepare a budget for each event that includes all aspects of potential event cost
- Set registration fee for meetings based on expense evaluation vs. anticipated attendance
- Work with administrator to monitor meeting attendance trends and to project future attendance
- Work with Treasurer to structure program budgets to generate enough revenue to fund designated CRC expenditures
- Provide regular budget and meeting plan updates to the board
- Designate registration table greeters for each event
- Attend all CRC Board and Membership meetings as directed per the Bylaws
- Keep record of all Program Planning related material to share with incoming Program Planning Chairman during role transition meetings.
- Conduct committee meetings as needed throughout the year

**Please complete and return the form below to submit your application to volunteer for CRC.**

Yes, I would be interested in becoming a board member. (Please complete form on next page/below.)

### **CRC Board Application**

Name of Applicant:

Phone:

Email:

Certifications:

Tell us about your current position/company:

Board position of interest:

Describe your skills and experience that qualify you to serve as a director:

Demonstrated leadership skills:

Please return via email by Friday, October 11, 2019 to CRC President Jennifer Breen at:  
jen@suitehomechicago.com. (All information and applications are kept confidential.)