



Volunteer Committee Guide

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CREW Vancouver Volunteers

As a non-profit organization, CREW Vancouver relies on our hardworking, engaged and motivated volunteers

These are the people who propel our mission, vision, values and strategies forward in the local CRE community.

This document will help you find out more about what each committee does and how they operate.

Volunteer Commitment

We ask our volunteers to commit to the following:

1. A minimum one- (1) year term in your committee role. This allows CREW Vancouver to maintain operational consistency which in turn contributes to the organization's greater success.
2. Attendance of all committee meetings. We understand that you are taking time out of your busy schedule to volunteer as an extracurricular activity, and sometimes finding the time to commit can be a challenge. However, we still ask you attend all committee meetings (within reason). If you miss too many meetings (~20%), the Committee Director may ask you to step down from your role to make room for other volunteers seeking an opportunity.
3. Regular engagement and communication. During your time as a CREW Vancouver volunteer you'll play a big part in helping shape the success of our chapter. We ask that you commit to engagement, clear communication, timely responses to emails and phone calls, and timely turnaround of your actionable tasks.

Education & Outreach Committee

Our Education & Outreach Committee boosts awareness of learning and career opportunities for women in the CRE industry.

These volunteers develop relationships with the postsecondary community to support future female CRE leaders through mentorship, scholarship, and industry networking opportunities.



Education & Outreach Committee

Details

Time commitment

Moderate

Meeting frequency

1 meeting every 2 months

Email volume

Moderate

Positions

- Committee Chair: responsible for committee coordination + execution of E/O strategy, reporting to the Director of E/O.
- Committee Volunteers (x4): coordinate, lead and execute various E/O strategies (e.g. post-secondary liaison, mentorship coordination, student event coordination, etc.)
- CREW Foundation Scholarship Volunteer (1): responsible for representing CREW Vancouver, reviews scholarships and selects winners as part of a greater Foundation scholarship selection committee. Can be a distinct position separate from the committee activities, with commitment occurring only in May/June.

Events & Golf Tournament Committee

Our Events Committee includes hard-working women who meet monthly to ensure the successful delivery of 20+ meaningful and impactful events every year.

This committee also organizes the largest event of the year - the CREW Vancouver Golf Tournament - with assistance from a golf tournament sub-committee.



Events & Golf Tournament Committee

Details

Time commitment

High

Meeting frequency

1 meeting per month

Email volume

High

Positions

- Committee Co-Chairs (x2): responsible for committee coordination, overall execution of specific events, supporting and reporting directly to the Co-Directors of Events.
- Committee Volunteers (x12): coordinate, lead and execute events. Typically, 1-2 event leads + 2-3 event volunteers are required at each event (excluding golf). Committee members are expected to lead 2-3 events a year.
- Golf Co-Lead (x2): responsible for leading the annual golf tournament + volunteers with oversight from the Co-Directors of Events and other CREW Vancouver board members.
- Golf Committee (x 6-8): Coordinate, lead and execute specific elements of the golf tournament, reporting directly to the Golf Co-Leads.
- Golf "Day Of "Volunteers (x10): On-site volunteer the day of the golf tournament. Time commitment involves pre-meetings and day of the tournament availability.

Inclusion, Diversity, Equity & Allyship (IDEA) Committee

Our Inclusion, Diversity, Equity and Allyship (IDEA) committee is making CREW Vancouver a champion in the industry bringing more awareness, education and conversation to the community.

The purpose of this subcommittee will be to coordinate + execute on new IDEA initiatives while operating in support of all portfolios within CREW Vancouver.



Inclusion, Diversity, Equity & Allyship (IDEA) Committee

Details

Time commitment

Moderate

Meeting frequency

1 meeting per month

Email volume

Moderate

Positions

- Committee Chairs (x2): responsible for committee coordination + execution of E/O strategy, reporting to the Director of E/O.
- Committee Volunteers: coordinate, lead and execute various E/O strategies (e.g. post-secondary liaison, mentorship coordination, student event coordination, etc.)

Marketing & Communications Committee

Our Marketing & Communications Committee actively manages CREW Vancouver's online and in-person messaging.

This team works closely with all committees and other network chapters to deliver a consistent CREW Vancouver experience that advances women in commercial real estate and elevates engagement and awareness across our website and in our social media, email, and in-person communications.



Marketing & Communications Committee

Details

Time commitment

Moderate

Meeting frequency

1 meeting per month

Email volume

Moderate

Positions

- Committee Co-Chairs (x2): responsible for committee coordination + overall execution of MARCOM strategy, reporting to the Director of MARCOM.
- Committee Volunteers (x10): coordinate, lead and execute various MARCOM strategies (e.g. e-blasts, social media, branding, marketing assets, etc.)

Membership Committee

Our Membership Committee is always coming up with new ways to attract and retain CREW Vancouver members.

These are the women who welcome and onboard you into our organization and continue to create value for all through the regular recognition and celebration of member successes and constant innovation of member benefits.



Membership Committee

Details

Time commitment

Moderate

Meeting frequency

1 meeting per month

Email volume

Moderate

Positions

- Committee Co-Chairs (x2): responsible for committee coordination + overall execution of membership strategy, reporting to the Director of Membership.
- Committee Volunteers (x8): coordinate, lead and execute various membership duties (e.g. member engagement, outreach, onboarding, member events, etc.)

Sponsorship Committee

Our Sponsorship Committee sources and maintains relationships with annual and golf tournament sponsors, obtaining and tracking the revenue necessary to fund CREW Vancouver's efforts.

These volunteers also make sure that our valued sponsors get exclusive benefits for their patronage and receive year-round recognition for their contributions on CREW Vancouver's digital and live platforms.



Sponsorship Committee

Details

Time commitment

Low

Meeting frequency

1 meeting per quarter

Email volume

Moderate (at peak times during renewal)

Positions

- Committee Chair (x1): responsible for committee coordination + overall execution of sponsorship strategy, reporting to the Co-Directors of Sponsorship.
- Committee Volunteers (x2): coordinate, lead and execute various sponsorship strategies (e.g. sponsor outreach, invoicing, communication benefits)

Casual Volunteers

Want to volunteer but can't make a regular commitment?

Our Casual Volunteers provide support to all of our committees in varying roles on an ad hoc basis. If you'd love to support CREW Vancouver but have limited capacity, you might make a great casual volunteer!

Your contact information is saved in our volunteer directory as someone who would love to support CREW



Casual Volunteers

Details

Time commitment

Low

Meeting frequency

As needed

Email volume

Low

Positions

- You will report to the Director or Committee Chair(s) of the committee that requires support. Roles and responsibilities will vary.

Board of Directors



President
Ashley Willard Bauman
Beyond the Buildings



Immediate Past-President
Cindy MacMillan
Anthem Properties



President Elect & Director, Membership
Stephanie Marshall
Nicola Crosby



Co-Director, Events
Maryam Bagheri
Replay Destinations



Co-Director, Events
Karena Selnar
OMICRON



Co-Director, Sponsorship
Michelle Yung
Bennett Jones LLP



Co-Director, Sponsorship
Michelle Roundell
Brooks Corning



Director, Marketing + Communications
Crystal Stus
Marcon



Director, Education Outreach
Joanne Chua
Grosvenor Americas



Director, Finance
Kristen Cheung
KPMG LLP



Director, Stakeholder Relations
Lauren MacKinnon
Glotman Simpson

Education & Outreach



Director
Joanne Chua
joanne.chua@grosvenor.com



Chair
Kimberley Chung
kchung@bchousing.org



Volunteer
Natasha Gorji
gorji.natasha@gmail.com



Volunteer
Jenny Ng
jennyn@petersonbc.com

Events & Golf Tournament



Co-Director
Maryam Bagheri
mbagheri@replaydestinations.com



Co-Director
Karena Selnar
kselnar@omicronaec.com



Co-Chair
Briana Mussatto
mussatto@districtgroup.ca



Co-Chair
Sonya Ng
sonya.ng@grosvenor.com



Volunteer
Barbara Dancshazi
barbara.dancshazi@ngkl.com



Volunteer
Venus Tong
venus@westlandliving.ca



Volunteer
Jackie Cooper
jackie.cooper@bentallgreenoak.com



Volunteer
Amy Kuan
amykuan@aoyuangroup.com



Volunteer
Sarah McNeil
smcneil@rennie.com



Volunteer
Tatyanna Monkman
tatyanna.monkman@bentallgreenoak.com



Volunteer
Victoria Shibanuma
victoria.shibanuma@gwlr.com



Volunteer
Ashley Chandler
ashley.chandler@cushwake.com



Volunteer
Jessica Jiang
jessicjiang@deloitte.ca

Inclusion, Diversity, Equity & Allyship (IDEA)

Coming soon



Marketing & Communications



Director
Crystal Stus
ctus@maroon.ca



Chair
April Caparas
acaparas@smicomaac.com



E-blast Editor
Jaime Douglas
jaime.dblake@gmail.com



E-blast Lead
Jenna MacDonald
jenna.macdonald@smjll.com



Website & Handbook
Jessica Pau
jessica.pau@ca.cushwake.com



Sponsor Spotlights
Mackenzie Bittorf
mbittorf@bosa.com



Membership Spotlights
Jenniler Devlin
jenniler.devlin@avisonyoung.com



Membership Spotlights
Nancy Bayly
nancy@sitings.ca



Membership Spotlights
Sienna Richardson-Isberg
sirichardson@anithemproperties.com



Social Media Lead
Jennifer Law
jennifer.cl.law@gmail.com



Brand & Graphics
Joanna Holliday
joanna.holliday@grosvenor.com



Brand & Graphics
Nicole O'Keele
nicole.okeele@ca.cushwake.com

Membership



Director
Stephanie Marshall
smarshall@nicolacroby.com



Co-Chair
Helen Rego
rego@shapeproperties.com



Co-Chair
Jessica Toppazzini
jessica@garnettwilson.ca



Member On-Boarding Co-Lead
Emily Lee
emily.lee@steelcase.com



Member On-Boarding Co-Lead
Allison Taylor
allison@pacificcoveproperties.com



Member Engagement Lead
Diana Lam
diana@alabasterhomes.ca



Member Engagement Volunteer
Stefanie Hannah
stefanie.hannah@gmail.com



Volunteer Lead
Kassie Ge
kassie.ge@gmail.com



Webinar Events Co-lead
Julia Erridge
julia.erridge@colliers.com



Webinar Events Co-lead
Kimberley Chung
kchung@bchousing.org



Comprehensive Development Credits Lead
Meghan Henselwood
meghan@lotuscapitalcorp.com

Sponsorship



Co-Director
Michelle Roundell
mroundell@brookscorning.com



Co-Director
Michelle Yung
yungm@bennettjones.com



Committee Chair
Mary Shaughnessy
Mary.Shaughnessy@am.jll.com



Branding Lead
Helen Shi
helenfshi@gmail.com



Engagement Lead
Fay Lin
fay_lin@hotmail.com