



## CREW Elevate Your Career Zoom Meeting 2026-04-21

### Hosted by:

**Samantha Jordan – Immediate Past President**

**Caitlin Pettijohn - President**

**Kelsey Machuca – President Elect**

### Key Outcomes

CREW Portland held its inaugural virtual information session to explain the board application process for three open positions: Director of Membership, Director of Future Leaders, and CREW Network Delegate (a four-year track through president-elect, president, and past president). The session clarified the application timeline (June 1-30), interview process (July 29-31), and evaluation criteria used by the full board to ensure transparency and fairness. Future sessions will be held in-person as roundtable discussions to encourage more open dialogue.

### CREW Portland Board Structure

**Executive Team** includes president, president-elect, treasurer, network delegate, and immediate past president who meet before full board meetings to discuss chapter health and hot topics.

**Director Level** covers sponsorship, programs, marketing, membership, careers, DE&I, and future leaders—each director works with co-chairs who handle the majority of committee work and relay information between directors and committee members.

**Committee Members** range from micro-volunteerism (greeting at events) to full event planning responsibilities; no application required to join committees—members contact directors or co-chairs directly.

**General Membership** totals approximately 250 members with roughly half attending each program, representing high participation across the network.

### Open Board Positions (2-Year Terms)

**Director of Membership** focuses on gaining and retaining members, hosts "Make the Most of Your Membership" events, and organizes the annual Corkscrew summer networking event.

**Director of Future Leaders** oversees the mentorship program connecting early-career professionals with veteran members through themed workshops that build leadership knowledge.

**CREW Network Delegate** (4-year track) serves as liaison between Portland chapter and CREW Network, attends three leadership summits annually with travel, shares best

practices across 30-600+ member chapters, and leads chapter champion fundraising efforts for CREW Foundation scholarships and education.

## **Application Process**

**Written Application** (June 1-30) requires thorough responses demonstrating knowledge of the role, personal fit, and how CREW benefits applicant and chapter; applications have no word limit—past applications ranged up to 12 pages. Applicants must update both CREW Portland and CREW Network member profiles and submit employer letter of recommendation confirming support for time commitment.

**Interview Process** (July 29-31) conducted via Zoom with entire board present to maintain consistency; candidates receive questions one hour before 30-minute interview. All candidates for same position receive identical questions; separate question sets exist for network delegate and treasurer roles. Board members score applications and interviews on 1-5 scale based on thoroughness and alignment with role requirements.

**Evaluation** combines written application and interview scores tallied by president and president-elect; full interview panel reconvenes to discuss results and resolve discrepancies before final selection. Individual scores and judge feedback are not shared with applicants, though general improvement suggestions may be offered.

## **Board Member Expectations**

**Time Commitment** includes monthly board meetings, monthly committee meetings (often same day as luncheon programs), weekly prep meetings for directors and co-chairs, plus constant email/text/phone coordination—estimated 4-5+ hours weekly rather than monthly.

**Event Participation** requires attendance at minimum of 8 events per bylaws; board members may have weeks with three CREW events (board meeting, members-only event, program luncheon).

**Travel Requirements** for delegate and president-elect positions include three annual leadership summits; chapter budget covers majority of travel costs.

**Convention Attendance** budgeted for all board members as professional development opportunity; chapter coordinates group activities including chapter dinner.

## **Board Development Philosophy**

Directors and co-chairs are expected to refine and improve their committees beyond standard operating procedures—not simply maintain status quo. Recent examples include Programs Committee revamping event planning approach, Future Leaders restructuring 8-month mentorship program, Sponsorship articulating total value proposition leading to higher sponsorship levels, and Finance Committee establishing multi-year treasurer training track.

Board participation develops professional skills including presenting, program coordination, group management, and cross-sector networking across architecture, GC, legal, accounting, and brokerage professionals.

## Chapter Resources

**Chapter Administrator** Karen Siegel (18 years tenure) provides institutional knowledge, handles venue/catering bookings, manages website updates, compiles board packets with liaison reports, and guides board through challenges—serves as "glue that holds board together."

**CREW Network** offers educational training, leadership certificates, best practice sharing across 84 chapters, and resources for chapter operations; Portland chapter shares process improvements with network and incorporates feedback from other chapters.

**Website Resources** include committee descriptions, co-chair contact information, meeting schedules, and member profiles; separate logins required for CREW Portland and CREW Network portals.

## Leadership Track to Presidency

Four-year progression from network delegate → president-elect → president → immediate past president established three years ago by past president Alisa Pyszka to ensure knowledge transfer and provide extensive training through CREW Network's educational programs. Each role takes on specific pet projects including application process management, annual board retreat planning (November all-day event), and annual membership meeting coordination.

## Key Dates

- **May:** Application announcement email from Karen via usual channels and marketing
- **June 1:** Applications open online
- **June 30:** Application deadline (strict—no extensions)
- **July 29-31:** Interview dates (must be available)
- **November:** Annual board retreat for incoming board

## Next Steps

- Interested candidates should review committee descriptions on CREW Portland website
- Contact current directors or co-chairs with questions about specific roles
- Update CREW Portland and CREW Network member profiles before applying
- Secure employer letter of recommendation confirming support
- Watch for application announcement email in early May