



PWIB is a powerful group of women whose goal is to build friendships and businesses, through supporting one another personally and professionally, while significantly contributing to our communities.

pwib@telus.net

www.pentictonwib.com

Thank you for your interest in a volunteer position on the Penticton Women in Business Board of Directors. Please take time to review the information provided in this document.

Should you wish to allow your name to stand for nomination and possible election as a PWIB Director, please complete the application form, and return it to PWIB via email to pwib@telus.net, drop off (or mail) to PWIB via the UPS Store at 437 Martin Street, c/o Box 136, or deliver it to our administrator Marlene Trenholm Pye at one of our PWIB luncheon events, no later than May 9 2017.

All potential directors are encouraged to attend and observe the PWIB Board in action at any of our Directors meetings, held at noon on the 3rd Tuesday of each month.

Contact pwib@telus.net for more details.

BOARD OF DIRECTORS | BACKGROUND INFORMATION

Mandate:

- To fulfill the requirements and obligations of a director and to govern Penticton Women in Business according to bylaws and policy

Appointment and Duration:

- Directors must be members in good standing of Penticton Women in Business
- Directors are elected by the membership at the annual general meeting, for a one year term
- The board executive is elected annually by the board, for a one year term

Board Responsibilities:

- The board of directors reports to the membership at the annual general meeting, and informally throughout the year at luncheons and events
- Set the annual strategic plan
- Approve the annual budget and monitor the financial position and statements
- Review and set policy as required
- Overall coordination and planning of membership luncheons and events in cooperation with the appropriate committees and the administrator

Director Responsibilities:

- Commitment to the work of Penticton Women in Business
- Participate on at least one committee per year
- Attend luncheon and board meetings, committee meetings and PWIB events
- Participate in the annual strategic plan
- Attend the annual general meeting
- Be informed of the services provided by PWIB and publicly support them
- Be aware of and abstain from any conflict of interest
- Prepare for and participate in the discussions and deliberations of the board

GENERAL RESPONSIBILITIES AND OBLIGATIONS

Outlined below are some of the responsibilities that come with the general title of Director. Duties of committee positions and areas of responsibilities are outlined separately.

Please read and indicate on nomination/application form that you have read and will adhere.

DISCRETION AND CONFIDENTIALITY: PWIB Directors are often exposed to confidential information during Board Meetings, committee meetings, or in conversation with members, officials, other Directors, etc. All directors must sign and adhere to an oath of confidentiality agreement.

COMMITMENT OF TIME: A PWIB Director can expect to devote approximately 7-10 hours per month of her time to the meetings, programs, and duties of PWIB. A member of the Executive Committee may devote an additional 2-5 hours per month of their time. This time commitment is the minimum to be expected, and depending on the individual and committee needs, can be much more extensive.

ATTENDANCE AT BOARD OF DIRECTORS MEETINGS: An important part of your role as Director is attendance and participation at the monthly board meetings, currently held at noon on the 3rd Tuesday of each month. If it becomes necessary to miss a board meeting, please inform the Administrator as soon as possible. Costs involved (lunch, transportation, etc) are the responsibility of each director individually.

ATTENDANCE AT PWIB FUNCTIONS: One of the reasons for a business to join PWIB is the networking opportunities that exist within the Luncheon meeting and events framework. Attendance by the Board of Directors shows support for PWIB and gives the membership a chance to interact with Directors about PWIB operations, events, ideas, concerns, and life in general. The Board must support these functions as an example to the membership. Costs involved (tickets, transportation, etc) are the responsibility of each director individually.

MEMBERSHIP OUTREACH: All PWIB Directors will engage in positive and proactive listening and obtaining input from PWIB members and potential members through Director-to-Member communication, and affirmative interaction within the business community. It is expected that all PWIB Directors will assist in contributing to positive member relations leading to greater retention and engagement of PWIB membership.

ORGANIZATION OF COMMITTEES: A Director will/may have, by Presidential appointment, and/or board consensus or election, a committee responsibility. The Director may be Chairperson of this committee and is expected to find support by recruiting volunteers from the general membership and Board of Directors. The President and Administrator are members of all committees and will assist in any way possible to achieve the goals set forth by the Chairperson. Committees meet at the call of the Committee Chair, or as needed, or as requested by a quorum of the committee membership, or at the request of the Board.

MEDIA RELATIONS: PWIB Directors are sometimes approached by the media/other organizations for comment on current issues and events. PWIB has a standing policy that the President and/or Administrator or predetermined designate (ie committee chair) are PWIB's media contact on any issue. Media representation is welcome at all Board meetings and are asked to leave during any in-camera sessions. Please note that any comments made during the public portion of a Board meeting are fair game to the media. When in doubt, defer to the President.

DIRECTOR'S CODE OF CONDUCT

1. Although a Director may be from a specific interest or business/industry group, Directors as a whole, must represent the interests of the entire PWIB membership.
2. Directors shall maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.
3. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.
4. Directors are expected to attend all Board meetings. Directors shall be prepared to commit sufficient time and energy to attend to PWIB business.
5. Directors are expected to attend all luncheon events, special events, and committee meetings of which they are a part. Any expenses incurred by a board member in attending regular luncheons and events is the responsibility of each individual director.
6. Directors shall avoid, in fact and in perception, conflicts of interest and disclose to the Chair, in a timely manner, any possible conflicts.
7. Directors' contributions to discussions and decision making shall be positive and constructive.
- 8 Directors' interactions in meetings shall be courteous, respectful and free of animosity.
9. Directors shall know and adhere to PWIB's policies.
10. Directors shall participate in PWIB in ways other than attending Board meetings, such as committee work, PWIB and community events and membership recruitment and retention.
11. Directors shall not attempt to exercise individual authority or undue influence over PWIB in general, other Directors or committees, or individual members.
12. Directors must resign if elected to public office (City Council, Regional District, Mayor, MLA, MP, and School District - potential conflict of interest).
13. Directors shall conduct themselves in an ethical and professional manner at all times.

_____Initial

PWIB BOARD of DIRECTORS NOMINATION

I, _____,
a Penticton Women in Business member in good standing hereby nominate

to the Penticton Women in Business 2017/18 Board of Directors

Signature _____
Date _____

PWIB BOARD of DIRECTORS APPLICATION

In order to help our Nominations Committee know you better, please answer the following questions and submit to PWIB via email to pwib@telus.net, drop off (or mail) to PWIB via the UPS Store at 437 Martin Street, c/o Box 136, or deliver it to our administrator Marlene Trenholm Pye at one of our PWIB luncheon events, no later than May 9 2017.

Name: _____

Business: _____

Position: _____ Years in this position: _____

Phone: _____ Email: _____

Please feel free to use additional pages for your responses.

Note that Penticton Women in Business has limited space available on the board. Directors are chosen by the membership and directors are selected/voted upon according to the expertise needed to fulfill the needs of the board, the strategic plans in place, and the wishes of the membership.

1. What interests you most about becoming more involved in PWIB?
2. Can you commit a minimum of 7-10 hours per month to PWIB board and committee work (event attendance, meetings, committees, networking, etc)?
3. List other volunteer positions held or other organizations with which you have been involved.

4. Which committee or area of work interests you? (no guarantees of where your skills and energies will be most needed or placed)

Speakers and Showcasers

Promotions

Membership

Food and Facility

Networking

Web and IT

Events

Nominations

Other _____

5. Explain why you are interested in participating on each committee you have selected.

6. Please provide a brief bio describing your experience and suitability for this/these position/s, and if available, a head shot. This information may be published for the membership to view.

7. Please read the attached Director's Responsibilities, Obligations and Code of Conduct and indicate here that you are willing to work with the Board of Directors within these guidelines. _____ Yes

Date: _____

Signature: _____

Print Name : _____