



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.

Director – PEAK Vice-Chair (one year term with subsequent one year term as PEAK Chair)

Non-Executive Director

Description: The PEAK Vice-Chair is responsible for assisting the PEAK Chair with PEAK and will perform such tasks as determined by the Board periodically and documented in the Board Task List.

Duties: The PEAK Vice-Chair shall³:

1. Contribute to the development of the strategic direction, leadership and vision of the AWF;
2. Assist the PEAK Chair with each of her duties – please refer to the list of duties for "Director – PEAK Chair" role;
3. Oversee the implementation and execution of specific tasks listed in the PEAK Management Document as determined and in consultation with the PEAK Chair, President, Vice President and past PEAK Chair(s);
4. Develop and provide ongoing assessment of the annual PEAK budget;
5. Oversee the AWF Administrator with respect to the details and execution of PEAK administration;
6. Make an oral presentation at PEAK or the PEAK VIP Reception;
7. Create or revise all necessary policies and procedures pertaining to such office;
8. Perform all duties incident to such office or that are properly required of her by the Board; and
9. Exercise such other powers and perform such other duties as may from time to time be assigned to her by the Board.

The Board anticipates that after serving her 1-year term, the PEAK Vice-Chair will assume the role of PEAK Chair for an additional 1-year term.

Time Commitment:

All AWF directors are expected to be available for:

1. Monthly board meetings (2 hours each);
2. "On Board" session (4 hours in late September or early October);
3. Event attendance⁴ (AGM –Sept; a Major Event; PEAK – May; minimum of one Fireside Chat Event); and
4. Strategic review and Board Planning session (4 hours in September or other date set by the board).

³ **Important Note:** The PEAK Chair and PEAK Vice-Chair are fully supported by the Board and the PEAK "Day of" Committee. Each Board member is tasked with PEAK related duties, as described in each individual Board description. For more information, please review each Board description with respect to PEAK duties.

In addition, the PEAK Chair and PEAK Vice-Chair receive considerable assistance with strategic direction and vision from the President, Vice President and past PEAK Chair(s). The PEAK Chair and PEAK Vice-Chair also receive extensive precedent materials from past PEAKS and are supported by outside partners/contractors with respect to PEAK execution and the AWF Administrator with respect to PEAK administration.

⁴ **Note:** The PEAK Chair and Vice-Chair may elect not to attend non-PEAK events given their additional commitments.

The PEAK Vice-Chair's duties will require approximately an additional 5-10 hours per month from October – January (Focus – supporting PEAK Chair with respect to PEAK Management Document, budget, date, venue, nominations); 10-15 hours per month in February and March (Focus – supporting PEAK Chair with respect to sponsorship, scripting, and PEAK communications materials, and handling PEAK administration); 15-20 hours in April; and, 40 hours in May, which includes PEAK itself (Focus - supporting PEAK Chair with respect to PEAK “Day of” execution, Board preparation and table assignments, and handling PEAK administration).