



## **BOARD ROLES 2017-2019**

### **PWI PRESIDENT Role Description**

The President is responsible for providing overall leadership in the development of policies to achieve growth and sustainability of the Association as a whole.

The President leads the Board Meetings, encouraging a full and fair discussion of issues while maintaining control of the process. The President also presides over the meetings of the General Assembly.

The activities outlined below are in addition to assuming the duties and responsibilities applying to all Board members to act in accordance with the law and good governance and management practices.

#### **Responsibilities include:**

##### ***Representation of PWI to the outside world***

- Speaking at major PWI Events, attending Networking and as many other PWI events as possible (Annual General Meeting, 8 March dinner, Networking and other events).
- Communicates with the members of PWI Brussels. With VP Marketing & Communications, reviews and edits quarterly email update, and contributes to other publications or web communications as needed.
- Attends monthly online PWN Global City Presidents' calls.
- Develops relationships with partners, confers with suppliers and other PWI Brussels and PWN Global Corporate Partners, or delegates these tasks to other members of the Board as appropriate.

##### ***Association Governance and Strategy:***

- Leads and coordinates the strategic vision on how the Board can support the continued sustainability of PWI Brussels.
- Chairs and develops an agenda for Board Meetings including the annual strategy meeting and the annual meetings of the General Assembly. This includes soliciting and receiving agenda input and ensuring a timely distribution of the agenda well in advance of the meeting.

- With the Board Secretary or Treasurer as appropriate, oversees the preparations of the Annual General Meeting.

### **People management:**

- Delegates the appropriate responsibility, accountability and decision-making authority. With the support of the Executive Director, ensures that that roles, responsibilities and reporting lines are clear to Board and volunteers.
- Encourages and supports creativity and initiative.
- As required, with Board approval, appoints interim and special committees, task forces and representatives, and makes replacement appointments.

### **Required skills and qualifications:**

- Demonstrated management capabilities in a multicultural and not-for-profit environment. Thorough understanding of PWN, its mission and values and a passion for the progress of women in business. Speaks, writes and presents clearly and effectively.
- Experience in dealing with high level business contacts in international organizations. Track record of collaboration, openness, and sharing of knowledge as well as effective delegation.
- Strong interpersonal and diplomatic skills; able to establish and maintain relationships with a broad range of people to understand needs and gain support; able to anticipate and resolve conflicts by pursuing mutually agreeable solutions.
- Drives for change and improvement; does not accept the status quo and shows the courage to take unpopular stands if necessary.
- Fluency in written and spoken English and French.
- Minimum two years membership of PWN. Able to demonstrate active volunteering experience in the association or other City network as a volunteer / Team member. Ideally has experience serving as a Board member.

### **Time Commitment:**

This role requires 7-10 hours per week, plus attendance at monthly Board meetings (2 hours per month) although it depends on the activities of the Board.

Foreign travel of 1-2 times a year on behalf of Federation network activities and conferences; participation in corporate partnership meetings, monthly Board meetings; monthly online City Presidents' meetings, PWN events etc.



## **PWI Treasurer Role Description**

Defining and executing financial strategy and plans, using input from Board and Exec Com and in line with PWI's strategy.

The activities outlined below are in addition to the ordinary duties and responsibilities of all Board members to act in accordance with the law, good governance and management practices.

### **Responsibilities:**

- Ensure PWI fulfils legal responsibilities regarding financial reporting
- Oversee PWI's financial transactions and ensure PWI is meeting its contractual engagements
- Keep the PWI Board informed about the financial status of the PWI organization
- Advise President on budget and financial status
- Present financial status report at monthly Board meetings
- Oversee completion GL of the year running and cross reference with financial records (with day-to-day support by PWI Accounting)
- Approve PWI Board and volunteer expense reports
- Hold copies of financial records (invoices, expense reports, bank statements, Paypal; in collaboration with PWI Accounting records to be ready for Annual Audit)
- Generate Paypal statements from Paypal account (at least annually) in collaboration with PWI Accounting
- Generate financial statement of PWI back office (at least once a year) in collaboration with PWI Accounting

Once a year:

- Prepare Financial statements of the previous year for AGM and filing with "Moniteur Belge"
- Organize financial audit on accounts of previous year
- Prepare tax filing with Financial Authorities (filing done by Abatis, contact Erik Boman)
- Coordinate set-up of annual budget (in collaboration with other PWI board members)

### **Skills required:**

- Strong analytical skills; team and project management experience in budget management; facilitation skills; a track record of collaboration, openness, and sharing of knowledge as well as effective delegation; strong networking skills; experience of managing external suppliers, pro-active.
- Fluency in written and spoken English and ideally French or Flemish.
- Ideally previous professional experience in a Finance related field

**Time commitment:**

3-4 hours a week as an average, including attendance at Board meetings (once a month). Close and smooth collaboration with PWI Accounting will reduce operational tasks. Occasional attendance at ExCo (2 hours once a month) and PWI Networks/workshop events desired.



## **Executive Director Role Description**

The Executive Director (ED) 's role is to support the President in the development and implementation of policies to achieve growth and sustainability of the Association as a whole.

The activities outlined below are in addition to the ordinary duties and responsibilities of all Board members to act in accordance with the law, good governance and management practices.

### **Responsibilities:**

#### ***Association Governance and Strategy:***

- Works with the President to ensure that all Board members adhere to and deliver against their defined roles and responsibilities.
- Chairs and develops an agenda for ExCo Meetings. This includes soliciting and receiving agenda input and ensuring a timely distribution of the agenda well in advance of the meeting.
- Develops clear and sustainable goals for PWI Brussels ExCo, consistent with strategies developed and agreed with the Board at the annual strategy meeting.
- Proposes priorities in terms of our investment in specific activities and assignments and which programs will best achieve the overall objectives.
- Supports the President, Board Secretary or Treasurer as appropriate, in overseeing the preparations of the Annual General Meeting.

#### ***People management:***

- Assists the President to delegate the appropriate responsibility, accountability and decision-making authority.
- Ensures that that roles, responsibilities and reporting lines are clear to Board members and other volunteers.
- Monitors progress against milestones and deadlines.
- Regularly discusses performance by telephone and other face-to-face meetings and provides feedback and coaching to other Board members and volunteers as requested /as appropriate.

#### ***Representation of PWI to the outside world***

- May replace the President if not available to attend external events.

- Attends Networking and as many other PWI events as possible (in particular the Annual General Meeting, IWD March event, Thursday networkings).

**Required skills and qualifications:**

- Demonstrated management capabilities in a multicultural and not-for-profit environment. Thorough understanding of PWN, its mission and values and a passion for the progress of women in business. Speaks, writes and presents clearly and effectively.
- Experience in managing high level business contacts in international organizations. Track record of collaboration, openness, and sharing of knowledge as well as effective delegation.
- Strong interpersonal and diplomatic skills; able to establish and maintain relationships with a broad range of people to understand needs and gain support; able to anticipate and resolve conflicts by pursuing mutually agreeable solutions.
- Drives for change and improvement; does not accept the status quo and shows the courage to take unpopular stands if necessary.
- Fluency in written and spoken English and preferably either French or Flemish.
- Active membership of PWN, able to demonstrate volunteering experience in the association or other City network as a volunteer / Team member.

**Time Commitment:**

Monthly Board & ExCo meetings; participation in some corporate partnership meetings, attending PWI events, some Program Team meetings, attending some monthly online City Presidents' meetings in place of President, possible foreign travel to PWN Global once a year.



## **DIRECTOR, INDIVIDUAL MEMBERSHIP Role Description**

The purpose of the role is to retain, recruit and manage interactions with the individual members of PWI.

The activities outlined below are in addition to assuming the duties and responsibilities of all volunteers in accordance with the law, good governance and management practices.

### **Responsibilities:**

Implementing membership strategy including recruitment, integration, retention and re-recruitment of individual members and working with other Membership Team members.

- Measuring individual membership satisfaction (e.g. annual survey) and proposing actions to address insights of the survey re. target groups, interest areas, expectations, etc
- Managing individual membership applications and queries from existing and prospective individual members
- Identifying new target individual members
- Developing on-boarding tools to support new individual members, e.g. welcome package, support material, etc with support from Marketing.
- Liaising with Events team to organise networking events for new and prospective members to present the network and facilitate integration
- Managing individual member resignations and ensuring follow-up exit questionnaires are sent and any recommendations made
- Ensuring coordination on Membership matters with PWN Global and other City networks
- Liaising with Marketing to market corporate member benefits.

**Skills required:**

- Presentation in corporate settings – representation of the network
- Business development and/or key accounts and/or customer relationship background
- Good knowledge and sufficient prior experience of the network
- Leadership and team management
- Strong communicator with a track record of collaboration, openness, and sharing of knowledge as well as effective delegation; strong networking skills; experience of managing external suppliers, pro-active.
- Project management experience;
- Fluency in written and spoken English.

**Time commitment:**

3-4 hours a week as an average, plus attendance at Board meetings (once a month). In addition, available to attend ExCo (2 hours once a month) and 1 or 2 Networks events per month.





## **DIRECTOR, CORPORATE MEMBERSHIP Role Description**

The purpose of the role is to retain, recruit and manage interactions with the corporate members of PWI.

### **Responsibilities include:**

Implementing corporate membership strategy including recruitment, integration, retention and re-recruitment of corporate members

- Measuring corporate membership satisfaction (e.g. annual survey) and proposing actions to address insights of the survey re. target groups, interest areas, expectations, etc
- Managing corporate membership applications and queries from existing and prospective corporate members
- Identifying new target corporate members
- Developing on-boarding tools to support new corporate members, e.g. welcome package, support material, etc.
- Liaising with Events team to organise networking events for new and prospective members to present the network and facilitate integration
- Managing corporate member resignations and ensuring follow-up exit questionnaires are sent and any recommendations made
- Ensuring coordination on Membership matters with PWN Global and other City networks
- Liaising with the VP Partnerships on corporate member benefits, and with VP Marketing to market corporate member benefits.

### **Skills required:**

- Presentation, audience understanding, networking communications
- Sales & marketing
- Project management

### **Time commitment:**

About 1 hour per week for interaction with members and membership database / paperwork, attendance at Executive Committee (once a month), Membership team meetings (TBC) and Networking events.



## **VP PARTNERSHIPS Role Description**

Define overall Partnerships Strategy while keeping a close attention to its various stakeholders. Work in close collaboration with the President and all other Board members.

The activities outlined below are in addition to assuming the duties and responsibilities of all volunteers in accordance with the law, good governance and management practices.

### **Responsibilities:**

- Developing revenues and special offers from partners and liaising with Treasurer to deliver services on budget for all types of partnerships:
  - Partners i.e. organizations who register their women staff into the network
  - Sponsors, i.e. organizations who subsidize specific network events or initiatives
  - Logistics and in-kind Partners (i.e. who provide meeting rooms or other kind of support)
  - Special Offers Partners, who provide benefits to members which can be advertised on the members only page
- Identifying targets and potential partners, addressing their needs with the proper response from the network offers and by upgrading, whenever possible, current agreements to higher value ones
- Ensuring that network commitments with the Partners are delivered in accordance with signed agreements and in a timely manner, including proper feedback and reporting
- Liaises with the Events Team in partnerships (e.g. Monitoring registration to events, reporting back to partners, administrative work and any other matter).
- Ensures coordination on Partnerships matters with PWN Global and other networks.
- Seeks new opportunities to create partnerships and special offers for members.
- Recruiting & managing the Partnerships' team (all volunteers). The Partnership Team's goals are proposed as follows:
  - Creates and implements of the new partners acquisition plan
  - creates tools as appropriate
  - Presents the Network to prospects and new Partners, with the support of Board
  - Manages the relationship coordination with current Partners – each Partner is driven by one of the team members

- Attends network events from time to time to create opportunities to meet with individual corporate members
- Liaises with Webmaster to ensure database up to date with partner details.

**Skills required:**

- Presentation in corporate settings – representation of the network
- Business development and/or key accounts and/or customer relationship background
- Good knowledge and sufficient prior experience of the network (2-3 years with active participation is advised)
- Leadership and team management
- Strong communicator with a track record of collaboration, openness, and sharing of knowledge as well as effective delegation; strong networking skills; experience of managing external suppliers, pro-active.
- project management experience;
- Fluency in written and spoken English.

**Time commitment:**

3-4 hours a week as an average, plus attendance at Board meetings (once a month). In addition, available to attend ExCo (2 hours once a month) and 1 or 2 Networks events per month.



## **VP MARKETING & COMMUNICATIONS Role Description**

Defining and implementing marketing & communication strategy and plans, using input from Board and Exc Com and in line with PWI's strategy.

The activities outlined below are in addition to the ordinary duties and responsibilities of all Board members to act in accordance with the law, good governance and management practices.

### **Responsibilities:**

Managing the Marketing & Communications Team, including Social Media and Webmaster:

- Recruiting volunteers to join the Marketing & Communications Team
- Organizing and facilitating at least (4) meetings of the Marketing & Communications Team per year to plan projects and share issues / best practice
- Facilitating communication among Marketing & Communications Team
- Managing internal / external communications (Annual Report, Power point presentations...)
- Managing social media strategy, supporting content editors (Program Directors...) with support of Social Media Team
- Managing ICT policy and providing technical support to volunteers: Microsoft, Wild Apricot, Karakas etc. Managing and updating website with the support of the Webmaster
- Assisting Board President in preparing / editing monthly online quarterly update (Newsletter)
- Co-ordinating with VP Membership to create and publish online results of members' satisfaction survey and updating member communication templates
- Assisting VP Events to ensure that events are publicised
- Co-ordinating Marketing share of budget with Treasurer, including seeking external financial support where possible
- Striving to innovate in PWI's communication and marketing for the benefit of branding and awareness building. Managing PWI brand and image on paper and online, maintain stationery (letterheads, envelopes, address stickers etc), recommend and produce print material (brochures, programmes, business cards etc)
- Liaising with PWN Global on communications & marketing calls
- Attending one board meeting per month (2 hours plus travel time)
- Managing PWI Brussels participation in external events and participating in as many PWI Brussels Network events as possible (in particular the Annual General Meeting plus Thursday networking events).

**Skills required:**

- Strong communicator with presentation and writing skills; team and project management experience; facilitation skills; a track record of collaboration, openness, and sharing of knowledge as well as effective delegation; strong networking skills; experience of managing external suppliers, pro-active.
- Fluency in written and spoken English and ideally French or Flemish.
- Ideally previous professional experience in Marketing / Communications, including social media.

**Time commitment:**

3-4 hours a week as an average, plus attendance at Board meetings (once a month). In addition, available to attend ExCo (2 hours once a month) and 1 or 2 Networks events per month.