



WAMNY Steering Committee Position Description

Description of WAMNY

Women Advancing Microfinance New York (WAMNY) is at the forefront of expanding leadership and personal & 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, change-makers, practitioners and organizations through a diverse, rich and robust events calendar that advances the collective voice of women's leadership.

Through our Scholarship Initiative, WAM NY 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.

Description of WAMNY Steering Committee

The WAMNY Steering Committee (SC) is responsible for the overall policy, direction and administration 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 SC members will serve for two-year terms and will be elected by the WAMNY membership at the annual meeting. SC members are required to attend all meetings and events. Each member must not miss a total of two meetings and not miss two consecutive meetings in a calendar year.

The leadership body of the SC is the Executive Committee which consists of two Co-Chairs, Treasurer, Secretary, and the Events, Membership/Communications, and Marketing Chairs. The Executive Committee is responsible for convening scheduled SC meetings and presiding over the annual membership meeting. Executive Committee members will serve for one one-year term, until a successor is duly elected, or until resignation or removal for cause as decided and agreed by the SC.

Executive Committee roles:

- The Chair(s) in conjunction with the Secretary and Treasurer is responsible for convening scheduled SC meetings and presiding over the annual membership meeting.

- The Treasurer is responsible for maintaining the organization's bank account, managing all financial records and collecting dues from members.
- The Secretary is responsible for ensuring communication with the membership and the SC. The Secretary takes minutes of all SC meetings (and delegates responsibility to another member in the case of her absence), sending out meeting announcements, and distributing copies of the minutes and the agenda to each SC member.
- Membership Chair is responsible for maintaining the membership, recruiting new members, maintaining up-to-date membership information and sending new members a welcome e-mail and adding them to the WAMNY listserv.
- Marketing Chair is responsible for leading all marketing campaigns by liaising with membership and events chair and maintaining the WAMNY website and social media.
- Events Chair is responsible for maintaining a calendar of mission-relevant events and providing oversight and support to SC members as they take lead on events. In addition overseas that the other SC provide the relevant reports of the events planned and executed.

Currently, the SC also has a Scholarship Subcommittee which manages and oversees WAMNY's scholarship program. Along with the Scholarship Chair(s), the Scholarship Subcommittee liaises with training institutions and manages identification, selection, and follow up with scholarship recipients.

Steering Committee Member Responsibilities

- Plan and lead two WAMNY membership events per calendar year and volunteer to support others
- Support fundraising activities including volunteering at the annual fundraiser(s)
- Participate in a subcommittee - either Membership, Marketing, or Events - to support the Chairs

Steering Committee Member Requirements

- Be an active WAMNY member with dues paid
- Demonstrated commitment - either by action or in words - to developing women's leadership and empowerment globally

Commit approximately 8 - 15 volunteer hours per month to SC activities and responsibilities for a period of at least two years. ***If this is something you cannot commit to, please reconsider applying at this time.***