



Board Member Bootcamp

December 2019



Agenda

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4. Governance Structure
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Mission Statement

IWIRC is the premier networking organization devoted to enhancing the professional status of women in insolvency and restructuring.



FAQ's to Know

The “idea” for IWIRC was born in 1993

The first members joined in 1994

The Founders were Selinda Melnik, Attorney; Lauren Ryan, Accountant; Martha Fetner, Banker

Membership is comprised of every discipline

We do have men that are members



Promise of Our Brand

- 🎯 Networking and Connections Between Members
- 🎯 High Value Events
- 🎯 Personal and Professional Development Opportunities
- 🎯 Big Picture Perspective of IWIRC



Expectations for Board Members

- 📄 Yearly Conflict of Interest Form
- 📄 Provide short written report before each full board meeting (excluding At Large Directors and e-board)
- 📄 Job Descriptions
- 📄 Involvement at the local & regional network level
- 📄 Attend In-Person board meetings
- 📄 Participate on at least one committee of the Board



2020 In-Person Meetings

- 📍 Annual Spring Conference, Washington, D.C., April 22, 2020
- 📍 Leadership Summit Minneapolis, MN, July 29-31, 2020
- 📍 Annual Fall Conference, San Diego, CA, October 13, 2020



Leadership Summit Information

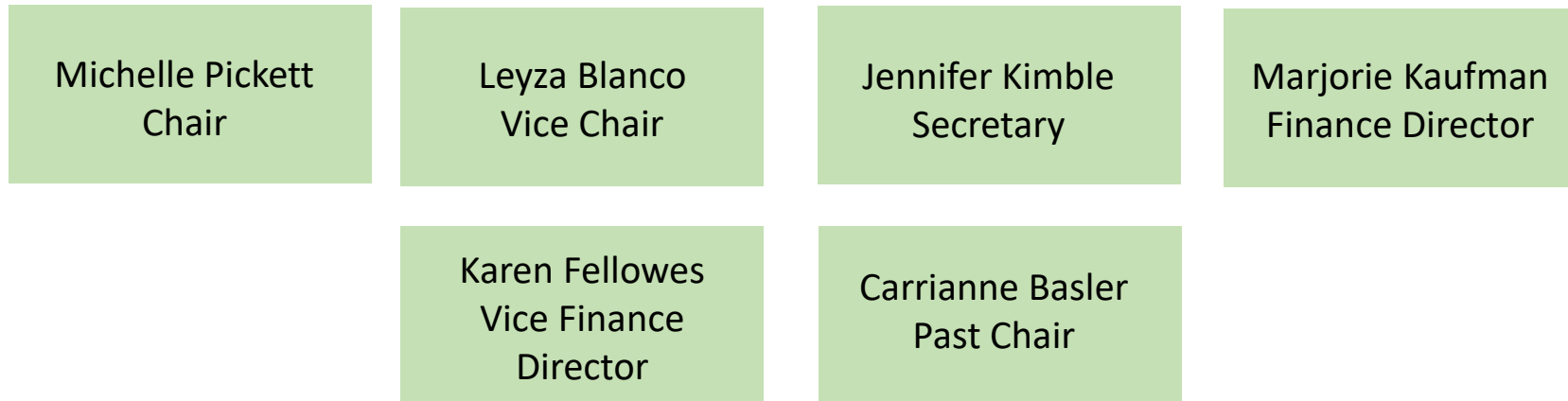
- 📅 April 15-Notice sent out to all Networks that summit proposals are being accepted
- 📅 July 15-Deadline for submission of proposals for next year's Leadership Summit
- 📅 July 20-Executive Committee reviews proposals and selects host network for next year's Leadership Summit
- 📅 July 26-28-Announcement of next year's host Network at current year Leadership Summit
- 📅 January 15-Notice sent to all members for application for 10 non-board/network chair registrations to Leadership Summit
- 📅 March 30-Applications due and sent to membership committee for initial review and recommendations to Executive Committee
- 📅 April 30-Executive Committee finalizes list of 10 non-board/network chair registrations to Leadership Summit
- 📅 May 1-Notification sent to 10 non-board/network chair invitees for the Leadership Summit



Governance Structure

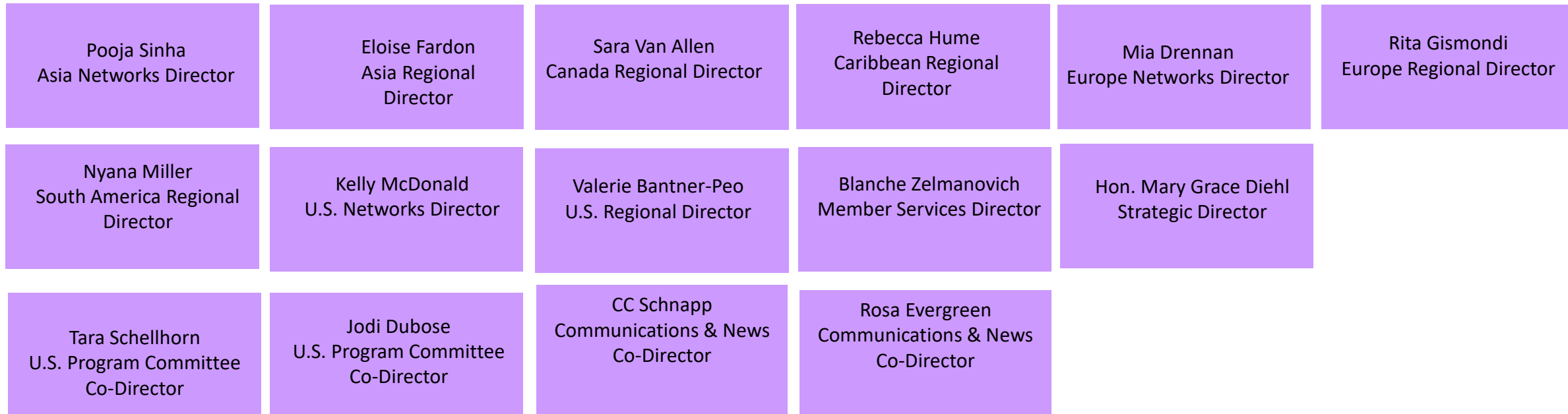
IWIRC Governance Structure 2020

Executive Committee



Management Committee

*non-voting



IWIRC Governance Structure 2020

Management Committee (continued)

*non-voting

*Anne Vanderkamp
Vice Director of Budget

*Kristen Siracusa Eustis
Vice Director of Fall
Programs

*Rebecca DeMarb
Vice Director of Spring
Programs

*Genevieve Wiener
Vice Director of Regional
Programming

*Chrissy Sanfelippo
Vice Director of Member
Services

*Lauren McKelvey
New Network and Regional
Development

*Aisling Dwyer
Asia Regional Vice Director
Programming

*Stuti Jain
Asia Regional Vice Director
Membership

*Kim Brown
Vice Director of
Communications & News

*Amy Vulpio
Vice Director of
Communications and Social
Media

*Carren Shulman
UNCITRAL Committee
Director

*Tinamarie Feil
UNCITRAL Committee
Director

*Stephanie Bramer
Vice Director of Leadership
Programming

*Lacey Rochester
2019 Rising Star
Finalist

IWIRC Governance Structure 2020

At Large Directors

| | | | |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Camille Bent At Large, 2020 | Monica Blacker At Large, 2020 | Joanne Collett At Large, 2020 | Elizabeth Gunn At Large, 2020 |
| Rose Kehoe At Large, 2020 | Kerri Mumford At Large, 2020 | Helen Sevenoaks At Large, 2020 | Leanne Williams At Large, 2020 |
| Alicia Bendana At Large, 2021 | Demetra Liggins At Large, 2021 | Terri Freedman At Large, 2021 | |
| Melissa Hager At Large, 2021 | Evelyn Meltzer At Large, 2021 | Upasana Rao At Large, 2021 | |

IWIRC Governance Structure 2020

Advisory Council (*non-voting)

*Kelly Conlan

*Jennifer Meyerowitz

*Nellwyn Voorhies

*Aruni Weerasekera



Board of Directors Terms

- ❖ Executive Committee-1 year term
- ❖ Management Committee (voting)-1 year term
- ❖ Management Committee (non-voting)-1 year term
- ❖ At Large Directors:
 - ❖ Six elected by members for two year terms on rotating basis
 - ❖ Two appointed by Executive Committee for one year term



Board of Directors Elections

- ❖ Immediate Past Chair forms Nominating Committee comprised of Chair, Vice-Chair, Secretary and three IWIRC Members chosen by Immediate Past Chair to propose a slate of Board Members to the Executive Committee for approval (non-elected)
- ❖ August 1-September 15-At-Large Board Nominations and Interest in other board positions open
- ❖ September 15-Nominations and Declaration of Interest Due
- ❖ September 16-October 31-Slating Committee develops proposed slate
- ❖ After Fall Conference-Proposed Slate Circulated to IWIRC Board for Approval
- ❖ 2 weeks after Fall Conference-Final Board Announced to Members and Election of At-Large Directors (if needed with 14 day voting window)
- ❖ No Later than December 1-At-Large Directors Announced



Sponsorship

- ❖ IWIRC relies on sponsors for approximately 25% of its annual funding
- ❖ June-Executive Committee sets annual sponsorship goals and confirms sponsorship levels and benefits for the following year
- ❖ July-Kickoff Sponsorship drive at Leadership Summit
- ❖ September 15-Commence sponsorship drive to all former sponsors and current members
- ❖ October to December-Finance committee reaches out individually to all prior and new potential sponsors
- ❖ February 15-Deadline for all sponsorship payments



Budget and Financial Reporting

- 🕒 July-Committee Budgets are Requested
- 🕒 August-Administrative Director works with Finance Director and Vice-Finance Director to develop draft budget
- 🕒 September-Executive Committee Reviews draft budget
- 🕒 October-draft budget included in Fall Board of Directors materials for final approval
- 🕒 May of following year-Annual audit of financial statements and preparation of the tax return is completed by the accounting firm of Jones, Maresca & McQuade, P.A. in Washington, D.C.



Budget Overview for 2020

| | |
|----------------------|---------------|
| Income: | |
| Membership Dues: | \$278,684 |
| Sponsorships: | 105,000 |
| Conference Receipts | 108,500 |
| Investment Income: | <u>6,500</u> |
| Total Income | \$498,684 |
| Expenses: | |
| Administrative: | \$147,800 |
| Member Services: | 132,050 |
| Meeting Expenses: | 164,500 |
| Committees/Projects: | <u>51,000</u> |
| Total Expenses | \$495,350 |

Projected Net Income: **\$3,334**



Balance Sheet Overview as of October 31, 2019

| | |
|----------------------------|----------------|
| Assets: | |
| Checking: | \$159,847 |
| Investments: | 721,900 |
| Accounts Receivable: | <u>32,695</u> |
| Total Assets | \$914,442 |
| Liabilities & Equity: | |
| Retained Earnings: | \$ 648,799 |
| Net Income (to date): | <u>265,643</u> |
| Total Liabilities & Equity | \$914,442 |

- ☞ Cash is held in a checking account
- ☞ Certificates of deposits with maturities ranging from 6-24 months are managed by Morgan Stanley.
- ☞ Retained earnings represent just over 1 year's expenses, which is typical for Associations like IWIRC.



Travel Stipends

- ❖ Travel stipends are available to IWIRC board of directors, network chairs and other IWIRC members who are materially participating in a conference participation in their capacity as an IWIRC leader, including, but not limited to Spring Conference, Fall Conference, Leadership Summit and whose travel expenses are not being covered or reimbursed by their employer.
- ❖ Travel stipends are limited to one per person per year and subject to a budget that is set annually.
- ❖ Travel Stipends should be applied for BEFORE the event, but payment will be remitted AFTER the event upon receipt of copies of expenses incurred and confirmation of attendance at the IWIRC event. Travel Stipends are available to cover travel only and not hotel or sundry expenses.
- ❖ The Travel stipends are available as follows:
 - Less than 5 hour flight - \$250
 - More than 5 hours, less than 10 hour flight- \$750
 - More than 10 hour flight- \$1,250



Grants

- 🎯 Networks are encouraged to hold or sponsor events consistent with the goals of IWIRC. While it is expected that such events will be funded by the Networks (through local sponsorship or admission fees), IWIRC International sets aside certain funds in its budget to be distributed as grants to support the growth and development of the networks.
- 🎯 Available grants include:
 - 🎯 Network Signing Bonus
 - 🎯 Regional & Multiple Network Events
 - 🎯 Recruiting Events



Annual Awards

WOYR Award (Deadline February 15th)

- 🕒 Initial call for nominations December 15th
- 🕒 Winner announced through press release March 1st
- 🕒 Award presented at Spring Conference

Founders Awards (Deadline May 15th)

- 🕒 Initial call for nominations March 15th
- 🕒 Winners announced through press release June 1st
- 🕒 Awards presented at Leadership Summit

Rising Star Award (Deadline August 15th)

- 🕒 Initial call for nominations June 15th
- 🕒 Winner announced through press release September 1st
- 🕒 Award presented at Fall Conference



Communications

- ◉ Social Media
- ◉ E-newsletters



Membership

- 🌀 New Networks
- 🌀 Surveys
- 🌀 Statistics
- 🌀 Review on website
- 🌀 Resources > Network Tools



Worldwide Reach

- 🌀 Current membership 1,610!
- 🌀 5 continents
- 🌀 23 countries
- 🌀 44 Networks



Questions

For additional information see IWIRC's Handbook under
<https://www.iwirc.com/resources/board-resources>