

NEWiRE

new england women in real estate

CELEBRATING WOMEN IN COMMERCIAL REAL ESTATE SINCE 1982

March 18, 2010

Dear NEWiRE Member,

The NEWiRE Nominating Committee is seeking several new Steering Committee members. Nominations will be presented to the membership for confirmation at the annual meeting in June. Information about expected responsibilities and time commitments for each position is enclosed.

We sincerely hope that you will consider these opportunities to serve NEWiRE or perhaps choose to get more involved with our organization on the committee level. NEWiRE has grown to a sustaining membership of 400 women; however, we need your input to continue to attract high-level professionals and evolve as a successful organization, which both meets the needs of its members and serves as a powerful voice in the New England real estate community.

If you are interested in serving on the Steering Committee, please send a letter of interest and a resume highlighting your professional experience, along with a photo, to the Nominating Committee, c/o NEWiRE, 229 Berkeley Street, Boston, MA 02116 by April 16, 2010. Your letter should briefly state why you are interested in joining the Steering Committee, what NEWiRE committee(s) you have served on and what particular strengths or attributes you possess that would make you an effective member of the Steering Committee.

If you have any questions about the duties, responsibilities or time commitment necessary to serve as a Steering Committee member, please call any current member of the Steering Committee listed on this letter. If you have any questions about the nominating process, please feel free to call me at the number listed below.

Sincerely,

Janet Pirrello
BayNorth Capital, LLC
Chair, Nominating Committee
(617) 570-4415

Responsibilities and Time Commitment Expectations

STEERING COMMITTEE MEMBER

Steering Committee members generally serve for three years, participate in strategic planning to set direction for NEWiRE, and chair (or co-chair) one of the following standing committees: Achievement Awards, Charity Golf, Communications, Community Involvement, CREW Network, Development, Legacy, Membership, Program and Seminar, Public Strategies, Sponsorship, and University Outreach. In addition, you are expected to:

- Attend the monthly Steering Committee meetings from September to June.
- Attend the summer Steering Committee half-day summer retreat in June/July.
- Attend and support NEWiRE events as reasonably possible, such as the luncheons, seminars, Dine-Arounds, Women in Government Reception, Awards Dinner, etc.
- Be available for phone or e-mail communications or brainstorming as reasonably needed by your colleagues.
- Attend special dinners or receptions such as New Members Reception, Thank You Party, and CREW Board member visits.

In addition, Steering Committee members have the opportunity as chair (or co-chair) to meet other NEWiRE members, gain a better understanding of the operations of NEWiRE, and influence the future of NEWiRE programs and benefits.

If you have any questions about serving as a NEWiRE Steering Committee member, please call any current member of the Steering Committee listed below.

2009 – 2010 STEERING COMMITTEE

Barbara A. Trachtenberg, DLA Piper LLP (US) (*President*)

Joan F. Parsons, Riemer & Braunstein LLP (*President-Elect*)

Christine M. Stone, Leggat McCall Properties LLC (*Treasurer*)

Caroline Woodward, Sherin and Lodgen LLP (*Clerk*)

Robin Davis, Megansett Advisors

Noriko Miyakoda Hall, Daedalus Projects Inc.

Jacquelynn E. Henke, LEED AP

Elizabeth Sherwood Krol, P.G., Shaw Environmental & Infrastructure, Inc.

Teresa M. Patten, Massachusetts Development Finance Agency

Janet Pirrello, BayNorth Capital, LLC

Sophie Stein, Lawyers Title Insurance Corporation / Commonwealth Land Title Insurance Co.

Christine Strout