## Committee Roles & Responsibilities

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<th>FOCUS AREA</th>
<th>RESPONSIBILITIES</th>
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<td><strong>Executive Committee</strong></td>
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| Office of the President | Todd Anderson       | Strategy & Direction | • Oversees executive committee, board of directors and committee chairs  
• Responsible for general direction and control of chapter resources |
|                     | Jennifer Dryden Hess|                      |                                                                                                                                                  |
| Sponsorship         | Cara MacArthur      | Funds                | • Translate the value of our Chapter to an ROI for current and potential sponsors  
• Build relationships with the CRE support industry  
• Develop personal relationships with sponsors, in person  
• Participation peaks between September and March with the annual sponsorship campaign |
| Membership          | Wendy Crenshaw      | People               | • Promote the value of membership  
• Conduct outreach to prospects and members  
• Lead special projects to incent membership  
• Participation peaks between September and March with the annual membership campaign |
| Treasurer           | Alan DeFrancis      | Budget & Investments | • Work with administrators to ensure that Chapter Budgets are adhered to  
• Oversee flow of funds; Complete investments, as determined by the Board  
• Report Chapter financial positions and activity to the board |
| Secretary           | Sylvia Franco        | Operations           | (works closely with Chapter Administrator and Office of the President)  
• Ensures Chapter governance items are recorded appropriately  
• Ensure Chapter by-laws requirements are met  
• Ensures Chapter compliance items are calendared |
| Communities         |                     |                      |                                                                                                                                                  |
| Los Angeles         | Julie Stupp         | Support our members  | • Host and coordinate social and networking events to spotlight our industry achievements and build our members’ support networks  
• Find captivating places to meet and tour  
• Procure sponsors for underwriting  
• Assist with member outreach; Keep abreast of member moves, recognize their achievements  
• Coordinate, across the Board, to represent the interests and priorities of their geography |
| Orange County       | Megan Bethel        | Support the CRE industry |                                                                                                                                                  |
| Inland Empire       | Bradley Gates       |                      |                                                                                                                                                  |
| San Diego           | VACANT              |                      |                                                                                                                                                  |
| Education/Professional Development | Jodee Barnett | Develop our members | • Host and coordinate educational events - panel discussions, demonstrations, tours, etc.  
• Stay abreast of topics impacting the CRE profession  
• Seek out professionals for speaking engagements |
| Young Leaders & Mentorship | Ali Stricklin | Support the next gen | • Host and coordinate learning and networking events for Young Leaders  
• Leverage Global programs targeted to this membership category  
• All ages and industries are welcome |
| Communications & Marketing | Laurel Harrison | Communicate our value | • Create the voice of the Chapter  
• Develop templates and content for all media forums  
• Support marketing and PR of Chapter events, coordinate across all Committees  
• Experience with brand development, social media, and/or media outlets is helpful |
| Ambassadors         | Pamela Saxton       | Be the voice of members | • Welcome and orient new members; promote the value of membership  
• Host and coordinate programs to increase engagement and retention of members  
• Liaise between membership and the Board |
| **Signature Events** |                     |                      |                                                                                                                                                  |
| Golf Tournament     | Brad Schmitt        | Plan and host annual networking and award events | • Host and coordinate the signature event - contract location, food and beverage, entertainment, day-of logistics, etc.  
• Coordinate MC and keynote speakers or presenters  
• Build relationships with sponsors; procure sponsorship and donations  
• Manage the budget and the playbook for the event  
• Coordinate REMmy award nomination process and solicit nominations |
| REMmy Awards        | Sean Kim            |                      |                                                                                                                                                  |

### General Information

- Volunteers must be Active members and affiliated with the Southern California Chapter.
- Most Committees meet via phone for 1 hour per month; independent work is expected outside of the calls.
- Inherent sales and people skills are helpful for Sponsorship, Membership, Young Leaders, and Ambassadors.
- Event planning skills are helpful for all events, Regions, and Professional Development.
- Committees are vital to the success and growth of our Chapter. Committee Members are given primary consideration for leadership positions.
- The above is a snapshot. If you want to try out something new, we want you to give it a try! There's much more to operating our Chapter and we welcome all members to participate in any capacity!
- Interested? Contact: southerncalifornia@corenetglobal.org