

PWN Global Federation Board Role Descriptions

ABOUT US

PWN Global is a global movement of people working towards gender balanced leadership through professional development and international, cross-industry, online and in-person networking.

With more than **3,500 members** and more than **90 nationalities**, our **volunteer-led** organisation of City Networks delivers over **600 events a year** plus 25 **mentoring programs** in our community of **25 City Networks**. Our members comprise all sectors and industries.

Our For Purpose mission is to ACCELERATE GENDER-BALANCED LEADERSHIP. We believe that leveraging 100% of the world's talent will result in an economically sustainable, happier society. Gender balanced decision making creates strength of character, resilience and growth. We aspire to accelerate the pace of change and to inspire our community to embrace new skills and put reforms into action.

INTRODUCTION

The Governing Board of Directors (the "Board of Directors") of the PWN Global Federation (the "Federation") will consist of 10 elected board members. As elected representatives of the membership associations of the Federation, the Board of Directors creates the Federation's strategy and objectives in collaboration with the existing City Network Presidents. The Federation ensures and supports the planned execution of programs to support our mission at the Federation and local level. Federation Board Members are the "working ambassadors" for the organisation and represents it in a variety of capacities.

PURPOSE

The Governing Board of the Federation exists to:

- Ensure that we comply and align with all legal responsibilities and requirements related to the law in the country where PWN Global resides, today this is in France. The President, Secretary General and Treasurer, as Board Members, have added legal responsibility which requires their alignment and attention to act on necessary matters.
- Provide a forum for the exchange of information between the central Federation and the City Networks about programs, management strategies and administrative matters.
- Serve as a point of coordination, collaboration and facilitation for the development and implementation of cross-City Network programs and Federation programs.
- Assure Federation representation and involvement in the business, political and social environment in which the Federation operates and where they can influence progress and promote visibility to PWN Global.

- Build momentum ongoing with new and existing strategic and corporate partners, in full collaboration with the City Networks (where the partner's members reside) as this is the source of the majority of our network funding.
- Manage the continued growth of the Federation, be the guardians of our respected brand name around the world and continuously strive to advance one of our most valuable network tools, the underpinning technology structure.

PRINCIPAL ACTIVITIES

With the support of the executive volunteers and subcontractors of the Federation, the Governing Board of PWN Global carries out the following activities:

- **The most important task of a Federation Board Member is to recruit and lead a resource bank of reliable and high calibre volunteers** who can take on short term and long-term projects. The larger the volunteer team the more we can spread the power of influence and accountability. The Board Member becomes responsible for strategic thinking and ensuring that the team delivers excellence.
- Collaborates with other Board Members and the broader network to ensure mutualisation and efficient use of resources, in alignment with the Strategy of PWN Global.
- Ensures the coordination, relevance and operational efficiency of Federation-wide shared infrastructure and resources, including the common web community platform.
- Coordinates of initiating and executing Federation newsletters and publications.
- Represents PWN Global and disseminates information about City Network and Federation driven initiatives to PWN Global members, stakeholders and the public.
- Acts as a mentor to one or more networks to ensure either a smooth start up or sustainability and continued growth.
- Evaluates and pursues new growth opportunities for the Federation of networks.
- Manages existing and pursuing new sources of revenue for the Federation.
- Establishes strategic alliances and partnerships with organisations that support the mission of the Federation as well as with Corporate Partners. **Each board member is responsible for identifying 1 partner during their term.**
- Pooling of resources, sharing of expertise and best practices across networks to provide efficient and cost-effective management of common programs, such as International Mentoring, Women on Boards Circle as well as future programs.

STANDARD OF CONDUCT

Once elected, each of the Board Members must perform their duties in a highly professional manner and in the best interests of the PWN Global Federation and in accordance with our code of conduct. This included feedback and accountability assessments each 6 months to ensure individual contribution across the Federation Board. See PWN Global Board of Directors Commitment document.

CONFLICTS OF INTEREST

As a general principle, Board Members should avoid any actions or situations that might result in or create the appearance of using their association with the Federation for private gain, giving unwarranted preferential treatment to any individual or organisation, losing independence or impartiality, or adversely affecting the Federation's reputation or confidence in its integrity. Candidates should disclose any other affiliations or Board roles that could be perceived as a conflict. For instance, if s/he is actively engaged in leadership with other networks or leading research for another Gender Balance organisation, such as Catalyst etc,

The Federation Board will consider questions of possible conflicts of interest of Board Members and will develop and review a practical conflict of interest policy and procedure for disclosure by Board Members. All material developed while at PWN Global is considered proprietary to PWN Global.

The Board of Directors is elected for a period of two years, after which they can seek re-election. It is up to each board member to identify successors during their term to ensure a smooth transition.

BOARD MEETINGS

The Governing Board meets 12 times each year (minimum 1 meeting in person) with various phone calls in between, and upon request of the President / Board Members. Typically, there is a Board meeting held shortly after the election the Governing Board at the AGM. At this meeting, the individual board members review existing and proposed responsibilities across each role and what is expected of them as well as group norms, including commitments and delivering against expectations.

REPRESENTATION OF THE FEDERATION

Board Members will agree on the individual rights or authority to act upon her own in the name of the organisation and what will be delegated to whom as it relates to specific authority by the Governing Board.

CONFIDENTIALITY

All Board meeting agendas, background materials, and deliberations are confidential within the Governing Board. Once the minutes have been distributed, Board Members are free to discuss an issue that has been designated non-confidential. However, under no circumstances can a Board Member discuss the Board's internal deliberations, such as who supported or didn't support an issue, or share the background materials unless specified as unrestricted.

BOARD MEMBER VALUES

- Talent

The PWN Global Federation Board should be made up of individuals who respect each other's unique set of strengths/talents and who value/appreciate that diverse teams produce better quality results. As we're powered by volunteers, a priority on-going is to attract and inspire volunteers to take ownership on research, programs, publications, new initiatives, partner relations etc. to advance our relates to our mission.

- Collaborative Intelligence

The ability to work collaboratively, offer support, motivation and coaching when needed, and a willingness to hold one another and oneself accountable to objectives and deliverables are imperative traits of a Board Members. A sense of maturity, flexibility and adaptability when working through conflicts across cultures is essential.

- Respect

Listening to and hearing differing points of view is a virtue and a necessity. Furthermore, a member of the Board should be an effective speaker who can represent the organisation advantageously and who can clearly present views in Board discussions. The ability to give and receive constructive feedback is an important part of building an effective team.

- Excellence & Advancement

The PWN Global Federation needs effective leaders who have the ability and foresight to guide our organisation to new successes and even higher standards of quality.

The effective Board Member is someone who focuses on what the Board as a whole wants to achieve and acts in accordance to ensure progress.

- Accountable and dependable

Integrity is the number one requirement for running for and serving as a member of the Board of Directors. The network relies on the individual board members to hold one another accountable to the highest standards of integrity. Not-for-profit work often requires a careful prioritizing in respect to time and other, competing commitments. It is expected that Board Members make and keep their Board commitments in a professional manner.

IDEAL LEADERSHIP PROFILE FOR A PWN GLOBAL BOARD POSITION:

- Has strong influencing and facilitation skills in a For Purpose, Solutions Oriented volunteer environment. Facilitates ideas and collaborative discussions to ultimately create alignment among key stakeholders. Is a strong team player.
- Serves as a role model for the PWN Global Federation and the City Network board members. Supports the President in empowering others to translate vision into results; is proactive in developing strategies to accomplished objectives; problem solver; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually-agreed solutions; drives for change and improvement; does not accept the status quo; and shows the courage to take unpopular stands.
- Takes responsibility for ensuring the equal participation of all City Networks. Above all has a demonstrated inclusive leadership style and at the same time is able to take decisions in order to move the network forward.

REQUIRED SKILLS and QUALIFICATIONS:

- Demonstrated management capabilities in a multicultural and non-remunerated environment.
- Good understanding of PWN Global, its mission and values and a passion for the progress of women in business.
- Experience managing members or volunteers in a City Network or other association.
- Must have a track record of collaboration, openness, and sharing of knowledge as well as effective delegation. Ability to influence and facilitate discussions is key.
- Fluency in written and spoken English, ideally in addition to other languages.
- A Bachelor's degree and preferably a Master's Degree,
- Speaks, writes and presents clearly and effectively; solicits input from others on all Board Meetings, Annual General Meetings etc.

GETTING YOUR COMPANY ON BOARD:

We encourage you to get your companies, organizations, clients, offices, and bosses on board with this opportunity for you to serve in a volunteer leadership role. Serving as a Board Member is not only a good opportunity for you but for them as well.

PWN Volunteers, in exchange from their commitment, receive the opportunity to develop leadership skills, increase their personal and their organization's visibility with potential clients and, on the topic of gender balance, garner external wisdom on best practices. Importantly, volunteering demonstrates a commitment to gender balance as a business cause, by the volunteer her/himself and by the organization which supports them serving as a volunteer.

FEDERATION BOARD POSITIONS AND STRUCTURE

Following are outlines of the specific roles and responsibilities for the Board positions.

- 1. President**
- 2. Secretary General**
- 3. Treasurer**
- 4. VP Programs**
- 5. VP Membership Experience & Network Development**
- 6. VP Strategic Development**
- 7. VP Fundraising & Innovation**
- 8. VP Corporate Partnerships**
- 9. VP Marketing & Communication**
- 10. VP Technology**

This structure, titles and number of board members with specific responsibilities can be adapted to the needs of the network once the board is elected into office and the bylaws are approved and revised.

BACKGROUND REQUIREMENTS, DUTIES AND RESPONSIBILITIES

All members of the Board of Directors are expected to:

- Meet the qualification outlined in the individual job descriptions.
- Ideally have a minimum of 2 years of Board experience on a PWN City Network board, on a Non-Profit Board, or on Corporate Board or she/he must have had a highly active role at the local level and previous board experience in a not-for-profit, to justify shorter tenure. Must have an in-depth understanding of the network.
- Have a minimum of 3 references, 2 from senior network members.
- Prepare for and attend all Board meetings.
- Be a liaison (god parent) between the Board and two or more City Networks and visit a few city networks throughout the year.
- Represent PWN Global at speaking engagements, conferences, City Network events, etc.
- Attend the Annual General Meeting.
- Generally participate in activities of the PWN Global Federation.