



TORONTO COMMERCIAL REAL ESTATE WOMEN

Delegate Mandate

1. Role and Responsibilities

Each Chapter of CREW Network is represented by two CREW Network Delegates (the "Delegates") who gather at three Leadership Summits during the year. The Delegates act as the primary liaisons between CREW Network and the Chapters they represent. Delegates are responsible for informing the Board of Directors (the "Board") of the Toronto Commercial Real Estate Women (the "Corporation") and Chapter members of the training opportunities available in CREW Network. The Delegates attend Leadership Summits on behalf of their Chapter and cast the Chapter's two votes on all issues before the Council. The Delegates are also responsible for evaluating the opportunities at CREW Network and identifying Chapter members to participate in committee work or to nominate for awards.

2. Reporting

The Delegates will report to the Board. A written update is to be provided to the Board after each Leadership Summit and quarterly updates provided at the leadership meetings.

3. Qualifications of a Delegate

Toronto CREW will be represented by two Delegates, one of which is the President Elect, the second will be chosen by the Nominating Committee. Eligible candidates will either be current Board members or members who currently hold the position of Chair, Co-Chair, Vice Chair or Co-Vice Chair of a Committee.

4. Mandate

- Delegates should read and be familiar with the CREW Network Delegates Playbook.
- Delegates serve as the primary liaison between CREW Network, their Chapter and its individual members, and as ambassadors for CREW Network.
- The Delegates, as the voting representatives of their Chapter, cast their Chapter's votes on all issues before the Council. It is extremely important, therefore, that the Delegates be prepared to make decisions on behalf of their Chapter. If only one Delegate is present at a Council Meeting, she may cast two (2) votes on behalf of her Chapter.
- Delegates should provide their Chapter with reports of actions taken at the Leadership Summits promptly after each meeting is held. Delegates should also provide their Chapter with monthly reports on the status of various CREW Network activities. To assist with this, CREW Network provides copies of the slides from the Council Meeting within a week following the meeting, and develops a summary article that is sent to all Delegates within two weeks.
- Because Leadership Summits are held only three times per year, it is not always possible to table a matter until the next meeting. It is important, therefore, that



Delegates promptly read all correspondence received from CREW Network and discuss pending issues and upcoming matters with the Boards of their Chapters before the Leadership Summit.

- Although CREW Network will attempt to give Delegates and their Chapters advance information regarding pending issues, it will not always be possible to do so. The Delegates must, therefore, have a good sense of their Chapter and how their votes should be cast on a wide variety of issues.
- Delegates will have a spot on the agendas of the Board meetings, and quarterly leadership meetings to share CREW Network information. Some of the specific areas in which the Delegates or other Chapter leaders are responsible for communications between CREW Network and their Chapter include:
 - Communicate training opportunities to help build the Chapter to advance the CREW Network brand.
 - Encourage Chapter members to use the national leadership opportunities for committee work to network and build their business contacts.
 - Identify Chapter members for awards and recognition.
 - Communicate findings of the white papers and benchmark studies to CREW Network members as CREW Network works to build an organization of thought leaders in the industry.
 - Identify and communicate collaborative ways for the Network and Chapters to advance CREW Network's agenda to improve the industry and opportunities for women.
 - Share the resources of Chapters connected throughout CREW Network to address career opportunities for all members and share business opportunities (CREWbiz®).

Creation and maintenance of budget

- Establish the expense budget for attendance at the Leadership Summits
- Obtain budget approval from the Board
- Monitor and maintain the budget
- Approve all invoices, request payment through Toronto CREW

5. Authority Level

The Delegate has full authority to cast one vote on behalf of Toronto CREW.