



ASSOCIATION OF
WOMEN IN FINANCE
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Association of Women in Finance – Volunteer Board of Director Positions

Who are we?

The Association of Women in Finance (the "AWF") is a group of finance professionals dedicated to supporting the advancement of women in finance. (www.womeninfinance.ca)

We are executives, bankers, lawyers, accountants, investment professionals, actuaries, venture capitalists, insurers, and entrepreneurs. We are employed in both industry, professional services and public sectors in a wide range of industries and company sizes.

Quite simply, we exist to encourage women finance professionals to claim their seats at boardroom tables.

An annually elected Board of Directors governs the AWF, providing leadership and vision to the organization.

How do we do it?

Since 1996, we've been providing a forum for the discussion of issues, a place to exchange and develop business knowledge, and to honour successes.

- By involving, connecting and developing women in the business community through our Summer Luncheon, Economic Update, Fireside Chats and Summer Golf Series..
- By recognizing, through the annual AWF PEAK Awards, women who have broken down barriers in the finance industry and achieved excellence and the men and women that supported them.
- By encouraging young women to enter the finance field through our scholarship program.

Board members work closely with one another and will be supported by an AWF Administrator. The Board is tasked with building on the solid foundation and guiding the AWF to the next level. The Board will help to grow the AWF in a manner that improves outreach to BC's finance community and helps establish, maintain and grow meaningful partnerships within the industry.

To be successful, ideal Board members bring the following skill set and experience:

- Ability to thrive in a team and project oriented environment;
- Ability to work and make decisions independently;
- Ability to build and leverage strong relationships with members, participants and sponsors;
- Committed to the organization, its vision, mission and values;
- Enjoy taking initiative and leadership roles; and
- For the Sponsorship and Communication positions, a strong background and knowledge of marketing, communications, and public relations is an asset.

Events Director, Major Events (two year term)

Non-Executive Director

Description: The Events Director, Major Events, is responsible for overseeing AWF Economic Update (in November) and AWF Summer Luncheon (in June) events and will perform such tasks as determined by the Board periodically and documented in the Board Task List.

Duties: The Events Director, Major Events, shall:

1. Generate event ideas, including themes and speakers;
2. Contact and confirm guest speakers and event moderator, where applicable;
3. Prepare and review all events-related materials;
4. Introduce and thank speakers and moderator at events or arrange for another Board member to do so;
5. Oversee the AWF Administrator with respect to the execution of AWF Economic and Real Estate events, including, but not limited to:
 - a. Registration;
 - b. Payments;
 - c. Venue;
 - d. Menu;
 - e. Gifts for speakers and moderator;
 - f. Volunteers;
 - g. Marketing;
 - h. Invitations;
 - i. Name tags;
 - j. PowerPoint materials; and
 - k. Audio visual.
6. Lead and manage Events Committee for Major Events;
7. Assist the PEAK Chair and PEAK Vice-Chair with respect to PEAK including all of the above duties, sponsorship, Board preparation, table assignments and PEAK "Day of" duties;
8. Create or revise all necessary policies and procedures pertaining to such office;
9. Perform all duties incident to such office or that are properly required of her by the Board; and
10. Exercise such other powers and perform such other duties as may from time to time be assigned to her by the Board.

Time Commitment:

All AWF directors are expected to be available for:

1. Monthly board meetings (2 hours each);
2. Event attendance (AGM –Sept; a Major Event; PEAK – May; minimum of one Fireside Chat Event);
3. "On Board" session (4 hours in late September or early October);
4. PEAK Sponsorship calls and follow-up (6 hours between December and March);
5. PEAK Board preparation and table assignments (full weekend day in early May prior to PEAK);
6. PEAK "Day of" duties (full weekday day in May for PEAK); and
7. Strategic Review and Board Planning session (4 hours in September or other date set by the board).

The duties of Events Director, Major Events, will require approximately an additional 3 hours per month.