

VP NETWORK

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

The role of the VP Network is to deliver on PWN number one promise to our members: networking. The VP Network will build and run major events that enable networking amongst participants of PWN Network in pleasant settings.

Duties and responsibilities include:

1. Define and implement a program for networking events
 - Set a yearly program and theme for networking events except PWN Paris Congress and The One Awards which are the responsibility of dedicated teams”
 - Organize the events : select venue, suppliers, potential animation and / or speakers, ensure the smooth running of the event, etc.
 - Work with the VP Communications and with PWN Paris permanent staff to attract participants and communicate before and after the event.
 - Monitor the event budget
 - Analyze post-event survey and adapt upon feedback
2. Drive consistency across all events of PWN Paris, in close collaboration with other VPs and with PWN Paris permanent staff
 - Define and update a repository of venues, suppliers, types of animations, potential speakers, etc.

As the events organized by the VP Network are large events led by PwN Paris and with major impacts on revenues, i.e. complex to organize (from finding a place to hosting the evening) and driving a large number of participants, it is recommended that the VP Network appoints leads or co-leads for each event . Examples of current events organized by the VP Network : , Christmas Party, New year cocktail, International Women’s day, Spring Cocktail, back-to-school cocktail and les diners au Sénat.

Skills required:

- Project management experience, ideally previous experience in event organization
- Facilitation skills
- Team management
- Creativity
- Wide network
- Reactivity, problem solving skills
- Ability to manage complexity, to set priorities
- Attention to detail
- Finance and budget attention
- Use the PWN Paris platform to create and organize upcoming events

Time Commitment: an average half a day per week plus attendance at Board meetings and all events organized by this pole