



2027/2028 Board of Directors Questionnaire

Thank you for applying for the CREW Portland Board of Directors.

We aim to maximize all the dimensions of visible and invisible diversity in the CREW Portland Board. We are dedicated to engaging, including, and developing our stakeholders, fostering the image and impact of CREW in the community, and sustaining the organization for the future as we transform commercial real estate by advancing the achievements of all women.

Diversity, equity, and inclusion are woven into our fiber, driving creativity and innovation. Our vision is a diverse and inclusive membership that nurtures belonging, cultivates connections, fosters growth, celebrates differences, and develops leaders in commercial real estate.

Requirements for all candidates: We operate as a Strategic Board. Board service requires dedication to CREW Portland and an appreciation for the tactical work of committees. You will spend approximately 5-10 hours each month on board-related tasks and need to participate in person or online, 2 or 3 times a month in CREW Portland meetings and/or events.

- All candidates wishing to be considered must be a Full Member with at least 5 years of experience in a Qualified Field of CRE. Affiliate members with more than 5 years of experience in CRE may serve as Directors.
- As a leader, you are required to attend the annual DEI trainings, Board annual and mid-year retreats, annual business meeting and at least 10 (ten) of the following: monthly programs, networking events, Future Leaders or Careers Day events throughout the year.
- You may also need to travel for CREW Network events (especially President-Elect and Network Delegate). *Note: The 2 Network delegates (Network Delegate and President Elect) are required to attend all summits and convention to vote on behalf of the chapter.*

Please know that your application is kept confidential among the Nominating Committee only. The questions below were drafted with the hope that each candidate will provide the information YOU deem important for the Nominating Committee to select the best leaders for our organization.

Evaluation Process: The Nomination Committee will comprise members of the current board who are able to attend all respective interviews. If a current board member is applying for a position, then they will not be part of the Nomination Committee. The nominee will be chosen based on a scoring matrix on the written and interview portions and detailed below.

Part One - written portion: The committee will review your written application and score on the content of your responses, based on your past experience, what you bring to the table, what you are looking for and your vision for the role you are applying for. Please answer your questions with as much detail as possible; the committee will use this information to help understand each candidate better.

Scoring Matrix, (1)-indicates the question was answered somewhat satisfactorily, (5)-indicates the question was answered fully and encompassed all aspects with meaningful detail.

Part Two - interview portion: The committee will be present during your interview, which will be conducted virtually via Zoom. Each committee member will have a predetermined set of questions



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to ask you, expect a minimum of 11 questions. Please expect a 30-minute time frame for the interview. Questions are provided to the committee and the candidate on the day of the interview. Evaluation of the interview will be based upon thoughtful and thorough answers relating to the position the candidate is applying for.

Scoring Matrix, (1)-indicates the question was answered somewhat satisfactorily, (5)-indicates the question was answered fully and encompassed all aspects with meaningful detail.

Results: The collective application and interview scores will be combined for an overall score. The highest score will prevail when multiple candidates are applying for the same role. In the event of a tie, the committee will review and discuss all aspects of the candidates' application, interview, scores, strengths and contributions to the chapter & mission. If the committee is unable to resolve the tie, the Executive Committee will be responsible for making the final decision. Nominees will be notified via phone/email of the outcome.

You must submit answers to the CREW Portland Administrator (info@crew-portland.org) no later than June 30, 2026, by 5:00 M PST. Thank you in advance for your thoughtful replies; each candidate has our sincere appreciation for the qualities you bring to our organization.

PROCESS OUTLINE

TIMELINE:

Applications Available	May 18
Applicant Questionnaires due to info@crew-portland.org	June 30 5 PM PST
Interviews (please hold these dates and confirm availability)	July 29 - July 31
Nominating Committee notifies nominees of outcome	August 21
Finalized slate presented to membership for vote	September 1

CHECKLIST FOR CANDIDATES

BY JUNE 30:

CREW Portland profile updated	(REQUIRED)	_____
Questionnaire submitted	(REQUIRED)	_____
LinkedIn Profile updated	(RECOMMENDED)	_____

NOTE: If you have any issues updating your CREW Portland Profile, please reach out to Karen Siegle for assistance at info@crew-portland.org.



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Your Name: _____

Preferred Pronouns (if you want to identify): _____

Board Position Desired: _____

Are you available July 29 - July 31 for interviews if selected? Yes or No

If no, please provide alternative dates: _____

1. Why are you currently involved with CREW?
2. Why are you interested in serving on the CREW Portland Board? Specify the contributions you will make to ensure we move forward to achieve our mission.
3. CREW Portland believes its mission and programming are best executed by a diverse membership and leadership with different backgrounds, skills, opinions, and perspectives. We aspire to cultivate an environment of open communication, inclusion, and respect as we transform the industry.
 - a. How can CREW Portland continue to lead in this important work?
 - b. What will you contribute to that effort?
4. Tell us about yourself. Include what you believe is important for us to know. Consider the following as you answer:
 - a. What strengths, talents or characteristics distinguish your leadership style?
 - b. How do you influence a team to support you as a leader or support an idea or goal?
5. How will you communicate the value of CREW Portland to companies and/or potential members to encourage/solicit their support?
6. As outlined above, serving on the Board is a time commitment. Describe your understanding of this requirement. Does your company support your participation? **We encourage including a letter of support for your participation from your firm leadership as this will also help you communicate your level of engagement, which supports your professional development.**

Make sure your **CREW Portland Member Planet**, **CREW Network** and **LinkedIn Profiles** are up to date and include the positions you have held in work, non-profit boards, and within CREW. Leading by example by using our tools and resources and highlighting your involvement in CREW demonstrates commitment to the mission.

Please provide a link to your LinkedIn Profile here: _____