



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

### **Positions Open to be filled for term beginning 2024**

The Corporate Relocation Council (CRC) Nominating Committee is now accepting 2023 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 2023 are:

#### **Recording 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

### **Charitable Causes ( 3 year term )**

- Preside over Charitable Causes Committee
- Research and propose designated charitable organizations to CRC
- Evaluate and maintain relationships with all designated CRC charities, report status to board annually
- Serve as official liaison to all designated CRC charities
- Coordinate with Program Planning to oversee all philanthropic events and efforts
- Report results of all philanthropic efforts to board and membership
- Provide recap of philanthropic efforts and results to CRC communications and Publicity & Marketing for appropriate recap and promotion
- Attend all CRC Board and Membership meetings as directed per the Bylaws
- Keep record of all Charitable Causes related material to share with incoming Charitable Causes Chair during role transition meetings
- Conduct committee meetings as needed throughout the year

### **Program Planning Chair (2 Planning Co-Chairs) ( 3 year term)**

The Meeting Planning team (2 co-chairs) is responsible for the overall planning and execution of CRC meetings and assists with social events, as needed. The team is responsible for building and maintaining a committee to help execute meetings and events. Responsibilities include, but not limited to:

- Identify potential venues and work with selected venues and on contract negotiation, set registration fees, etc. Work closely with Treasurer and President/VP to ensure all activities are aligned with budget.
- Work with sponsorship lead for specific sponsorship meeting packages, if needed
- Generate ideas for topics and work with other leadership members to help secure presenters, panelists, etc
- Develop and maintain actions/timeline materials for each meeting
- Assist in developing marketing content and timeline for communications for meetings
- Survey the membership for feedback on meeting performance and ideas for future events & programs
- Provide regular budget and meeting plan updates to the leadership team
- Attend all CRC leadership and membership meetings as directed per the Bylaws
- Keep record of all meeting planning related material to share with future meeting planning team/co chair
- Conduct committee meetings as needed throughout the year

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

### **CRC Board Application**

Name of Applicant:

Phone:

Email:

Certifications:

Tell us about your current position/company:

Board position(s) of interest:

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

Demonstrated leadership skills:

Please indicate your participation and position on any other boards and your position ending date, if applicable.

**Please submit by Friday, November 17, 2023, and attach completed documentation and upload to the CRC Website at: <http://www.crcchicago.org/join-leadership> (All information and applications are kept confidential.)**