

VP Events – a volunteer role

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About PWN

PWN Global

PWN Global is a dynamic fast-growing offline and online networking and leadership development platform for professional women of all sectors and industries. With over 3,500 members and more than 90 nationalities, our volunteer-led organisation delivers over 600 events a year in our community of 24 city networks. We welcome you to our events; as a mentor or mentee; to explore our rich knowledge and resources; to learn, grow and leave your legacy, whilst volunteering across the Federation and our City Networks.

PWN in Switzerland

The former European Professional Women's Network launched its first city network in Switzerland in 2012. Within one year, the Zug & Zurich chapter grew to over 130 members, representing 31 nationalities. It celebrated its first anniversary on July 2, 2013.

Against the backdrop of a dynamic and volatile business environment, every professional woman needs a well-developed network that can enhance her career management and advancement strategies. To positively impact these strategies, we showcase for our members a variety of successful tools and practices from around the world that are beneficial irrespective of one's employment status or history.

WHAT WE STAND FOR

- > Advancing the business and societal benefits of a gender balanced workplace and workforce.

WHO AND HOW WE IMPACT

- > Engaging with opinion and thought leaders to leverage insights tied to navigating the changing work environment.

WHAT WE WANT TO ACHIEVE

- > Enhancing the personal development and career advancement of our members through relevant tools, practices and programs.

PWN Zug & Zurich Board composition

The board of PWN Zug & Zurich consists of 5 or more board members, who are working with the support of volunteers. It is supported by an elected auditor and their stand-in. As elected members of the membership based association it created, based on the federation's strategy the local vision, objectives and program. Board members are the working ambassadors for the organization and represent it in various capacities.

Purpose

The board of PWN Zug & Zurich exists in order to

- > support the professional development of women with an established mentoring programme, face-to-face and online networking and learning opportunities.
- > Build momentum to foster diversity in the workplace and society through an open communications platform;
- > Maintain the alignment with vision, strategy and goals set forth by the PWN federation of networks;
- > Serve as a point of coordination, collaboration and facilitation for the development, implementation and execute of a local program, and its supporting administration;
- > Manage the continued growth of the local chapter.
- > Ensure that the association is in compliance and alignment with all legal responsibilities and requirements related to Swiss law

Principal Activities

The principal activities of the board are

- > To define, organize and facilitate the yearly program, offering a variety of activities and networking opportunities in line with our purpose and serving professional women and men in both Zug and Zurich;

- > To recruit and motivate a reliable team of volunteers to execute the local projects;
- > To drive the marketing and availability of information about relevant events and thought leadership technology through social media, online tools and print (if and where applicable)
- > Acting as a mentor to volunteers and members;
- > Establishing strategic alliances and partnership with other networks or companies;
- > To share expertise and best practices within the organization.

Standard of Conduct and Confidentiality

- > Once elected, each board member must perform their duties in a highly professional manner and in the best interest of PWN Zug & Zurich.
- > As a principle, Board Members should avoid any action or situations that might result in or create the appearance of using their association with PWN Zug & Zurich for private gain, giving unwarranted preferential treatment to any individual organization, losing independence of impartiality, or adversely affecting the associations' reputation or confidence in its integrity.
- > All information designated as confidential is to be treated as such. Internal deliberations such as who is supporting what are strictly confidential.

Board Members' Engagement

Board meetings take place every 4 – 8 weeks to set the association's agenda, monitor its activities and compliance, and discussing and preparing events.

The activities of the board are guided by the principles of

- > Mutual respect;
- > Leveraging our collective professional experience and network
- > Excellence in execution;
- > Accountability and dependability.
- > Commitment to the purpose of the association

Skills and Profiles

- > Management capabilities in a multi-cultural environment, ideally in a not for profit environment as well;
- > Understanding of PWN Global and PWN Zug & Zurich, its mission and values;
- > Track record of collaborative work, sharing knowledge and experiences;
- > Demonstrated ability to influence and delegate;
- > Fluency in written and spoken English and a working knowledge of German is advantageous for roles such as VP Marketing and/or VP Partners
- > Professional qualifications and/or experience supporting the designated role in the board;
- > Speaking experience.
- > Open to networking and welcoming members and participants at events

PWN Zug & Zurich Board Positions

Ideally, the board consists of:

- > President
- > Secretary General and Treasurer
- > VP Membership
- > VP Marketing and PR
- > VP Partners and Sponsors
- > VP Events
- > VP Career Development and Mentoring

Additional potential roles are:

- > *VP Engaging Men*
- > *VP Women on Boards*

Non-board roles are:

- > Legal counsel
- > Auditor and deputy

External providers are:

- > Accountant

VP Events

If you have superb project management and organisational skills with a fanatical attention to detail and believe that events are the public face of an association, WE NEED YOU!

Role Description

The VP Events is responsible for the coordination and execution of all PWN Zug & Zurich events. The events calendar is set in line with the PWN Zug & Zurich strategy and overall program for the year, as agreed in collaboration with and by the Board.

Responsibilities

- > Setting up and managing the PWN events calendar.
- > Setting up and managing the registration process for events
- > Working in close collaboration with the other Board members to ensure excellently executed events from planning to reconciliation of expenses for accounting.
- > Managing the venue search, logistics and liaison
- > Welcoming attendees and managing the in-person registration process on arrival
- > Managing the post event survey process to drive feedback and continuous improvement

Time Commitment: Approx 2-4 hours per week (variable and dependent on creation of a support committee)

Ideal Background and Experience

- > Proven experience in event planning, management and logistics
- > Strong attention to detail and professionalism in execution.
- > A minimum of 5 years of progressively responsible business experience in corporate environments, preferably in an international environment.
- > Ability to network and engage at senior levels, particularly when finalising event logistics with external speakers
- > Can work under pressure with the ability to improvise.
- > Good local network including connections to venues and caterers.
- > Ability to negotiate good deals
- > An excellent communicator, demonstrating confidence in interactions with all levels of attendees and suppliers
- > Fluency in, or a strong working knowledge of German is advantageous
- > Dedicated and energetic with a sense of diplomacy and leadership
- > Committed team member with ability to work autonomously
- > Familiar with leveraging online tools and an ability to be trained on web platforms, including Survey Monkey, Go to Meeting and the current PWN web platform (training will be provided)