



2019 IWIRC Board of Directors Call for Nominations

IWIRC Cayman is currently accepting nominations for the following positions on the Board of Directors for the year commencing 1 January 2019:

- **Network Secretary** (Executive Director)
- **Director of Community Services** (Committee Director)
- **Director of Events** (Committee Director)
- **Director of Communications & Website** (Committee Director)
- **Director of Memberships & Sponsorship** (Committee Director)

Committee Directors serve a one year term. Executive Directors serve a two year term. All candidates must be members of IWIRC and be willing to undertake projects to further the missions and goals of IWIRC. If elected, all Board members are required to attend monthly meetings of the IWIRC Board (by telephone or in person).

Nominations

If you would like to nominate someone (self-nominations are encouraged) please send the name, contact information and brief statement in support of the candidate (400 words max) to the IWIRC Nominating Committee at iwirccaymanislands@gmail.com.

Nominations must include the following:

- Name, professional affiliation, phone number and email address of nominee;
- The board position being sought;
- A statement in support of the nominee (for example, how long the nominee has been a member of IWIRC, the specific skills the nominee will bring to the board). Please do NOT submit a nominee's professional CV.
- Nomination statements may be included on the ballot to enable IWIRC members to assess the candidate's qualifications (statements may be edited for length if necessary).

Nominations must be submitted by 5:00pm on **Wednesday 5 December 2018**.

Voting

After the nomination deadline, the Nominating Committee will circulate a ballot with all candidates to IWIRC members. Voting on the positions will take place at the IWIRC AGM on 13 December 2018.

Questions? Please contact the members of the Nominating Committee: [Rebecca Hume](#), [Laura Hatfield](#) or [Gemma Freeman](#) or email iwirccaymanislands@gmail.com.



2019 IWIRC Board of Directors

Position Descriptions

Network Secretary

The Secretary is responsible for the reporting of IWIRC. The Secretary maintains the minutes and records of the Board and Executive Committee meetings. The Secretary is a member of the Executive Committee. The Secretary shall keep records of all meetings of the Board of Directors and of the Network, and make a report thereon; issue calls and notices of Special Meetings of the Board of Directors and the Network; tally and record all votes and elections results, and perform such duties as may be delegated or assigned to her by the Chair or the Board of Directors. The Secretary shall be responsible for compiling the Network's Annual Report and submitting the Annual Report to IWIRC International by March 15th or the next business day if it falls on a weekend or Federal Holiday. The Secretary shall assume the responsibility for ongoing governance, including preparing for and managing the election process, generally thinking about succession issues, and making sure our bylaws, membership and marketing materials are accurate and that registrations and reporting is kept up to date. The Secretary is also a statutory director and shareholder of IWIRC.

The Secretary must be well organised, diligent and have exemplary attention to detail.

Director of Community Services

The Director of Community Services shall identify and pursue community service initiatives supported by the Network's membership. In past years the role involved organising a mentoring program operating at John Gray High School which included a Higher Achievement Academy tutoring scholarship for 8 of the mentees nominated by JGHS. In early 2019 the Board intend to review this program given the number of similar programs now in existence and the fact that the JGHS Vice Principle who facilitated the program at the school is retiring. If a new community service initiative is agreed then this will be inaugurated in 2019 by the Director of Community Service

Director of Events

The Director of Events is responsible for organising and facilitating IWIRC's annual calendar of events which includes a mixture of both technical and social events. Tasks include identifying prospective events, obtaining quotes from service providers, managing the event budget, communicating with and seeking approval from the IWIRC Board, issuing invitations to members, collating RSVPs, ensuring the smooth running of the event, reporting back to the IWIRC Board.

The Director of Events must be organised, have excellent communications skills and be skilled at multi-tasking.

Director of Communications & Website

The Director of Communications is responsible for communications with Network members, non-members and other local or relevant networks. They shall also be responsible for ensuring that (a) updated information is provided to IWIRC international (b) the IWIRC website contains up to date and accurate information; (c) notice of upcoming events is posted on the website and social media; and (d) members of the Cayman Network are promoted by the publication of member articles and accomplishments on the website and social media.

Director Memberships & Sponsorship

The Director of Memberships & Sponsorship is responsible for maintaining IWIRC's register of members which includes identifying new potential members, reaching out to those whose memberships may have expired and liaising regularly with IWIRC International regarding memberships and member communications. They are also responsible for seeking, identifying, communicating with and managing relationships with sponsors for the Cayman network and network events throughout the year.