

Board and Additional Volunteer Role Descriptions – December 2018

Introduction

The PWN Côte d'Azur is a French association run by volunteers and registered with the Préfecture as an "association régie par la loi 1901". It is a member (or chapter) of the global federation Professional Women's Network.

Three persons hold a legal responsibility according to the French law for "associations régie par la loi 1901", namely: the President, the Treasurer and the Secretary. In addition to these and according to the association's by-laws (or "statuts") there are several Vice Presidents and as required, any number of additional board members.

A number of roles can be performed by non-board members. Roles can also be shared by two or more, creating a team.

All board member roles are for 2 years duration.

All other roles are for 1-year duration, unless it is a short-term project or event position.

All positions are open to any Active Member regardless of how long you have been part of the Association. This document describes the main roles of the PWN Nice- Côte d'Azur Board.

It includes: To

1. Proposed Organizational Structure for 2019

2. Overview of Activities and Effort Estimates

3. Responsibilities of all Board Members

4. Board Roles

Responsibilities specific to a particular board member

5. Additional non-board roles

These are optional depending on whether anyone volunteers for the position

These role descriptions and effort estimates are provided as **guidelines**, to be adapted according to the composition of the board and individuals' experience and motivations. They're based on the experience of previous board members and have been updated over time.

1. Proposed Organization

In 2018 the Board was composed of 9 members. 3 roles will continue their mandates for one more year. 4 roles will open up at the end of their mandate, 1 role is a replacement (resignation).

Board roles which are open to nominations at the 2019 AGM:

- Co-President (two) To be elected at 2019 AGM - currently Sandrine Martin and Sandra Richez
- Treasurer To be elected at 2019 AGM - currently Sandrine Martin
- VP Events To be elected at 2019 AGM - currently empty
- VP Membership To be elected at 2019 AGM - currently Grazia Santagati
- VP Technology To be elected at 2019 AGM was combined with Membership in 2017-2018 - currently Grazia Santagati
- VP Mentoring To be elected at 2019 AGM - currently Theresa Destrebecq

Board roles which will continue their mandate until the 2020 AGM:

- VP Partnerships - Marina Gregoretti
- Secretary - Julia Haston
- VP Communications (including PR and Sponsorships) - Anna Fill

2. Overview of Activities and Effort Estimates

The following table lists the different responsibilities and effort estimates. In addition to these efforts there is the time actually spent at events.

Role	Effort <u>estimate</u> in hours per month	Can be performed by non-board member
Board Roles		
(Co-)President	10 – 40 hours across 1 or 2 (co-)presidents. Attendance at events desirable.	Mandatory board position To be elected at 2019 AGM
Secretary	8 - 10 hours (plus extra for planning AGM). Event Attendance optional.	Mandatory board position
Treasurer	4 - 8 hours. Attendance at events desirable.	Mandatory board position To be elected at 2019 AGM
VP Communications (including PR and Sponsorships)	10 - 20 hours. Attendance at events highly desirable.	VP position
VP Events	8 - 24 hours. Attendance at events highly desirable.	Proposed VP position To be elected at 2019 AGM
VP Membership	8 – 12 hours. Event attendance highly desirable.	VP position To be elected at 2019 AGM
VP Mentoring	5 – 20 hours. Event attendance desirable.	VP position To be elected at 2019 AGM
VP Partnerships	8 – 12 hours + more when closing a contract. Event attendance if partner has an active role.	VP position
VP Technology	6 – 12 hours. Event attendance not required.	VP position

Additional Roles		
Newsletter Editor	5 – 10 hours quarterly. Event attendance optional.	Reports to VP Communications Any volunteers to start in a few months?
Webmaster	3 – 5 hours. Event attendance optional.	Reports to VP Communications Any volunteers?
Event Planners	5 hours per event	Reports to VP Events Any volunteers?
City Manager (For Monaco, Nice and Sophia)	4 - 6 hours per month.	Reports to VP Events Any volunteers?
Webinar Host/ Presenter	3 - 4 hours per webinar. Hosting/ presenting webinar necessary.	Reports to VP Events Any volunteers?
Partner or Sponsor Point of Contact	2 – 4 hours per month, plus event attendance when partner or sponsor has an active role	Reports to VP Partnerships Any volunteers?
Administrative Help (several positions available)	8 hours per month., plus 2 hours for events attendance reporting	Reports to one of the board members depending on the type of help offered <ul style="list-style-type: none"> - Financial data entry in Excel - Membership back office support, producing reports etc. - Event admin such as producing stats on attendance - Support at lunches or after work events - Communication tasks such as google analytics Any volunteers?

3. Responsibilities of all Board Members

Description:	Member of PWN Nice - Côte d'Azur Board
Responsibilities:	<p>Operate within the mission and values of PWN as stated on our homepage</p> <ul style="list-style-type: none"> • Spread the word about PWN Nice - Côte d'Azur with local media, organizations, networks etc. • Recruit new members • Attend local promotional events on behalf of PWN • Set objectives and strategy for the Association taking into account the Federation objectives and local demographics. • Define campaigns to attract members <ul style="list-style-type: none"> • Participate in monthly Board meetings/conference calls or send status report beforehand • Actively engage in Board e-dialogues <ul style="list-style-type: none"> • Perform back-up function for Board members that may be away or on holiday • Collaborate with other board members and volunteers as and when required • Attend as many events as possible • If required, liaise with a non-board role or committee leader • Allocate event owner for each event • Adhere to and promote PWN mission & values • Attend 75% of monthly board meetings live or online • Engage actively on PWN social media channels

	<ul style="list-style-type: none"> • Provide content on their area for monthly newsletter and social media
Estimated time:	<p>Monthly board meetings last on average 2 to 3 hours. There is some meeting preparation and follow up required by most attendees prior to and after the meeting as well.</p> <p>The effort expected for a particular board role is given under the definition of the specific role. It includes one board meeting per month.</p>
Tools required:	PC or tablet with standard Office applications & access to Internet and e-mail.

4. Board Roles

President or Co-Presidents - ROLES AT END OF MANDATE - AGM ELECTION	
Description:	Drive achievement of the PWN Nice - Côte d'Azur strategy and objectives. Drive achievement of good relationships between PWN Nice – Côte d'Azur and the Federation.
Responsibilities:	<ul style="list-style-type: none"> • Definition of the targets and strategy with the other Board members in terms of membership and financial growth, event topics and key speakers <ul style="list-style-type: none"> • Drive and adjust the execution of the strategy roadmap • Handle the relationship between PWN Nice Côte d'Azur and PWN other networks, plus the Federation <p>Represent the Nice Côte d'Azur network locally for any strategic initiative</p> <ul style="list-style-type: none"> • Participate in the Federation's Presidents' 2 day annual and extraordinary general meetings <ul style="list-style-type: none"> • Request assistance from PWN Global and Advisory Board • Suggest improvements based on best practices of other networks and associations • Prepare the AGM with the help of the Secretary • Ensure that all board members act within the values and mission of PWN
Estimated time:	20-40 hours per month, depending on whether the role is shared or not. Event attendance desirable.

Secretary	
Description:	Create and maintain the association's records.
Responsibilities:	<ul style="list-style-type: none"> • First point of contact for any queries from Board members (to then pass them on to the correct Board member to deal with) • Drive the monthly Board meetings <ul style="list-style-type: none"> • Prepare agenda for Board meetings in conjunction with the other Board members • Write the minutes during the Board Meetings <ul style="list-style-type: none"> • Maintain an on-going list of actions • Follow up action points with Board members before the next meeting • AGM preparation and follow up with the Prefecture as required <ul style="list-style-type: none"> • Investigate any questions surfacing regarding legal aspects of running an association • Maintain the board members' @pwnnice.net email addresses; Manage the creation, modification, deletion and auto forwards of @pwnnice.net email addresses • Together with the VP Technology, define and implement ways of working for the board members and volunteers
Estimated time:	8 – 10 hours per month. Additional hours required when preparing for the AGM. Event attendance optional.

Treasurer - ROLE AT END OF MANDATE - AGM ELECTION	
Description:	Manages the association's finances ensuring we always have positive bank balance and a managed budget.

Responsibilities:	<ul style="list-style-type: none"> • Manage the admin help in respect of data entry of finance records • Prepare quarterly and annual financial statements • Keep all financial records for review <ul style="list-style-type: none"> • Refund members' event fees if applicable and volunteers' pre-approved expenses • Suggest event pricing strategy for the year • Liaise with PWN contact whenever there are membership fee changes • Main point of contact with bank <ul style="list-style-type: none"> • Handle transfers of members to other networks together with VP Membership – e-mail exchanges with the other network president or administrator, and refund membership fees paid as necessary
Estimated time:	4-8 hours per month. Event attendance optional.

VP Communications (,PR and Sponsorships)

Description:	Manages external and internal communication about the Network according to the strategy defined by the Board and manages the communication team.
Responsibilities:	<ul style="list-style-type: none"> • Our main PR person • Answers media requests • Maintains the database of all media contacts <ul style="list-style-type: none"> • Ensures there is a clear communication process for all PR with the communication team • Social Media manager (Twitter feed, Facebook, LinkedIn). Ensures all content posted is suitable and fits the values of PWN • Encourages members to post and contribute to these and reviews what they have posted • Gathers testimonials for promotional purposes <ul style="list-style-type: none"> • Frequently reviews the promotional material to ensure it is up to date, relevant and attractive • Manages the Newsletter Editor and ensures that important topics for the newsletter are highlighted at board meeting • Manages the webmaster, publishes and oversees content creation of the for Nice Cote d'Azur website in collaboration with the board. Nice Cote d'Azur • Is first point of contact for any requests to change the website • Seeks out sponsorships and funding for events, communication, press and promotional material • Liaises with the event manager for coherency of information (re invitations, events, summaries and articles)
Estimated time:	10 – 20 hours per month. Event attendance desirable.

VP Events - ROLE AVAILABLE - TO BE VOTED IN AGM	
Description:	<p>Supports the network strategy in terms of events. Plan and manage events in support of the network's strategy defined by the Board.</p> <p>The VP Events plays a vital role in the PWN Nice city network by conceiving, planning, coordinating and delivering a variety of events across a wide geographical area – Monaco, Nice, Sophia-Antipolis/Antibes, Cannes, and soon coordinating for Aix/Marseille.</p>
Responsibilities:	<ul style="list-style-type: none"> • Collaborating closely with the Board to deliver high-quality, professional, well-attended events in accordance with the network strategy. • Recommending topics, venues and speakers for events to the Board. • Planning and budgeting to ensure positive or break-even cash flow on all events and reporting on post-event financials to the Treasurer. • Liaising with the events team and roundtable lunch owners/ webinar planner/mentoring Manager to ensure coherency and avoid overlapping calendars • Recruiting, training and supervising volunteers to support in events. • Finding key speakers with the help of other members of the network • Managing the logistics of events, via the events team (booking the venue, sending invitations and reminders, preparing badges and gifts) • Using the website back-office events management system • Collaborating with the VP Communication about coherency of outgoing information regarding events, summaries, articles, social media posts. • Evaluating the quality of events via short satisfaction surveys and reporting recommendations to the Board with quarterly and annual reporting on events activity. • Attending monthly Events VP conference calls with PWN Global to share and cull best practices in events management and relaying key information to the Board.
Estimated time:	Estimated average time: 12 hours per month plus 3 hours per event for planning (it depends on the type of event) plus the time actually spent at events. Event attendance at main events is required or a replacement found for that event.

VP Membership - ROLE AVAILABLE - TO BE VOTED IN AGM	
Description:	Handle membership applications and payments
Responsibilities:	<ul style="list-style-type: none"> • Promotes membership expansion by implementing programme models already available in the PWN Global or other city networks • Treat e-mails enquiries related to the network and membership • Act as point of contact for potential members in need of general information about the network • Handle membership applications and updates: monitor the platform for incoming applications, interview potential members if their application form does not fit requirements, delete expired profiles from the platform • Handle the membership payments in collaboration with the Treasurer <ul style="list-style-type: none"> • Welcome guests and introduce new members during Events or allocate other members to do so • Send invitation to guests after each event to join the network <ul style="list-style-type: none"> • Send expired members last reminder regarding fee renewals (after 3rd automatic platform reminder) • Follow up with expired members (by phone if necessary) to find out why they didn't renew and to seek constructive feedback on the network. <ul style="list-style-type: none"> • Regularly change expired members to Free Members • Produce membership and events stats regularly • Oversees the membership digital experience, administers the member database and provides feedback to VP Technology <ul style="list-style-type: none"> • Regularly contribute to the newsletter • Ensure that all membership content on the website is up to date • Manages membership volunteers including those working back-office and those attending events in order to convert guests into members and welcome new members
Estimated time:	8 hours per month. Event attendance highly desirable.

VP Mentoring ROLE AVAILABLE - TO BE VOTED IN AGM	
Description:	Manages the Mentoring Programme of Nice Cote d'Azur PWN
Responsibilities:	<ul style="list-style-type: none"> • Define and drive the strategy of mentoring in Nice Côte d'Azur in association with the Federation and Nice Board • Evaluate members' needs & define programme for the year • Organize mentoring events in collaboration with VP Events and VP Communications and run them • Seek mentors from within and outside the network • Provide input to newsletter • Ensure that mentoring content on the website is updated regularly • Knowledge and community management using platform • Evaluate mentoring programme success or failure • Liaise with PWN Mentoring groups/networks
Estimated time:	5 – 20 hours per month depending on the stage of the mentoring programme lifecycle. Attendance at events is desirable.

VP Partnerships	
Description:	Develop and manage Strategic Partnerships with companies, other relevant associations and business schools in order to contribute membership growth.
Responsibilities:	<ul style="list-style-type: none"> • Seek potential partners and 'sell' partnerships with the help of other board members • Do the follow up on the existing partnerships: attend strategic meetings and include the President/VP's and any other Board member when necessary; check if the respective obligations listed in the signed agreements are respected (report to be done quarterly) • With the assistance of VP Communications propose sponsorship to company and organizations (send proposals and do the follow-up) • Contribute to membership growth • Liaise with PWN Partnerships at the Federation level and with other city networks
Estimated time:	8 - 12 hours per month. Attendance at events optional unless a partner is attending.

VP Technology - ROLE AVAILABLE - TO BE VOTED IN AGM	
Description:	Maintain and support the PWN Nice Côte d'Azur technology framework
Responsibilities:	<ul style="list-style-type: none"> • Builds, with the help of the Secretary, IT policies and framework to guarantee security of data, efficient and smooth work processes for board members and volunteers and smooth handover to next role owners and boards. • Encourages the transfer of knowledge to all roles in operations, expanding ownership of specific functions of the platform among the team by designing and/or supporting the organization of trainings and supporting the learning curve • Drives implementation of technology changes in connection with PWN Global • Identifies specific needs and requirements (as far as the Technology and platform functionalities are concerned) of the Nice-Côte d'Azur city network in conjunction with other Board Members and volunteers and submits and negotiates their development with the appropriate people in the Federation. • Delivers analytics and / or data to the Nice board to support them in defining and driving strategy and decision making • Works in coordination with the Secretary (specifically for and not limited to IT policies and Framework), as well as with Events and Communications to bring projects to the community
Estimated time:	10 – 16 hours per month. Event attendance optional.
Skills required:	<ul style="list-style-type: none"> • Broad technology experience • HTML knowledge (not essential but helps)

5. Additional non-board Roles

City Events Coordinators: Sophia, Nice, Monaco and other locations	
Description:	Help in the management of local events under the guidance of the VP Events
Responsibilities:	<p>Tasks include:</p> <ul style="list-style-type: none"> • Proposing events or speakers which have local resonance in close collaboration with the VP Events • Preparing invitations • Setting up event in KMS • Booking a venue/ confirming food arrangements • Confirming arrangements with speaker(s) • Buying speaker gifts • Preparing badges • Welcoming guests • Allocating write up of an event to a member • Sending follow up surveys to members and guests • Getting testimonials at events • Updating Facebook for Event Invite
Estimated time:	5 hours minimum per event planning (it depends on the style of the event) plus the time actually spent at the event.

Newsletter Editor	
Description:	Prepare content of monthly newsletter
Responsibilities:	<ul style="list-style-type: none"> • Help to do summary write ups or edit summaries provided by others • Pull articles from current & past Events/ Federation Initiatives/ City Networks / other career, business or diversity related articles to include in the newsletter. • Ask for contributions for each section of the newsletter and give them deadlines; Then either edit on KMS or give all complete text/pictures /links to the Webmaster • Interview one member for inclusion in each newsletter • Edit the monthly newsletter in accordance with the inputs from the president and the other board members as decided at board meetings, define the important topics to be included in the newsletter, then edit the newsletter prior to publishing by the VP Communications • Send newsletter to subscriber list • Send to Webmaster for publishing on the website section Newsletters, or do so yourself
Estimated time:	5-10 hours per newsletter. Attendance at events optional.

Webinar Host/Presenter	
Description:	Hosts or presents webinar to support the Nice Cote d'Azur PWN
Responsibilities:	<ul style="list-style-type: none"> • Acting as host will mean organizing with the presenter a time to trial the webinar system, and then actually hosting and recording the webinar at the scheduled time • Posting any slide presentation to the Platform event either before or just after the webinar • Ensure the webinar recording is uploaded to the platform • If presenting the webinar then preparation required as for any presentation, and then giving the webinar at the scheduled time
Estimated time:	3 hours per webinar including a maximum of 1 hour preparation and follow up plus attending the webinar in order to record it and trouble shoot any technical problems N.B. No prior experience necessary. Great learning opportunity.

Partner or Sponsor primary point of contact	
Description:	Support VP Partnerships and VP Communications to develop relations with one or more current and potential partners and sponsor organizations.
Responsibilities:	<ul style="list-style-type: none"> Promote the network within one or more Corporate companies, strategic partners, other associations and business schools Arrange meeting with a partner's sponsors and PWN board members Ensure partner and sponsor are happy with their relationship with PWN and strive to resolve any issues in a short time frame Seeks potential members, mentors and sponsors within the companies.
Estimated time:	2 – 4 hours per month. Attend events where the Partner or Sponsor is specifically involved.

Lunch and After-Work organizers (Currently one for each of Monaco, Nice and Sophia)	
Description:	Contribute to the development of membership growth and organize lunches, after-works or other events locally in support of VP Events
Responsibilities:	<ul style="list-style-type: none"> Network and attend as many relevant events as possible to promote the network with professional people who live or work nearby Identify suitable venues for lunches/events Organize a monthly lunch or 'after-work', suggesting the topic/ finding a speaker/ facilitating the discussion
Estimated time:	4 - 6 hours monthly

Admin Help	
Description:	<p>Ongoing regular support activities for the Network. Several possibilities here to help out. For example:</p> <ol style="list-style-type: none"> Finance support such as data entry in Excel, control petty cash Membership back office support, producing reports etc. Event admin such as producing stats on attendance Support at lunches or after work events Communication tasks such as google analytics, website editing or one-off tasks Handle receipt of event fees (in particular the supplement for non-members attending lunches or after-works or for people who have not registered and pre-paid Control petty cash Membership back-office support, producing reports etc.
Estimated time:	4 – 8 hours monthly.

END