



WAMNY Steering Committee Position Description 2019

About WAMNY

Women Advancing Microfinance New York (WAMNY) is at the forefront of expanding leadership and personal and professional development opportunities for women in the financial inclusion, women's empowerment, and social entrepreneurship space.

We bring together a trailblazing community of thought-leaders, investors, changemakers, practitioners and organizations through a diverse, rich and robust events calendar that advances the collective voice of women's leadership.

Through our Scholarship Initiative, WAMNY provides financial support for professional development training to economically disadvantaged women in the financial inclusion sector globally. We support the aspirations of women leaders to become agents of change in their communities.

WAMNY Steering Committee

The Steering Committee is a fundamental part of WAMNY and offers its members the opportunity to develop leadership skills and many other professional competencies. The WAMNY Steering Committee (SC) is responsible for the overall strategy, direction and administration/policies of WAMNY. The SC plans, promotes, and hosts events relevant to its mission throughout the calendar year with ideally at least one event per month. Finally, the SC raises resources for and selects recipients of the Scholarship Fund.

All new SC members will be selected by the acting WAMNY Steering Committee members based on a written application and an in-person discussion. All SC members are expected to serve for a minimum of one 2-year term, and are required to attend all SC meetings and as many events as possible. Each member must not miss a total of two meetings in a calendar year; missed meetings must not be consecutive.

The leadership structure of the SC consists of two Co-Chairs, one Treasurer, and a minimum of one Chair for the Events, Membership, Scholarship, and Marketing/Communications Committees. The SC Co-Chairs are responsible for convening/facilitating SC meetings, including the annual SC planning meeting. SC members will serve in their roles for a minimum of one one-year, or until resignation or removal for a cause that is agreed upon by the SC. Successors must be selected prior to resignation.

Steering Committee roles in detail:

- The Chair(s) is responsible for convening/facilitating scheduled SC meetings, including the annual SC planning meeting. Chairs also provide general guidance and oversight as needed for WAMNY events/programming.
- The Treasurer is responsible for maintaining the organization's bank account, managing all financial records and tracking dues from members.
- Membership Chair is responsible for maintaining the membership strategy and communications, recruiting new members/renewing existing members, maintaining up-to-date membership information, and sending new members a welcome email/adding them to the WAMNY mailing list.
- Marketing/Communications Chair is responsible for leading all marketing campaigns/sending quarterly newsletters and maintaining the WAMNY website and social media activities.
- Events Chair is responsible for maintaining a calendar of mission-relevant events, providing oversight and support to SC members as they lead events, and maintaining reports of attendance for executed events.

Currently, the SC also has a Scholarship Subcommittee which manages and oversees the WAMNY scholarship program. Led by the the Scholarship Chair(s), the Scholarship Subcommittee plans and executes the annual Fundraiser event and manages identification, selection, and follow up with scholarship recipients.

General Steering Committee Member Responsibilities

- Plan and lead at least two WAMNY membership events per calendar year and support other events as needed. Events may be co-led with other SC members.
- Support fundraising activities including the annual fundraiser(s).
- Take a leadership role in at least one subcommittee and support the Chairs of other subcommittees as needed.

Steering Committee Member Requirements

- Be an active WAMNY member with dues paid.
- Demonstrated commitment to developing women's leadership and empowerment globally.
- Ability to commit an average of approximately 5 -10 volunteer hours per month to SC activities and responsibilities for a period of at least two years. Please note that this time commitment may vary depending on event planning needs. ***If this is something you cannot commit to, please reconsider applying at this time.***

Steering Committee Member Benefits

- Develop leadership skills together with an inspiring group of women.
- Gain access to a network of over +1,200 women in New York City.
- Support women in the financial inclusion sector globally by providing professional development opportunities through the WAMNY Scholarship Fund.
- Stay updated on industry insights and relevant information in the financial inclusion, women's empowerment, and social entrepreneurship space.