



BOARD MEMBER POSITION

Our Mission

We are a non-profit association that supports, celebrates and encourages the entrepreneurial spirit by providing events, education and networking opportunities for female entrepreneurs within our region. We believe that every woman has the potential to make a massive difference in the lives of those around her; family, friends and community. We honour your strengths and help you build the business of your dreams.

Board Member (Director)

Board Member - Job Description

Purpose: The board of directors is the legal authority for Empowering Women Entrepreneurs, a non-profit organization which operates in Beaumont Alberta. By providing effective governance and strategic leadership, and by acting as advocates for women entrepreneurs in the community, board members ensure that EWE is able to effectively fulfill our mission and values.

Location: Board meetings typically take place online via Zoom or at a location to be determined. Members will also be asked to participate in other events and activities throughout the Beaumont region.

Schedule:

Board Meetings: Board members are required to reliably and actively participate in regular board meetings, which generally occur at 3:30 p.m. on the fourth Friday of every month (meetings may not take place during the Christmas season). Participation may also be required at ad-hoc or emergency meetings.

Members should expect to take on additional tasks to carry out the work of the board between meetings and to assist EWE in attaining its goals (e.g., attending meetings, events, making phone calls, sending emails, thanking donors or volunteers, asking for in-kind or monetary donations).

Committee Meetings: Board members are also required to participate in at least one of EWE's fundraising, event or governance committees. Committee schedules vary throughout the year, but board members should expect to attend approximately one committee meeting per month. Additional time will often be required between meetings to support the work of the committee.

Fundraising Events: As public ambassadors of EWE, board members are required to attend fundraising events hosted by EWE as well as occasionally represent EWE at fundraisers hosted by community partners on the agency's behalf.

In general, a board member can expect a time commitment of approximately 5-10 hours per month, with additional hours for major events like the Beaumont Night Market.

Number of volunteers required: 6 - 8

Key Responsibilities:

- Provide sound management and governance of EWE, ensuring that the agency is held accountable to its members
- Publicly endorse the mission, vision, and values of EWE
- Review, recommendations received from the board and its standing committees
- Make policy recommendations to the board
- Review and approve capital expenditures for the EWE annual budget
- Work with fellow board members to appoint an independent auditor for annual audit
- Participate in strategic and financial planning for the agency, establishing long- and short-term goals and ensuring that the financial structure of EWE enables these goals to be met
- Ensure that EWE complies with all legal requirements for which the board may be held liable
- Hire, monitor, evaluate, advise, and support staff or contractors as per Board direction
- Support EWE's fundraising initiatives through volunteer or in-kind donations, by participating in fundraising events, activities and committee work, and by connecting with donors and potential sponsors
- Recruit and recommend additional members to the board, as needed
- Declare any potential conflict of interest in writing on the form provided

Reports to: President, Board of Directors

Term of Duty: Directors are elected to the board for a term of two years at the Annual General Meeting. A director may be elected for two subsequent terms of two years, for a total of up to six years.

Qualifications:

- Supportive of the mission and values of EWE and willing to act as an ambassador for the organization in the community
- Experience on boards and specifically with not-for-profit organizations considered an asset
- Knowledge of and skills in one or more of the following areas: organizational management, financial management, policy development, strategic planning, accounting, government relations/advocacy, fundraising, marketing/public relations, human resources, and/or legal experience.
- Able to reliably commit the time required to attend board and committee meetings, attend fundraising events, and complete additional tasks as delegated by the board and any committees to which the member belongs, including responding to correspondence in a timely manner
- Strong networking and communication skills
- Able to work well independently and as a member of a team to foster a respectful work environment
- Be accountable and follow through on assigned tasks

Training: TBD: All EWE volunteers, including board members, are expected to attend a

volunteer orientation session. Board members must also be willing to participate in professional development opportunities and inform themselves about local business and women entrepreneurs.

Age Requirement: 18+

Additional information: None

Additional Documentation:

Volunteers are required to sign a confidentiality agreement.

How to apply

Interested applicants should complete the board application found on the EWE website (<https://empoweringwe.net/board-of-directors>).

Our board of directors can better support our members when its members represent a variety of perspectives. We encourage qualified candidates from diverse communities and backgrounds to apply including individuals with lived experience as members of BIPOC, LGBTQ2S+ other marginalized communities. If you require accommodations during the recruitment and selection process, or if you have any questions, please advise our President/Chair at empoweringwe@gmail.com

Please note that applicants will be contacted as needs arise in the organization. You may not receive an immediate response if no positions are currently available. Volunteers who are not already involved in the organization will be asked to take part in a phone interview. All applicants under consideration will take part in an in-person interview. References will also be required.