

PRESIDENT OR CO-PRESIDENTS

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 President or Co-Presidents (this function may be assumed by one person who can eventually delegate some functions to VP or volunteers, or two persons) are responsible for providing overall leadership in the development and implementation of strategies to achieve growth and sustainability of the Association as a whole.

The President or Co-Presidents lead the Board Meetings, encouraging a full and fair discussion of issues while maintaining control of the process. The President or Co-Presidents also preside over the meetings of the General Assembly.

The President or Co-Presidents do not act in isolation. In advance of taking any action they consult regularly with fellow Board members – and for matters relating to the wider PWN Paris, with members of the Federation Board – as the ability to plan and unite is critical. The President or Co-Presidents, and other designated representatives, have general authority to speak on behalf of PWN Global.

Mission:

- Embody the association
- Lead and coordinate the strategic vision to ensure growth, continued relevance and sustainability of PWN Paris.
- Drive the network's development strategy ensuring members' satisfaction, network's visibility and representativeness amongst the civil society and institutions.
- Ensure good governance and financial sustainability of the association
- As representative of the major city network of PWN global, contribute actively to the development of PWN Global and its aura

Duties and responsibilities include:

1. Association Governance and Strategy

- Develop clear goals for PWN Paris that are consistent with developed and agreed strategies. Set priorities in terms of our investment in specific activities and assignments and identify which programs will best achieve agreed objectives.
- Validate the business model (including the pricing strategy) and budgets
- Ensure that all Board members adhere to and deliver against their defined roles and responsibilities.
- Provide strong strategic introductions to the network and raise money for the network to ensure PWN Paris has the funds to realise its programs and operating costs in a sustainable fashion. Drive with the VP Partnership the development of partnerships and entertain relationships with Partners.
- Chair and develop an agenda for monthly Board meeting, annual strategy meetings and the Annual General Assembly meeting in close collaboration with the General Secretary.

2. Communication (externally, within PWN Paris and with PWN Global)

- Develop influence, visibility and representativeness of PWN Paris with institutional bodies (incl. government) and partners
- Define with the VP Communications the communication strategy (on-line, social media, press...) and the editorial line; contribute to the different publications with editorials.
- Support the visibility and media presence of the association, its board members, members and activities, with the support of a communication agency and the VP Communications. Serves as a spokesperson to the media on developing network stories.

- Represent PWN Paris in events hosted by third parties that further the mission of the network.
- Communicate with the members of PWN Paris. Develop proximity with members participating to several events, especially speakers' dinners, networking events, Congress, PER.
- Manage the relationship with the Federation and contribute actively to the PWN Global community, representing the interests of PWN Paris
- Attend the PWN Federation Annual General Meeting and the monthly online City President's Leadership Council meetings.

3. *People management:*

- Lead the team of volunteers to deliver on the PWN Paris strategy and programs. Define with board members key programs and implementation plan.
- Manage the employees of the association.
- Ensure that roles, responsibilities and reporting lines are clear to Board and staff members.
- Support and coach Board members in the development of their activities. Monitor progress against milestones and deadlines. Regularly discuss performance at Board meetings, by telephone and other face-to-face meetings and provide feedback and coaching to other Board members and staff as requested or appropriate.
- Encourage risk-taking and support creativity and initiative.
- As required, with the help of the Bureau and when necessary the Board approval, appoint interim and special committees, task forces and representatives, and makes replacement appointments.

Skills required:

- Leadership and thought leadership
- Demonstrated management capabilities in a multicultural and non-remunerated environment.
- Ideally has experience serving as a Board member.
- Thorough understanding of PWN, its mission and values and a passion for the progress of women in business: minimum two years membership of PWN. Able to demonstrate active volunteering experience in the PWN Paris network as member of a subcommittee or Club.
- Speak, write and present 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.
- Drive for change and improvement; does not accept the status quo and shows the courage to take unpopular stands if necessary.
- Though leadership consistent with PWN values, caring and mutual support
- Minimum 2 years membership AND active volunteering experience in PWN as a member of a club or subcommittee.
- Fluency in written and spoken English and French.

Time commitment:

This role requires 7-10 hours per week plus attendance at Board meetings and selected events.