

VP EXECUTIVE FORUM (PWN Global)

ROLE DESCRIPTION

The VP Executive Forum develops the Federation's overall strategy for developing and supporting professionally senior women including the WOB programs. Programs will include collaboration with other WOB initiatives at the Federation level, coordination of all initiatives with the different networks and establishment of best practices.

The specific activities outlined below are in addition to assuming the duties and responsibilities of all Board Members, see above.

DUTIES and RESPONSIBILITIES:

- Develops and manages the Annual budget for Executive Programmes
- Manages the relationship with the Global Board Ready Women's Database in liaison with Candace Johnson and
 - the Financial Times Non-Executive Club, gatekeepers of the DB.
- She owns the passcode assigned to our organization and ensures it is handover only to the networks that has in
 - place a process to identify and screen suitable candidates for the DB.
- She manages the process to coordinate and track names submitted by the different networks to the Database.
- She coordinates and understands the best practice done in each country. She acts as a central point to leverage
 - these best practices and to ensure all networks are aware of them. She acts as a buddy when networks are ready
 - to engage in WOB and are seeking for best practices.
- Develops press releases (in English) and articles for our platform when new announcements are needed. She
 - responds to questions from all parties involved in this initiative via email, address on websites, etc.
- Coordinates the VP's WOB on City Network boards, exchanges best practices, shares information etc.
- Defines with the Board a strategic WOB policy.
- Represents PWN when possible in all different forums.
- Develops partnerships and relationships that benefit our Senior stakeholders including xxx (Women's Forum,
 - Womensphere, Johns Hopkins & IE Business schools, etc)
- Recruits an engaged committee to assist with above activities

- Time Commitment: Approx. 3-5 hours per week (variable and dependent on creation of a support committee).
- IDEAL BACKGROUND / EXPERIENCE:
- A minimum of 6 years of progressively responsible business experience, preferably in an international environment. Strong experience in Good Governance, Executive Management, preferably with Board experience but not a must, together with experience in as many of the following fields as possible: human resource management, law, finance/budgeting, technology or related areas.
- Working across cultures and fluency in written and spoken English is required in addition to other languages is ideal.
- Ideally having served as a City Network President, a Board Member at the Federation level, on a Non-Profit Board, or on Corporate Board.