



Thank you for your interest in serving on the Leadership Austin CREW! Here are the details:

CREW positions are available for all alumni of all Leadership Austin programs: the Essential Class, the Emerge Program, Experience Austin, the Leadership Academy, and for season pass holders to the Engage Breakfast Series. Current and former Board members are also eligible. Members of the current classes are eligible upon graduation.

#### What you'll do on CREW:

- CREW responsibilities will include everything from assisting with registration, welcoming participants, setting up activities, facilitating small group discussions and bussing tables! There will be a wide variety of jobs dependent upon the event. When you receive your training you'll be given an opportunity to select any jobs you'd prefer NOT to be assigned due to physical or other considerations.
- There is no financial commitment re: being on CREW – all we are asking is for your committed time and talent to assist with our programs! For Emerge and Essential alumni, CREW members are highly encouraged to be paid members of the alumni association.
- The number one priority for all CREW members will be to be open, friendly, welcoming, assist participants with any needs they may have, and help keep the energy and enthusiasm HIGH!

#### What you'll get from CREW membership:

- The opportunity to sit in on Leadership Austin programming – when CREW members are not busy on assigned tasks they are welcome to listen in and participate with the group. It's a great way to find out what's happening NOW since your last class experience.
- Targeted training in event production – event management is what we do best at Leadership Austin. You'll learn tips of the trade and how we blend that secret sauce behind the scenes.
- New friends and connections with your fellow CREW members, and members of the programs you support
- An end-of-season "CREW appreciation party"
- A fabulous "BEST CREW EVER" T-shirt
- ... and so much more!

#### CREW schedule:

- CREW members will be asked to fulfill **three** volunteer shifts (ranging from 2.5 to 4 hours) throughout the program year (September – May). We encourage CREW members to sign up for a variety of programs and experience those they have not experienced before! There are no

restrictions on who can CREW which events (e.g. Emerge alumni are not restricted to CREW Emerge program).

- Because of the tremendous response to serve on the CREW, you will be asked to select your top **five** preferences on program events. We will do everything we can to honor your top preferences but PLEASE MAKE SURE YOUR CALENDAR IS CLEAR AND YOU ARE AVAILABLE TO SERVE FOR ALL EVENTS YOU SELECT.
- You will be placed for **three** CREW shifts and we'll do everything we can to honor your preferences. You will be notified by email of which events you'll be assigned to CREW, as well as when your brief CREW training will take place. We will also send Outlook appointments to your calendar as a reminder of your commitments.
- Once assigned, all we ask is that you attend the training and make every possible effort to keep the commitment to CREW these events. We will be relying on your help! There will be a CREW listserv created so CREW can communicate with each other and in the rare case it is necessary you can find someone to cover your shift. Please note that if you cannot cover your shift, we ask that you take the responsibility to find a replacement.

#### Links for Program Placements:

Click on the links below to indicate your preferences. Again, for the most rich CREW experience, please choose your top **five** options across the set of all our programs (don't only select five Essential classes, for example).

- [Essential Class CREW](#) (Our flagship program)
- [Engage Breakfast CREW](#) (Timely, relevant monthly issues panels)
- [Experience Austin CREW](#) (Quick, deep survey course into Austin issues for newcomers and others)
- [Emerge Program CREW](#) (Young Professional's Leadership Development)
- [Holiday Party CREW](#) (for Essential Class alumni association members only)
- [Fastforward Issues Forum](#) – focus on Education (all day continuing education conference)

Any questions can be directed by email to [crew@leadershipaustin.org](mailto:crew@leadershipaustin.org). Thank you again for being a part of this effort to continue to offer the BEST quality Leadership Programs we can offer, and to enhance the experience for both current class members and alumni! We are excited to have you on board with the CREW!