

DESCRIPTIONS OF PWN PARIS BOARD POSITIONS

Principal Activities

All board members have an operational role on top of their elective responsibilities.

With the support of the staff of the Association, the Board of Directors carries out the following activities:

- Definition and delivery on their roadmap, according to PWN guidelines and with a balanced budget.
- Recruitment and leadership of a resource bank of reliable and high calibre volunteers who can take on short term and long term projects.
 - Turnover can be important amongst volunteers which may require strong leadership skills, flexibility and ability to constantly renew the team.
 - 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;
 - Each VP can delegate a significant part of her activities to an identified and dedicated member of her team however the VP will ultimately be responsible of all actions and the delegate will not be able to sit at the board meetings except upon invitation to update on projects.
- Collaboration with other Board Members and the broader network to ensure mutualisation and efficient use of resources, in alignment with the Association strategy;
- Representation of PWN Paris and dissemination of information about Paris City Network and Global Federation driven initiatives to PWN Paris members, stakeholders and the public;
- Creation of strategic alliances and partnerships with organisations that support the mission of the Associations as well as with its Partners.
- Attendance to all board meetings and to as many events as possible, and at least the Annual General Assembly and 3 events organized by PWN Paris, especially the Congress and the main networking events (Christmas Cocktail, Spring Party, etc.)

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 Paris Network and in accordance with our code of conduct.

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 PWN Paris for private gain, giving unwarranted preferential treatment to any individual or organization, losing independence or impartiality, or adversely affecting the Association'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.

The 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 Paris is considered proprietary to PWN Paris.

Members of the Board of Directors are elected for a period of two years, after which they can seek re-election. It is up to each board member to identify potential successors during their term that would

ensure a smooth transition provided these persons will be elected.

Confidentiality

All Board meeting agendas, background materials, and deliberations are confidential within the Board of Directors. 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.

Required Skills and Qualifications:

Required skills and qualifications common to all Vice Presidents, on top of those described for each specific role.

- 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.
- Team spirit, positive attitude, professionalism.
- Minimum one-year membership of PWN Paris and / or demonstrated interest in fostering women's leadership and gender balance in the economic environment
- Ability to speak, write and present clearly and effectively in English and in French.
- Significant volunteering experience and other board experience is a plus.

Time Commitment

The Board of Directors meets monthly for 2-3 hours for its regular board meeting, twice a year for a Strategy day and upon request of the President / Board Members.

On top of board meetings' attendance, most positions require a time investment of approximately 0.5 day per week except for the President or co-Presidents role which duty is heavier.

PWN Paris Board Positions and Structure

Following are the ten Board positions.

1. President or Co-Presidents (2)
2. General Secretary
3. Treasurer
4. VP Communications
5. VP Membership
6. VP Partnerships
7. VP Leadership & Develop
8. VP Boards and Top Executives
9. VP Network
10. VP LAB
11. VP Entrepreneurship
12. VP International

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. All board members are elected and responsible for delivering on their duties for the time of their mandate, i.e. 2 years. Approximately half of the mandates (up to 60%) is renewed every year.