

**CREW VANCOUVER | VOLUNTEER APPLICATION**

Thank you for your interest in volunteering with CREW Vancouver! We have several different volunteer committees, with varying degrees of duties and time commitments at CREW Vancouver. In order to find the best committee and fit for you, please fill out the information below:

**NAME:**

**DATE:**

**COMPANY:**

**POSITION:**

**PHONE:**

**EMAIL:**

**TELL US WHY YOU'RE INTERESTED IN VOLUNTEERING WITH CREW VANCOUVER:**

**COMMITTEE(S) YOU ARE INTERESTED IN:**

*(see next page for a brief description of what each committee is responsible for)*

**EVENTS**

**SPONSORSHIP**

**MEMBERSHIP**

**GOLF TOURNAMENT (MARCH-JULY)**

**EDUCATION + OUTREACH**

**CASUAL VOLUNTEER**

**MARKETING + COMMUNICATION**

**TIME COMMITMENT:** approximately how much time are you able to contribute as a volunteer?

**STRENGTHS / SPECIAL SKILLS:** do you have any specific areas of expertise (i.e. communications, logistics, accounting, networking, etc.)

**WOULD YOU BE INTERESTED IN PARTICIPATING IN CREW'S MENTORSHIP PROGRAM?**

YES

NO

**ARE YOU A CREW VANCOUVER MEMBER?**

YES

NO

**IF NOT, WOULD YOU BE INTERESTED IN JOINING CREW VANCOUVER AS A MEMBER?**

YES

NO

## CREW VOLUNTEER COMMITTEE DESCRIPTIONS

COMMITTEE	DESCRIPTION	TIME	NOTES
<b>EVENTS + GOLF TOURNAMENT</b>	<p>Events committee: The events committee organizes + executes the amazing events CREW Vancouver hosts throughout the year (typically at least one event/month).</p> <p>Golf committee: This committee also organizes the largest event of the year, the CREW Golf Tournament (with assistance from a golf sub-committee).</p>	<b>HIGH</b>	<p><b>1 committee meeting / month</b>  <b>High volume of email coordination</b>  <b>Volunteer positions include:</b>  <u>Committee Co-Chairs (x2):</u> responsible for committee coordination, overall execution of specific events, supporting and reporting directly to the Co-Directors of Events  <u>Committee Volunteers (x12):</u> 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.  <u>Golf Co-Lead (x2):</u> responsible for leading the annual golf tournament + volunteers with oversight from the Co-Directors of Events and other CREW Vancouver board members.  <u>Golf Committee (x 6-8):</u> Coordinate, lead and execute specific elements of the golf tournament, reporting directly to the Golf Co-Leads.  <u>Golf "Day Of "Volunteers (x10):</u> On-site volunteer the day of the golf tournament. Time commitment involves pre-meetings and day of the tournament availability.</p>
<b>MEMBERSHIP</b>	The Membership committee engages with CREW Vancouver members through membership engagement strategies, attracts + retains our member base and adds value through member benefits.	<b>MODERATE</b>	<p><b>1 committee meeting / month</b>  <b>Moderate volume of email coordination</b>  <b>Volunteer positions include:</b>  <u>Committee Co-Chairs:</u> responsible for committee coordination + overall execution of membership strategy, reporting to the Director of Membership.  <u>Committee Volunteers:</u> coordinate, lead and execute various membership duties (i.e. member engagement, outreach, onboarding, member events, etc.)</p>
<b>MARKETING + COMMUNICATION</b>	The MARCOM committee streamlines delivery of communications via existing channels (social media, email, web, etc.). They look for ways to improve the use of media to engage our stakeholders + improve awareness of CREW + our brand.	<b>MODERATE</b>	<p><b>1 committee meeting / month</b>  <b>Moderate volume of email coordination</b>  <b>Volunteer positions include:</b>  <u>Committee Co-Chairs:</u> responsible for committee coordination + overall execution of MARCOM strategy, reporting to the Director of MARCOM.  <u>Committee Volunteers:</u> coordinate, lead and execute various MARCOM strategies (i.e. e-blasts, social media, branding, marketing assets, etc.)</p>
<b>EDUCATION / OUTREACH</b>	The Education / Outreach committee is responsible for boosting awareness of CRE opportunities for women by developing relations and supporting events with post-secondary staff + community. The committee engages with prospective industry entrants, executes the mentorship program, scholarship drives, and the CREW Foundation Scholarship review.	<b>MODERATE</b>	<p><b>1 committee meeting / 2 months</b>  <b>Moderate volume of email coordination</b>  <b>Volunteer positions include:</b>  <u>Committee Chair:</u> responsible for committee coordination + execution of E/O strategy, reporting to the Director of E/O.  <u>Committee Volunteers:</u> coordinate, lead and execute various E/O strategies (i.e. post-secondary liaison, mentorship coordination, student event coordination, etc.)  <u>CREW Foundation Scholarship Volunteer:</u> 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.</p>
<b>SPONSORSHIP</b>	The Sponsorship committee generates revenue from sponsor renewals + new sponsors, and ensures sponsors are recognized throughout the year for their contribution. This committee prepares sponsorship packages, tracks invoicing + communicates sponsor benefits.	<b>LOW</b>	<p><b>1 committee meeting / quarter</b>  <b>Moderate volume of email coordination (at peak times in renewal process)</b>  <b>Volunteer positions include:</b>  <u>Committee Co-Chairs:</u> responsible for committee coordination + overall execution of sponsorship strategy, reporting to the Co-Directors of Sponsorship.  <u>Committee Volunteers:</u> coordinate, lead and execute various sponsorship strategies (i.e. sponsor outreach, invoicing, communication benefits)</p>
<b>CASUAL</b>	Casual volunteers support all CREW portfolios on an ad-hoc basis. They help assist our committees in various roles, most commonly the events committee.	<b>LOW</b>	Reporting into the Director or Committee Chair of the task you are supporting. Your contact information is saved in our volunteer directory as someone who would love to support CREW but in a limited capacity and on an ad-hoc basis.

**CREW VOLUNTEER COMMITMENT**

As CREW Vancouver is a non-profit organization, we rely on the hardworking, engaged and motivated individuals who propel our mission, vision, values and strategies forward. As a volunteer, we ask that you commit to the following:

1. **A minimum one (1) year term in your role.** This commitment allows CREW to establish consistency in our operations and provides for greater success as an organization.
2. **Attendance of all committee meetings.** We understand volunteer time is extra-curricular and busy schedules can make volunteer time commitments a challenge; however, we ask that by accepting a volunteer role that you commit to attend all committee meetings. In the event that a volunteer misses too many (~20%) committee meetings, the Director of the committee may ask you to step down from the role to ensure the greatest success in our efforts, and to make room for other volunteers seeking an opportunity.
3. **Commitment to engagement and communication.** During your time volunteering with CREW Vancouver, you'll play a large role in helping shape the success of our chapter. We ask that you commit to engagement and clear communication, including the timely turnaround of actioning tasks + responding to emails and phone calls.

CREW Vancouver is thrilled in your interest to volunteer with us! We will do our best to ensure you receive a spot on the committee you've chosen to volunteer with. At times, our volunteer interest can be high, and you may be added to our waitlist; in such case, we will maintain communication with you and let you know once a position has become available.

Upon becoming a CREW Vancouver Volunteer, you will be guided through orientation by your committee. We look forward to welcoming you! If you have any questions, please do not hesitate to reach out:

**CREW Vancouver**  
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Vancouver, BC V6A 2R5  
Tel: 604.601.5107  
Fax: 604.305.0424  
[office@crewvancouver.org](mailto:office@crewvancouver.org)

**THANK YOU!**  
**CREW VANCOUVER**

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**CREW VOLUNTEER ACCEPTANCE**

**SIGNATURE**

**DATE**

**NAME**

Please email your completed form to: [office@crewvancouver.org](mailto:office@crewvancouver.org)

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