

Call for Nominations

The IWIRC Cayman Islands Network is currently accepting nominations for the following positions on the Board of Directors for the year commencing 1 January 2022:

- **Chair** (Executive Director)
- **Vice-Chair** (Executive Director)
- **Network Secretary** (Executive Director)
- **Treasurer*** (Executive Director)
- **Director of Community Services*** (Committee Director)
- **Director of Events*** (Committee Director)
- **Director of Communications*** (Committee Director)
- **Director of Memberships** (Committee Director)
- **Director of Sponsorships** (Committee Director)

All Directors shall serve a two year term. All candidates must be current 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).

*It is preferred that these roles are shared and therefore, two people will be elected into each role.

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 by [clicking this link](#). 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 4:00pm on [Friday 15 October 2021](#).

Voting

After the nomination deadline, the Nominating Committee will circulate a ballot with all candidates to IWIRC members, together with the Notice of Annual General Meeting. Voting on the positions will take place at the IWIRC AGM on [Wednesday 10 November 2021](#).

Sub-Committee Membership

Any member interested in becoming more involved in the IWIRC Cayman Islands Network but who does not wish to nominate for a board position, may nominate themselves for a position on of the sub-committees. The IWIRC Board is accepting nominations for the following committees:

- Events Sub-Committee
- Communities Sub-Committee
- Membership Sub-Committee
- Sponsorship Sub-Committee

Whether or not elections are necessary for the positions on the committees will be dependent on the level of interest and number of nominations received (a maximum of 3 persons per committee). Expressions of interest in joining the IWIRC sub-committees should also be submitted by 4:00pm on Friday 15 October 2021 by [clicking this link](#).

Questions? Please contact the members of the Nominating Committee: [Laura Hatfield, Róisín Liddy-Murphy or Ashleigh Dixon](#).

Position Descriptions

Network Chair

The Chair shall be responsible to the Board of Directors of the Network for the administration of the Network's affairs. The Chair shall be responsible for signing, on behalf of the Network, all agreements, and other formal instruments. In addition the Chair shall have the responsibilities of the office including presiding at all meetings of the Network and the Board of Directors of the Network, appointing committee chairs and committee members upon consultation with the Board of Directors of the Network, serving as an exofficio member of any committees except for the Nomination Committee, approving and signing cheques/expenses, reviewing the Network's Annual Report compiled by the Secretary; taking such other actions as are necessary and proper to implement the purposes of the Network and ensuring the Network is holding events and issuing communications in accordance with the guidelines established by IWIRC International; and attending the Annual Leadership Summit on behalf of the Network, or in the event the Chair cannot attend the Annual Leadership Summit, designating such other appropriate officer or director who will attend the Annual Leadership Summit on behalf of the Network.

The Network Chair must be familiar with the vision and operations of the local and international IWIRC networks, proactive and effective at managing teams. They must be a confident public speaker and committed to achieving the objectives of IWIRC.

Vice-Chair

The Vice Chair shall have primary responsibility for recruiting and development activities of the Network; this responsibility includes serving as the primary liaison between the IWIRC Board and the Network with respect to member recruitment and retention (together with the Director of Membership), leading a Network committee to identify and recruit financial sponsors within the Network geography (together with the Director of Sponsorship), and other duties as deemed appropriate. The Vice Chair will also perform the duties of the Chair in her absence, act in an advisory capacity to the Chair and perform such duties as may be delegated or assigned to her by the Chair or the Board of Directors,

assume the office of a Chair automatically upon vacancy of the office during the term of the Chair; and in such event, the Vice Chair shall hold the office a) for the unexpired term if one year or less, or b) if the unexpired term is greater than one year, until a successor is elected to hold the office for the remainder of the unexpired term; and act as liaison between the Officers and Committee Chairs.

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.

Treasurer

The Treasurer shall be in charge of all funds of any type. She shall render to the Board of Directors at the Annual Meeting, and whenever else it so requests, an accurate account of all sums received and disbursed during the preceding fiscal year and of all sums and funds which are not expended. In addition, the Treasurer shall approve payment of all verified bills; maintain an itemized record in a permanent file of all receipts and expenditures and provide a written report of the same at each regular meeting of the Board of Directors; provide an annual report of receipts and expenditures, and an annual budget once per year at the Network's Annual Meeting; comply with the duties and obligations assigned by IWIRC; establish and maintain a fiduciary bank account in the name of the Network or for the benefit of the Network at an appropriate financial institution as shall be decided upon by the Board of Directors; and cosign all checks with a Chair.

Director of Community Services

The Director of Community Services shall identify and pursue community service initiatives supported by the Network's membership. This includes but is not limited to organising a mentoring program operating at John Gray High School which includes a Higher Achievement Academy tutoring scholarship for 8 of the mentees nominated by JGHS and assisting the Director(s) of Events with any fundraising events throughout the year.

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, compiling the annual calendar of events, obtaining quotes from service providers, managing the event budget and pricing, working with the Director of Sponsorship and corporate sponsors for sponsored events, communicating with and seeking approval from the IWIRC Board, issuing invitations to and otherwise communicating with members, collating RSVPs and liaising with the Treasurer in respect of payments, 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

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; (d) members of the Cayman Network are promoted by the publication of member articles and accomplishments on the website and social media; (e) regular communication is kept with IWIRC International and other networks through the promotion of IWIRC International events on social media i.e. liking and resharing IWIRC-related posts and initiatives; and (f) devising content for other posts of interest and application to IWIRC's members and objectives i.e. yearly top ten posts, International Women's Day posts etc.

The Director of Communications should have excellent communication skills, be proficient in the use of social media (with access to Instagram and LinkedIn) and

be willing to promote the network through the maintenance of the network's social media presence on an ongoing basis.

Director of Memberships

The Director of Memberships 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.

Director of Sponsorship

The Director of Sponsorship is responsible for seeking, identifying, communicating with and managing relationships with sponsors for the Cayman network and, together with the Director of Events and the Network's corporate sponsors, co-ordinating network events and sponsor benefits throughout the year.