



**IWIRC Director Role Descriptions**  
**January 1 to December 31, 2022**

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Click on the role you would like more information on by clicking on the bookmarks to the right.

## III. Nomination Form

Nominations are due September 15 for the following calendar year.

If you have any questions or need additional information, please email [info@iwirc.com](mailto:info@iwirc.com).

# IWIRC Governance Structure (as of August 2021)

## Executive Committee

Recommended Experience:

- 5 years as a member of IWIRC.
- 3 years as a member of the Board of Directors of IWIRC.
- Has served as a member of IWIRC’s Management Committee.



## Management Committee (\*non-voting)

Recommended Experience Varies Based on Role



# IWIRC Governance Structure 2021

## Management Committee (continued)

\*non-voting

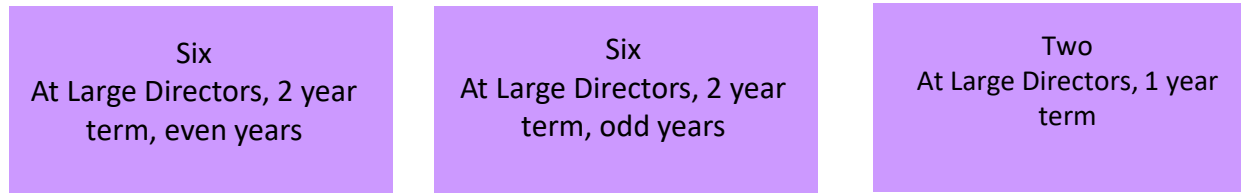


# IWIRC Governance Structure

## At Large Directors

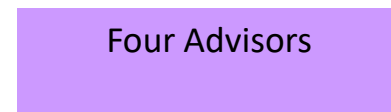
Recommended Experience

- 3 years as a member of IWIRC.
- Current or prior member of the Board of Directors of IWIRC International, local IWIRC network or committee of the IWIRC International Board.



## Advisory Council (\*non-voting)

Appointed by Executive Board, no self-nominations



## Finance and Vice-Finance Director

### Term

1 year, January 1 to December 31

### Description of Role

The Finance Director is a voting member of the "Executive Committee of the Board of Directors of IWIRC (the "Corporation") and shall be generally responsible for financial oversight of the Corporation, including the review and approval of monthly financial reporting and payment of expenditures. The Finance Director, with the assistance of the Vice Finance Director (voting member), shall assist and oversee the preparation of the organization's annual budget, audit and tax return.

The Finance Director, with the assistance of the Vice Finance Director, shall be responsible for increasing and sustaining sponsorship for the Corporation and developing sponsorship levels and benefits for new sponsors of the Corporation as well as for international events.

The Finance Director and Vice Finance Director may choose to create a committee to assist them.

The Executive Committee is a path of increasing responsibility. The role of Vice Finance Director is the entry level role onto the Executive Committee. It is assumed that any IWIRC member self-nominating for the role of Vice Finance Director is interested in progressing to the role of Chair of IWIRC and is committing to a six-year term on the Executive Committee, including the roles of Vice Finance Director, Finance Director, Secretary, Vice Chair, Chair and Past Chair.

### Tasks

- Responsible for reporting of financial condition of Corporation to Executive Committee, Management Committee and Board of Directors.
- Assist in the development and oversight of annual budget. Reviews and approves the payment of expenditures on a timely basis.
- Review and finalize annual audit report and tax return for the Corporation.
- Present audit report to Executive Committee and Board of Directors.
- Present finalized budget to Executive Committee and Board of Directors.
- Attend Executive Committee and Board of Director meetings and provide a report on the financial condition of the Corporation at each meeting.
- Receive monthly reports including account reconciliations, balance sheets, profit and loss statements and budgets from the Administrative Director on a monthly basis and interface with financial professionals engaged by the Corporation as necessary regarding the Corporation's financial needs, including decisions relating to redemption of Certificate of Deposits held by the Corporation.
- Act as signatory on Corporation's accounts.
- Develop sponsorship materials and benefits for distribution to members yearly.
- Set up and oversee Finance Committee with duties than include seeking sponsorships and reviewing sponsorship benefits.

- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable

### **Required Commitment**

In addition to duties as Vice Finance Director or Finance Director, as a member of the Board of Directors and Executive Committee, both positions have the following responsibilities and commitments:

- Prepare for and participate, in person or by video conference, in 12 monthly Executive Committee meetings @ approximately 1.5 hour each:
  - 4 are held in person at the Executive Leadership Retreat, IWIRC's Spring Conference, Leadership Summit, and IWIRC's Fall Conference; and
  - 8 are held via video conference.
- Prepare for and participate in 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held at the Spring and Fall Conference; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Participation in the Executive Leadership Retreat (approximately 2-3 days). Typically held in February or March, the location of the Executive Leadership changes annually.
- Participation in the Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- Attendance at the Spring Conference (approximately 1.5 days). Held in April, this conference is typically held in the Washington, DC area.
- Attendance at the Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Attend local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board)
- Complete the annual Conflict of Interest Form

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

**Recommended Experience**

- 5 years as a member of IWIRC.
- 3 years as a member of the Board of Directors of IWIRC.
- Has served as a member of IWIRC's Management Committee.



## Program Co-Directors

### Term

1 year, January 1 to December 31

### Description of Role

The Program Co-Directors are voting members of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for planning and executing IWIRC's Spring and Fall Conferences, as well as any additional IWIRC International programming that may be added during the year.

The Program Co- Directors may choose to create a committee to assist them.

### Tasks

- Oversee Program Committee.
- With assistance from the Program Committee, plan and coordinate programming for the Fall and Spring conference including:
  - Content – panel topics
  - Panelist, speakers
  - Intermezzo events
  - Work with Administrative Director on venues, events and logistics related to Spring and Fall conferences
- Attend and oversee Spring and Fall conferences (with the assistance of IWIRC corporate staff) to execute on programming and event
- Liaise with IWIRC corporate staff and the Administrative Director.
- Liaise with the Executive Committee on program content.
- Attend quarterly Board of Director meetings and provide a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as Program Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:

- 2 are held in person at IWIRC's Spring and Fall Conferences; and
- 2 are held via video conference
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- While attendance at all board meetings is available via video conference, attendance in person is preferred for in person meetings.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 5 years as a member of IWIRC.
- Current or prior member of the Board of Directors of IWIRC international.
- Current or prior experience as a member of a IWIRC International Program Committee.

## Communications Co-Directors

### Term

1 year, January 1 to December 31

### Description of Role

The IWIRC Communications Co-Directors are voting members of the Management Committee of the Board of Directors of IWIRC and serve a key role on the IWIRC Leadership team. The Communications Director shall generally be responsible for overseeing and creating certain IWIRC communications.

The Communications Co-Directors, with the assistance of the Vice Director of News and Vice Director of Social Media, shall assist and oversee IWIRC communications generally, but more specifically, are tasked with creatively thinking about how IWIRC can create, energize and facilitate communications with its members and promotion of the Corporation and its members.

The Communications Co-Directors, with the assistance of the Vice Directors, shall be responsible for developing new ideas for communications with members and social media content, seeking volunteers to create content and themselves creating content, as well as considering and increasing IWIRC's social media presence, considering best practices for the website and social media outlets (e.g., Facebook, Instagram, etc.)

The Communications Co-Directors and Vice Directors may choose to create a committee to assist them.

### Tasks

The Communications Directors and Vice Directors meet on a regular basis and work together on all communications-related tasks, including:

- Create newsletter, website, and social media content for distribution by e-mail and social media.
- Think strategically and creatively about the content (inclusive of writing content as well as soliciting content).
- Work with the Executive Committee, IWIRC staff and professionals engaged to assist with Communications.
- Review, edit and comment on draft press releases and social media postings.
- Solicit ideas and content for and create short newsletters (e.g., members in the news, network news, member profiles) and other “news blasts”.
- Assist in the review of IWIRC's website and social media platforms, including suggesting best practices, ways to enhance IWIRC social media platforms and presence, etc.
- Assist in creating ideas and content for IWIRC's website and social media posts (e.g., top ten lists, celebration of Women history month, celebration of important IWIRC events).
- Attend IWIRC events and create social media content before and after the event (e.g., assisting with creating “social media buzz” before an event and/or creating content following the event to allow IWIRC to better communicate with members about the event).

- Attend quarterly Board of Director meetings and provide a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### **Required Commitment**

In addition to duties as the Communications Co-Directors, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board)
- Complete the annual Conflict of Interest Form

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 5 years as a member of IWIRC.
- Current or prior member of the Board of Directors of IWIRC international.
- Current or prior experience as a member of the Communications Committee.

## Member Services Director

### Term

1 year, January 1 to December 31

### Description

The IWIRC Member Services Director is a voting member of the Management Committee of the Board of Directors of IWIRC and a key role on the IWIRC Leadership team. The Member Services Director shall generally be responsible for ensuring IWIRC is satisfying member needs, developing initiatives to recruit new members and promoting the wide range of IWIRC resources available to IWIRC members globally. The Members Services Director is also responsible for welcoming new members to IWIRC.

The Member Services Director will typically create a committee of IWIRC member volunteers globally to provide assistance in fulfillment of the role (the "Member Services Committee").

### Tasks

- Chair monthly calls with the Member Services Committee.
- Work with the Member Services Committee to develop innovative and fun ideas to engage and connect and recruit IWIRC members globally.
- Work with the Member Services Committee to create and build on other member programs including, but not limited to:
  - Discussing best practices with membership directors of IWIRC Networks.
  - Student outreach.
  - Engaging seasoned professionals.
- Support other IWIRC committees by soliciting IWIRC members to volunteer on committees. Works with Administrative Director to assign volunteers based on areas of interest. This is typically done in January.
- Engage in periodic review of the New Member Brochure and New Member Welcome Letter.
- Review notifications when new members join and follows up with additional outreach.
- Organize and hosts new member receptions to welcome IWIRC members and to offer them a chance to meet other members in a meaningful way.
- Review applications to attend the annual Leadership Summit and propose a slate of applicants to the Executive Committee for approval. Works with the Administrative Director on related announcements.
- Attend quarterly Board of Director meetings and provides a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

## **Required Commitment**

In addition to duties as Member Services Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board)
- Complete the annual Conflict of Interest Form

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

## **Recommended Experience**

- 5 years as a member of IWIRC.
- Current or prior member of the Board of Directors of IWIRC international.
- Current or prior experience as a member of the Member Services Committee.

## New Networks and Regional Development Co-Directors

### Term

1 year, January 1 to December 31

### Description of Role

The New Networks & Regional Development Co-Directors are non-voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for overseeing the launch of new networks in regions in which IWIRC does not yet have a presence and for assisting regional directors and network directors with the launch of new networks in their regions. The New Networks Co-Directors are also responsible for other regional development, such as promoting IWIRC, in regions in which IWIRC does not yet have a presence.

The New Networks Co-Directors may choose to create a committee to assist them.

### Tasks

- Oversee the New Networks & Regional Development Committee.
- Oversee the formation of new networks and regional development in regions without an IWIRC presence (e.g., Africa, Middle East, Oceania).
- Respond to inquiries from persons interested in launching new IWIRC networks.
- Identify locations for new networks, IWIRC events, or IWIRC sponsorship of events.
- Engage with the regional directors and network directors in regions with an IWIRC presence (e.g., Asia, the Caribbean, Europe, and Latin America) to coordinate efforts with respect to new network and regional development in those regions.
- Coordinate the development of materials supporting new networks and regional development.
- Attend Board of Director meetings and provide a report on new networks and regional development for consideration at each Board meeting.
- Review and update role description annually as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as New Networks & Regional Development Co-Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.

- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board)
- Complete annual Conflict of Interest Form

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 5 years as a member of IWIRC.
- Current or prior member of the Board of Directors of IWIRC international.
- Current or prior experience as a member of the New Networks and Regional Development Committee, a Regional Networks Committee or Member Services Committee.



## Diversity, Inclusion & Belonging Co-Directors

### Term

1 year, January 1 to December 31

### Description of Role

The Diversity, Inclusion & Belonging Co-Directors are voting members of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for the oversight and leadership of the Diversity, Inclusion & Belonging Committee, which was first appointed as a standing committee in 2021. The committee is tasked with making recommendations to the Executive Committee and Board of Directors to promote diversity, inclusion and belonging among IWIRC members and networks worldwide.

### Tasks

- Oversee Diversity, Inclusion & Belonging Committee.
- Examine, develop, and institute diversity, inclusion and belonging initiatives with IWIRC members and networks.
- Interface and liaise with Executive Committee, Communications Director, Member Services Director, Co-Program Directors, Regional Directors and Committees to promote and implement diversity, inclusion and belonging initiatives, awareness, social media posts, membership drives and panels for IWIRC programming.
- Coordinate with the Just the Beginning Foundation, a pipeline organization that promotes diversity in the legal profession and judiciary, in connection with the selection and mentoring of the IWIRC Scholars.
- Explore potential partnerships with other restructuring entities and organizations to promote diversity.
- Work on other diversity initiatives with other bar associations and insolvency organizations such as American Bar Institute and American College of Bankruptcy
- Attend quarterly Board of Director meetings and provide a report on the initiatives, recommendations and achievements of the Diversity, Inclusion & Belonging Committee.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as Diversity, Inclusion & Belonging Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and

- 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 5 years as a member of IWIRC.
- Current or prior member of the Board of Directors of IWIRC international.
- Passion for ensuring IWIRC creates an environment of Diversity, Inclusion and Belonging for its members.

## Strategic Director

### Term

1 year, January 1 to December 31

### Description of Role

The Strategic Director is a voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for strategic projects at the request and discretion of the Executive Committee.

Accordingly, this role can change annually depending on the strategic goals and projects of the Executive Committee.

### Tasks

- Tasks as directed by the Chair or Executive Committee.
- Report to the Chair of the Board and or Executive Committee.
- Attend quarterly Board of Director meetings and provide a report as applicable.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as Strategic Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 10 years as a member of IWIRC.
- 8 years leadership experience at the network or International level of IWIRC.
- 15-20 years industry experience.

## U.S. Networks Director

### Term

1 year, January 1 to December 31

### Description of Role

The U.S. Networks Director is a voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for overseeing U.S. Network operations and supporting U.S. Networks and U.S. Network chairs by providing information and opportunities to exchange information regarding membership, programming, leadership, and other issues facing the networks through meetings and workshops with network chairs.

The US Networks Director may choose to create a committee to assist them.

### Tasks

- Schedule and chair quarterly meetings of all U.S. network chairs (international network chairs are also welcome).
- Provide individual network support as needed.
- Develop objectives and goals in partnership with U.S. Regional Director.
- Coordinate, as appropriate, with the Regional Directors of Latin America, Asia, Caribbean, Europe, and Canada.
- Liaise with the Vice Director of Regional Programming.
- Attend quarterly Board of Director meetings and provide a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as U.S. Network Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.

- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 5 years as a member of IWIRC.
- Previous leadership role on a U.S. Network Board.
- Current or prior member of the IWIRC International Board of Director.
- Current or prior experience as a member of U.S. Networks committee or Member Services Committee.

## U.S. Regional Director

### Term

1 year, January 1 to December 31

### Description of Role

The U.S. Regional Director is a voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible to assist the U.S. Network Director in all aspects of U.S. networks' operations including providing support and information sharing regarding membership, programming, leadership, and other issues facing the networks.

Provide oversight and development of U.S. Regional Programming initiatives in collaboration with Vice Director of Regional Programming through meetings and workshops with network chairs.

The U.S. Regional Director may choose to create a committee to provide assistance.

### Tasks

- Assist U.S. Network Director in planning and leading meetings at least once per quarter of all U.S. network chairs (international network chairs are also welcome).
- Provide individual network support as needed.
- Develop objectives and goals in partnership with U.S. Network Director and provide assistance as needed.
- Support U.S. Networks Director, as appropriate, in coordination with the Latin America, Asia, Caribbean, Europe and Canada Regional Directors.
- Provide oversight and development of regional programming and work cooperatively with Vice Director of Regional Programming to develop objectives and goals, as well as strategies for execution of new projects and initiatives.
- Attend quarterly Board of Director meetings and provide a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as U.S. Regional Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.

- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 5 years as a member of IWIRC.
- Previous leadership role on a U.S. network Board.
- Current or prior member of the IWIRC International Board of Directors.
- Current or prior experience as a member of the New Networks and Regional Development Committee, U.S. Regional Networks Committee or U.S. Member Services Committee.



## Asia Networks Director

### Term

1 year, January 1 to December 31

### Description of Role

The Asia Networks Director is a voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible to support and mentor the existing Asia networks.

The Asia Networks Director also act as the primary liaison between IWIRC International and the IWIRC Asia networks and co-ordinates with the Asia network leadership teams.

The Asia Networks Director may choose to create a committee to provide assistance.

### Tasks

- Serve as a liaison between the various networks in Asia and IWIRC International as well as seeking to engender and develop the IWIRC goals in the work carried out by the Asia networks.
- Act as the liaison between IWIRC International and the Asia networks, including marketing and publicity on IWIRC initiatives such as IWIRC International awards.
- Facilitate and coordinate communication and collaboration between local IWIRC networks across Asia and globally.
- Schedule and chair quarterly meetings of all Asia network chairs to facilitate sharing of ideas.
- Mentor and support individual networks as needed in areas such as membership, sponsorship, event organization, success planning, training, etc.
- Facilitate and coordinate the development of each network's objectives and goals.
- Consider opportunities for growth in existing Asia networks, areas of struggle and what support can be offered from IWIRC International.
- Provide guidance to the local networks as to the matters that may require IWIRC International and /or Board approval or sign off.
- Work collaboratively with the Asia Regional Director.
- Assist with internal governance protocols for board constitution/event organization.
- Attend quarterly Board of Director meetings and provide a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

## **Required Commitment**

In addition to duties as Asia Networks Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this US conference changes annually.
- Local and regional IWIRC network events in Asia.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

## **Recommended Experience**

- 3 years as a member of IWIRC.
- A past board member of a network in the Asia region.
- It is preferable (but not mandatory) that the Asia Network Director have ties, or have served, as co-chair or vice-chair of the board of one of the Asia networks.
- Current or prior member of the IWIRC International Board of Directors.

## Asia Regional Director

### Term

1 year, January 1 to December 31

### Description of Role

The IWIRC Asia Regional Director is a voting member of the Management Committee of the Board of Directors of IWIRC. The Asia Regional Director shall generally be responsible to foster regional programming and the incubation and growth of the new networks in the region.

The Asia Regional Director shall work with the Asia Networks Director to support local networks.

The Asia Networks Director may choose to create a committee to provide assistance in fulfilment of the role.

### Tasks

- Represent IWIRC's interests in Asia, whether at IWIRC or other events and in communications with other industry organizations.
- Serve as the point of contact and coordinator for the different regional demands on IWIRC international, including regional conferences such as ABI international or GRR/IWIRC conferences where speakers and events need to be pulled together by the Asia Regional Director.
- Identify IWIRC members for ongoing initiatives (e.g. UNCITRAL, Women on Panels) and allocate opportunities such as panel speaking slots.
- Offer and provide input on panels and seminars, particularly to promote the IWIRC objective of having more women on panels.
- Plan and execute pan-Asia events, including:
  - IWIRC Asia conference
  - WOYR Asia award
  - Co-ordination with other organizations (e.g. INSOL)
  - Connecting the Dots (for Board Members of all Asia networks)
- Liaise with the Vice Director of Regional Programming.
- Work collaboratively with the Asia Networks Director.
- Facilitate and support the growth of IWIRC membership across Asia.
- Work collaboratively with the IWIRC International New Networks and Regional Development Committee to identify countries or territories in Asia that may be suitable candidates for a new local IWIRC network.
- Assist and support current or future IWIRC members in the formation of new local networks where there is interest.

- Support the formation of new networks in Asia, including identifying core team members and leaders, and providing resource required to launch a new network.
- Delegate tasks and responsibilities to Directors at Large, where appropriate, and encourage IWIRC Leadership team in Asia to consider roles on IWIRC International Board of Directors to represent the Asia.
- Attend quarterly Board of Director meetings and provides written report in advance on work of the IWIRC Asia Regional Director for consideration.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### **Required Commitment**

In addition to duties as Asia Networks Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this US conference changes annually.
- Attend local and regional IWIRC network events in Asia.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

## **Recommended Experience**

- 3 years as a member of IWIRC.
- A past board member of a network in the Asia region.
- It is preferable (but not mandatory) that the Asia Network Director have ties, or have served, as chair, co-chair, or vice-chair of the board of one of the Asia networks.
- Current or prior member of the IWIRC International Board of Directors.

## Canada Regional Director

### Term

1 year, January 1 to December 31

### Description

The IWIRC Canada Regional Director is a voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for the promotion and development of IWIRC in the Canada region.

The Canada Regional Director shall generally be responsible for supporting the existing networks in Canada and also supporting the growth of new networks in Canada. The Canada Regional Director also acts as the primary liaison between IWIRC International and the IWIRC networks in Canada and co-ordinates with the leadership of the Canada networks.

The Canada Regional Director may choose to create a committee to provide assistance in fulfilment of the role.

### Tasks

- Assist the Canada network chairs and boards by providing information and connections to the broader IWIRC community.
- Serve as a liaison between the various networks in Canada and IWIRC International as well as seeking to engender and develop the IWIRC goals in the activities carried out by the Canada networks.
- Upon request or invitation, attend board meetings for networks throughout the region (virtually or in person), to share updates from IWIRC International.
- Assist network boards in troubleshooting and brainstorming related to institutional and financial issues, such as review of network rules, election of new board members, sponsorship pitch letters and other issues that may arise.
- Provide guidance to the local networks as to the matters that may require IWIRC International and /or Board approval or sign off.
- Consider opportunities for growth in existing networks in Canada, areas of struggle and what support can be offered from the IWIRC International.
- Facilitate and support the growth of IWIRC membership across Canada.
- Participate in the planning and coordination of regional events in Canada.
- Facilitate and coordinate communication and collaboration between local IWIRC networks across Canada and globally.
- Attend quarterly Board of Directors meetings and provide a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.

- Assist in the transition of the role at year end as applicable.

## **Required Commitment**

In addition to duties as Canada Regional Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this US conference changes annually.
- Local and regional IWIRC network events in Canada.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

## **Recommended Experience**

- 3 years as a member of IWIRC.
- A past board member of a network in the Canada region.
- It is preferable (but not mandatory) that the Canada Regional Director have ties, or have served, as chair, co-chair or vice-chair of the board of one of the Canada networks.
- Current or prior member of the IWIRC International Board of Directors.

## Caribbean Regional Director

### Term

1 year, January 1 to December 31

### Description

The Caribbean Regional Director is a voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for the promotion and development of IWIRC and its mission in the Caribbean region.

The Caribbean Regional Director also acts as the primary liaison between IWIRC International and the IWIRC Caribbean networks and co-ordinates within the leadership of the Caribbean networks.

The Caribbean Regional Director may choose to create a committee to provide assistance in fulfilment of the role.

### Tasks

- Facilitate and coordinate communication and collaboration between local IWIRC networks across the Caribbean, globally and IWIRC International.
- Serve as a liaison between the networks in the Caribbean and IWIRC International as well as seeking to engender and develop the IWIRC goals in the work carried out by the Caribbean networks.
- Develop a process for sustained collaboration and communication among the networks in the region whether attending by invitation board meetings of other Caribbean networks (i.e. Cayman network) and IWIRC sponsored events.
- Consider areas of weakness and what support can be offered from the IWIRC International.
- Provide guidance to the local networks as to the matters that may require IWIRC International and /or Board approval or sign off.
- Consider opportunities for growth in existing Caribbean networks, including, but not limited to, BVI, Bermuda, Bahamas, Turks & Caicos, and Eastern Caribbean.
- Collaborate with New Network and Regional Development Co-Directors to develop a process to build connections in the region, with the aim of growing/adding further Caribbean networks in the longer term.
- Represent IWIRC's interests in the Caribbean, whether at IWIRC or other events and in communications with other industry organizations.
- Participate on the network subcommittee to share ideas, collaborate, and further grow IWIRC's reach in the region.
- Actively engage with potential members in the region to promote interest and membership subscription to the Caribbean network.
- Attend quarterly Board of Director meetings and provide a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.



- Assist in the transition of the role at year end as applicable.

### **Required Commitment**

In addition to duties as the Caribbean Regional Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this conference changes annually.
- Local and regional IWIRC network events in the Caribbean.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board)
- Complete the annual Conflict of Interest Form

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 3 years as a member of IWIRC.
- A past board member of a network in the Caribbean region.
- It is preferable (but not mandatory) that the Caribbean Regional Director have ties, or have served as chair, co-chair, or vice-chair on the board of an IWIRC network in the Caribbean.
- Current or prior member of the IWIRC International Board of Directors.

# Europe Networks Director

## Term

1 year, January 1 to December 31

## Description

The IWIRC Europe Network Director is a voting member of the Management Committee of the Board of Directors of IWIRC and shall generally serve as a primary liaison between networks in the region and IWIRC International from a network perspective.

The Europe Network Director and is generally responsible for supporting and mentoring the existing Europe Networks and Europe Network chairs by providing information and opportunities to exchange information regarding membership, programming, leadership, and other issues facing the networks through meetings and workshops with network chairs.

The Europe Networks Director may choose to create a committee to provide assistance in fulfillment of the role.

## Tasks

- Serve as a liaison between the various networks in Europe and IWIRC International as well as seeking to engender and develop the IWIRC goals in the work carried out by the Europe networks.
- Facilitate and coordinate communication and collaboration between local IWIRC networks across Europe and globally.
- Schedule and chair quarterly meetings of all Europe network chairs.
- Provide individual network support as needed.
- Develop objectives and goals in partnership with Europe Regional Director.
- Provide training to networks as needed.
- Consider opportunities for growth in existing networks in Europe, areas of weakness and what support can be offered from the IWIRC leadership teams in Europe or International.
- Provide guidance to the local networks as to the matters that may require IWIRC International and/or Board approval or sign off.
- Coordinate as appropriate with the Europe Regional Director.
- Attend quarterly Board of Director meetings and provide a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

## **Required Commitment**

In addition to duties as Europe Networks Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or by video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this US conference changes annually.
- Local and regional IWIRC network events in Europe.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

## **Recommended Experience**

- 3 years as a member of IWIRC.
- A past board member of a network in the Europe region.
- It is preferable (but not mandatory) that the Europe Network Director have ties, or have served as chair, co-chair, or vice-chair on the board of one of the Europe networks.
- Current or prior member of the Board of Directors of IWIRC International.

## Europe Regional Director

### Term

1 year, January 1 to December 31

### Description

The IWIRC Europe Regional Director is a member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible to foster regional programming and the incubation and growth of the new networks in the region.

The Europe Regional Director will also support the Europe Network Director.

The Europe Regional Director may choose to create a committee to provide assistance in fulfillment of the role.

### Tasks

- Serve as the point of contact and coordinator for the different regional demands on IWIRC international, including regional conferences such as ABI international or GRR/IWIRC conferences where speakers and events need to be pulled together by the Europe Regional Director.
- Represent IWIRC's interests in Europe, whether at IWIRC or other events and in communications with other industry organizations.
- Work collaboratively as appropriate with the Europe Networks Director.
- Act as co-chairs of the IWIRC Europe Steering Committee and statutory directors of the English company which is the IWIRC Europe corporate form.
- Arrange with the IWIRC Europe Steering Committee, a series of IWIRC Europe events each year, either independently, with local IWIRC Europe networks, other international IWIRC networks or appropriate third-party organizations.
- Facilitate and support the growth of IWIRC membership across Europe.
- Consider opportunities for growth in existing networks in Europe.
- Work collaboratively with the IWIRC International New Networks and Regional Development Committee to identify countries or territories in Europe that may be suitable candidates for a new local IWIRC network and assist and support current or future IWIRC members in the formation of new local networks where there is interest.
- Delegate tasks and responsibilities to Directors at Large where appropriate and encourages IWIRC Leadership team in Europe to consider roles on IWIRC International Committees to represent the Europe.
- Attend Board of Director meetings and provide a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

## **Required Commitment**

In addition to duties as Europe Regional Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this US conference changes annually.
- Local and regional IWIRC network events in Europe.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

## **Recommended Experience**

- 3 years as a member of IWIRC.
- A past board member of a network in the Europe region.
- It is preferable (but not mandatory) that the Europe Network Director have ties, or have served as chair, co-chair, or vice-chair on the board of one of the Europe networks.
- Current or prior member of the Board of Directors of IWIRC International.

## Latin America Regional Director

### Term

1 year, January 1 to December 31

### Description

The IWIRC Latin America Regional Director is a voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for the promotion and development of IWIRC in the Latin America region that includes South America, Central America, and Mexico.

The Latin America Regional Director shall generally be responsible for supporting the existing Latin American networks and also supporting the growth of new networks in the region. The Latin America Regional Director also acts as the primary liaison between IWIRC International and the IWIRC Latin American networks and coordinates within the leadership of the Latin American networks.

The Latin America Regional Director may choose to create a committee to provide assistance in fulfillment of the role.

### Tasks

- Assist Latin American network chairs and boards by providing information and connections to the broader IWIRC community.
- Serve as a liaison between the various networks in Latin America and IWIRC International as well as seek to engender and develop the IWIRC goals in the activities carried out by the Latin American networks.
- Upon request or invitation, attend board meetings for networks throughout the region (virtually or in person), to share updates from IWIRC International.
- Assist network boards in troubleshooting and brainstorming related to institutional and financial issues, such as review of network rules, election of new board members, sponsorship pitch letters and other issues that may arise.
- Provide guidance to the local networks as to the matters that may require IWIRC International and/or Board approval or sign off.
- Consider opportunities for growth in existing Latin America networks, areas of weakness and what support can be offered from the IWIRC International.
- Facilitate and support the growth of IWIRC membership across Latin America.
- Participate in the planning and coordination of regional events.
- Facilitate and coordinate communication and collaboration between local IWIRC networks across Latin America and globally.
- Attend quarterly Board of Directors meetings and provide a written report in advance for consideration at each Board meeting.

- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### **Required Commitment**

In addition to duties as Latin America Regional Director, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this US conference changes annually.
- Local and regional IWIRC network events in Latin America.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 3 years as a member of IWIRC.
- A past board member of a network in the Latin America region.
- It is preferable (but not mandatory) that the Latin America Regional Director have ties, or have served as chair, co-chair, or vice-chair on the board of one of the Latin America networks.
- Current or prior member of the Board of Directors of IWIRC International.

## UNCITRAL Board Member

### Term

1 year, January 1 to December 31

### Description

The UNCITRAL Board Member is a non-voting member of the IWIRC Board of Directors. There are currently two UNCITRAL Board Members.

The UNCITRAL Board Member's role is to represent IWIRC in Working Group V on Insolvency at the United Nations (the "UN") and participate at the UN meetings.

### Tasks

- Attend and participate in two UN meetings annually, in New York, U.S. and Vienna, Austria.
- Maintain knowledge of current text up for discussion at the UN and the calendar of upcoming meetings.
- Ensure there is a consistent group of IWIRC members to attend meetings on a particular topic (topic discussions often last for several years and it's important that the attendees have knowledge of the text and the changes that have been made).
- Work with other IWIRC members on proposed text for UNCITRAL meetings.
- Act as liaison with Member nations and other non-government organizations ("NGOs") on comments/changes to text and with the UN Secretariat to ensure compliance with UN protocol and maintain IWIRC's standing.
- Liaise with Member nations, the Secretariat, and other NGOs since IWIRC's close ties with other countries allows IWIRC members to have its changes included in the text even before the text comes up for open discussion in the twice-yearly forum.
- Arrange events/dinners/meetings at the UN between the IWIRC contingent and Member nations and/or NGOs to increase IWIRC's breadth around the world and broaden relationships for IWIRC and its members.
- Attend quarterly Board of Director meetings and provide a written report of the current status of papers for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as UNCITRAL Board Members, as a member of the Board of Directors, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.



- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 3 years as a member of IWIRC.
- Experience in international and cross-border insolvency.
- Current or prior member of the Board of Directors of IWIRC International or a local IWIRC network.
- Ability and willingness to attend at annual meetings in New York and Vienna.

## At-Large Director

### Term

12 positions with a 2-year term, January 1 to December 31 (elected by IWIRC members if there are more than 6 qualified nominees each year)

2 positions with a 1-year term, January 1 to December 31 (appointed by Executive Committee)

### Description

The IWIRC At-Large Directors are voting members of the Board of Directors of IWIRC and shall generally be responsible for providing support to the Executive Committee and other standing committees of the Board of Directors on tasks and initiatives, as well as ensuring that IWIRC members and networks are supported.

### Tasks

- Volunteer to serve on at least one of IWIRC's standing committees.
- Provide support for any initiatives the Executive Committee requests assistance on.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as an At-Large Director, as a member of the Board of Directors, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board)
- Complete the annual Conflict of Interest Form

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 3 years as a member of IWIRC.
- Current or prior member of the Board of Directors of IWIRC International, local IWIRC network or committee of the IWIRC International Board.

## Asia Regional Vice Director of Programming

### Term

1 year, January 1 to December 31

### Description of Role

The IWIRC Asia Regional Vice Director of Programming is a non-voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for supporting programming initiatives in the region.

The Asia Regional Vice Director of Programming shall work with the Asia Regional and Networks Director to support local networks.

### Tasks

- Represent IWIRC's interests in Asia, whether at IWIRC or other events and in communications with other industry organizations.
- Serve as the point of contact and coordinator for the different networks for supporting the development of programs that support IWIRC's goals to Be Connected. Be Informed. Be Inspired.
- Help identify IWIRC members for ongoing initiatives (e.g., UNCITRAL, Women on Panels) and allocate opportunities such as panel speaking slots.
- Help offer and provide input on panels and seminars, particularly to promote the IWIRC objective of having more women on panels.
- Plan and execute pan-Asia events, including:
  - IWIRC Asia conference
  - Asia WOYR award
  - Coordination with other organizations (e.g. INSOL)
  - Connecting the Dots (for Board Members of all Asia networks)
- Work collaboratively as appropriate with the Asia Networks Director, Asia Regional Director and Asia Vice Director of Membership.
- Facilitate and support the growth of IWIRC Programming across Asia.
- Attend Board of Director meetings and work with the IWIRC Asia Leadership team to submit a written report for consideration at the Board meetings.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

## **Required Commitment**

In addition to duties as Asia Regional Vice Director of Programming, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this US conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

## **Recommended Experience**

- 3 years as a member of IWIRC.
- A member of a network in the Asia region.
- Current or prior member of a local IWIRC network, Board of Directors of IWIRC International, or committee of the IWIRC International Board of Directors.

## Asia Regional Vice Director of Membership

### Term

1 year, January 1 to December 31

### Description of Role

The IWIRC Asia Regional Vice Director of Membership is a non-voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for supporting the members and membership initiatives in the Asia region.

The Asia Regional Vice Director of Membership shall work with the Asia Regional and Asia Networks Directors to support local networks.

### Tasks

- Represent IWIRC's interests in Asia, whether at IWIRC or other events and in communications with other industry organizations.
- Serve as the point of contact and coordinator for the different networks to help maintain and grow membership.
- Facilitate and support the growth of IWIRC membership across Asia.
- Work collaboratively as appropriate with the Asia Networks Director, Asia Regional Director and Asia Vice Director of Programming.
- Attend quarterly Board of Director meetings and works with the IWIRC Asia Leadership team to submit a written report for consideration at the Board meetings.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as Asia Regional Vice Director of Membership, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.

- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this US conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 3 years as a member of IWIRC.
- A member of a network in the Asia region.
- Current or prior member of a local IWIRC network, Board of Directors of IWIRC International, or committee of the IWIRC International Board of Directors.

## Vice Directors of Spring and Fall Programming

### Term

1 year, January 1 to December 31

### Description of Role

The Vice Directors of Spring and Fall Programming are non-voting members of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for assisting the Programming Co-Directors with planning and executing IWIRC's Spring and Fall Conferences, as well as any additional IWIRC International programming that may be added during the year.

The Co-Programming Directors may choose to create a committee to assist them with the Vice Directors of Spring and Fall Programming required to be on the applicable programming sub-committee.

### Tasks

- Assist with the Programming Committee, with an emphasis on either Fall or Spring conference. Please note, in some years, both Vice Directors may be involved with both Spring and Fall conference planning depending on their availability.
- With assistance from the Programming Committee, plan and coordinate programming for the Fall or Spring conference including:
  - Content – panel topics
  - Panelist, speakers
  - Intermezzo events
- Liaise with IWIRC corporate staff and the Administrative Director in executing conference.
- Attend Fall and/or Spring conference.
- Attend quarterly Board of Director meetings. Provide input for the Programming Co-Directors written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as Vice Director of Spring or Fall Programming, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:



- 2 are held in person at IWIRC's Spring and Fall Conferences; and
- 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 3 years as a member of IWIRC.
- Prior experience as a member of a local network or IWIRC International programming committee.
- Current or prior member of a local IWIRC network, Board of Directors of IWIRC International, or committee of the IWIRC International Board of Directors.

## Vice Director of Regional Programming

### Term

1 year, January 1 to December 31

### Description of Role

The Vice Director of Regional Programming is a non-voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for coordinating and encouraging regional programming worldwide.

The Vice Director of Regional Programming may choose to create a committee to assist them.

### Tasks

- Work with regional directors and network directors to encourage and support regional programming across IWIRC networks.
- Develop and maintain a yearly calendar of events as well as a list of ideas to share with networks to include in-person and virtual ideas.
- Liaise with IWIRC corporate staff and the Administrative Director.
- Attend quarterly Board of Director meetings. Provide a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as Vice Director of Regional Programming, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.

- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 3 years as a member of IWIRC.
- Prior experience as a member of a local network or IWIRC International programming committee.
- Current or prior member of a local IWIRC network, Board of Directors of IWIRC International, or committee of the IWIRC International Board of Directors.

## Vice Director of Member Services

### Term

1 year, January 1 to December 31

### Description

The IWIRC Vice Director of Member Services Director is a non-voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for working directly with the Member Services Director to ensure IWIRC is satisfying member needs and developing initiatives and promoting the wide range of IWIRC resources available to IWIRC members globally. The Vice Director and Member Services Director are also responsible for welcoming new members to IWIRC.

The Member Services Director will typically create a committee of IWIRC member volunteers globally to provide assistance in fulfillment of the role (the "Member Services Committee") of which the Vice Director will be a member and act as Co-Chair of any meetings the Member Services Director cannot attend.

### Tasks

- Co-Chair monthly calls with the Member Services Committee.
- Work with the Member Services Committee to develop innovative and fun ideas to engage and connect and recruit IWIRC members globally.
- Work with the Member Services Committee to create and build on other member programs including, but not limited to:
  - Discuss best practices with membership directors of IWIRC Networks.
  - Student outreach.
  - Engaging seasoned professionals.
- Support other IWIRC committees by soliciting IWIRC members to volunteer on committees. Work with Administrative Director to assign volunteers based on areas of interest. This is typically done in January of each year.
- Engage in periodic review of the New Member Brochure and New Member Welcome Letter.
- Review notifications when new members join and follow up with additional outreach.
- Organize and host new member receptions to welcome IWIRC members and to offer them a change to meet other members in a meaningful way.
- Review applications to attend the annual Leadership Summit and propose a slate of applicants to the Executive Committee for approval. Work with the Administrative Director on related announcements.
- Attend quarterly Board of Director meetings and assist the Member Services Director with the written report to be provided in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.

- Assist in the transition of the role at year end as applicable.

### **Required Commitment**

In addition to duties as Vice Director of Member Services, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board)
- Complete the annual Conflict of Interest Form

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 3 years as a member of IWIRC.
- Prior experience as a member of a local network or IWIRC International member services committee.
- Current or prior member on the board of directors of a local IWIRC network, IWIRC International, of a committee of the IWIRC International Board of Directors.

## Vice Director of News

### Term

1 year, January 1 to December 31

### Description of Role

The IWIRC Vice Director of News is a non-voting member of the Management Committee of the Board of Directors of IWIRC and a member of the Communications Committee. The Vice Director of News Director shall generally be responsible for overseeing, reviewing, and creating News and Newsletters for IWIRC.

The Vice Director of News works closely with the Communications Co-Directors and the Vice Director of Social Media, to assist with and oversee IWIRC communications generally, but more specifically, is tasked with creatively thinking about how IWIRC can create, energize and facilitate communications with its members.

The Communications Co-Directors and Vice Directors may choose to create a committee to assist them.

### Tasks

The Communications Directors and Vice Directors meet on a regular basis and work together on all communications-related tasks, including:

- Create newsletter, website, and News content for distribution to members by e-mail and News.
- Think strategically and creatively about the content (inclusive of writing content as well as soliciting content).
- Work with the Executive committee, the staff of IWIRC and professionals engaged to assist with communications.
- Review, edit, and comment on draft press releases and News postings.
- Solicit ideas and content for and create short newsletters (e.g., members in the news, network news, member profiles) and other “news blasts”.
- Assist in the review of IWIRC’s website and News platforms, including suggesting best practices, ways to enhance IWIRC News platforms and presence, etc.
- Assist in creating ideas and content for IWIRC’s Website and News posts (e.g., top ten lists, celebration of Women history month, celebration of important IWIRC events).
- Attend IWIRC events and create News content before and after the event (e.g., assisting with creating “News buzz” before an event and/or creating content following the event to allow IWIRC to better communicate with members about the event).
- Attend quarterly Board of Director meetings and assist the Communication Directors with the written report to be provided in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

## **Required Commitment**

In addition to duties as the Vice Director of News, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board)
- Complete the annual Conflict of Interest Form

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

## **Recommended Experience**

- 3 years as a member of IWIRC.
- Prior experience as a member of a local network or IWIRC International communications committee.
- Passion for promoting IWIRC and its members globally.
- Current or prior leadership experience and commitment to IWIRC at the network level or IWIRC International, including experience as a member of a committee of the IWIRC International Board of Directors.

## Vice Director of Social Media

### Term

1 year, January 1 to December 31

### Description of Role

The IWIRC Vice Director of Social Media is a non-voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for overseeing and creating social media posts and campaigns for IWIRC.

The Vice Director of Social Media works closely with the Communications Co-Directors and Vice Director of News, and is responsible for developing new ideas for communications with members and social media content, seeking volunteers to create content and themselves creating content, as well as considering and increasing IWIRC's social media presence, considering best practices for the website and social media outlets (e.g., Facebook, Instagram, etc.).

The Communications Co-Directors and Vice Directors may choose to create a committee to assist them.

### Tasks

The Communications Directors and Vice Directors meet on a regular basis and work together on all communications-related tasks, including:

- Create newsletter, website, and social media content for distribution by e-mail and social media.
- Think strategically and creatively about the content (inclusive of writing content as well as soliciting content).
- Work with the staff of IWIRC and the Executive Committee on communications.
- Review, edit, and comment on draft press releases and social media postings.
- Solicit ideas and content for and create short newsletters (e.g., members in the news, network news, member profiles) and other "news blasts".
- Assist in the review of IWIRC's website and social media platforms, including suggesting best practices, ways to enhance IWIRC social media platforms and presence, etc.
- Assist in creating ideas and content for social media posts (e.g., top ten lists, celebration of Women history month, celebration of important IWIRC events).
- Attend IWIRC events and create social media content before and after the event (e.g., assisting with creating "social media buzz" before an event and/or creating content following the event to allow IWIRC to better communicate with members about the event).
- Attend quarterly Board of Director meetings and assist the Communication Directors with a written report to be provided in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.



## **Required Commitment**

In addition to duties as the Vice Director of Social Media, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.
- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

## **Recommended Experience**

- 3 years as a member of IWIRC.
- Prior experience as a member of a local network or IWIRC International communications committee.
- Experience in social media and passion for promoting IWIRC and its members globally.
- Current or prior leadership experience and commitment to IWIRC at the network level or IWIRC International, including experience as a member of a committee of the IWIRC International Board of Directors.

## Vice Director of Budget & Analytics

### Term

1 year, January 1 to December 31

### Description of Role

The Vice Director of Budget & Analytics is a non-voting member of the Management Committee of the Board of Directors of IWIRC (the "Corporation") and shall generally be responsible for providing guidance and assistance to the Finance Director and Vice Finance Director regarding monthly financial reporting, presentation of financial data and budgets, providing suggestions for analytics that would be useful to the Board and members as well as other tasks as requested by the Executive Committee.

The Finance Director and Vice Finance Director may choose to create a committee to assist them with the Vice Director of Budget & Analytics being a member of that committee.

### Tasks

- Responsible for reviewing on a monthly basis the financial condition of Corporation and advising Finance and Vice Finance Director of any issues or recommendations.
- Assist in the development and oversight of annual budget.
- Attend Executive Committee (upon request) and Board of Director meetings and provide a report on the financial condition of the Corporation at each meeting as necessary.
- Receive monthly reports including account reconciliations, balance sheets, profit and loss statements and budgets from the Administrative Director on a monthly basis and interface with financial professionals engaged by the Corporation as necessary regarding the Corporation's financial needs.
- Assist in developing analytics that might be useful in evaluating current and future sponsor benefits.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as Vice Director of Budget & Analytics, as a member of the Board of Directors, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at the Spring and Fall Conference; and
  - 2 are held via video conference
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.

- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- Spring Conference (approximately 1.5 days). Held in April, this conference is typically held in the Washington, DC area.
- Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Attend local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.
- Confidentiality Agreement required by all Finance Committee Members.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 3 years as a member of IWIRC.
- A financial advisor, CPA, or other qualified financial professional.
- Current or prior leadership experience and commitment to IWIRC at the network level or IWIRC International, including experience as a member of a committee of the IWIRC International Board of Directors.

## Vice Director of Leadership Summit Programming

### Term

1 year, January 1 to December 31

### Description of Role

The Vice Director of Leadership Programming is a non-voting member of the Management Committee of the Board of Directors of IWIRC and shall generally be responsible for coordinating the annual Leadership Summit and serving as a liaison between the host network(s) and the Executive Committee in planning Leadership Summit.

The Vice Director of Leadership Programming must be a member of the host IWIRC network and local leadership summit planning committee and approved by the local network committee to fulfill this role.

### Tasks

- Work with IWIRC Vice-Chair and Secretary as the liaison from the local network regarding logistics, venues, and content for the Leadership Summit.
- Be the local network point of contact at the Leadership Summit.
- Liaise with IWIRC corporate staff and the Administrative Director.
- Attend quarterly Board of Director meetings. Provide a written report in advance for consideration at each Board meeting.
- Review role description annually and update as necessary.
- Assist in the transition of the role at year end as applicable.

### Required Commitment

In addition to duties as Vice Director of Leadership Programming, as a member of the Board of Directors and Management Committee, you will be required to participate in person or via video conference:

- IWIRC Board Bootcamp if you are new to the Board of Directors (approximately 1 hour). Held via video conference.
- 4 quarterly Board of Director Meetings @ approximately 1.5 hour each:
  - 2 are held in person at IWIRC's Spring and Fall Conferences; and
  - 2 are held via video conference.
- While attendance at all meetings is available via video conference, attendance in person is preferred for in person meetings.
- Leadership Summit (approximately 2-3 days). Typically held in July, the location of the Leadership Summit changes annually.
- IWIRC Spring Conference (approximately 1.5 days). Held in April, this conference is typically located in the Washington, DC area.

- IWIRC Fall Conference (approximately 1.5 days). Held in October or November, the location of this U.S. conference changes annually.
- Local and regional IWIRC network events.

You will also be required to:

- Complete the IWIRC Code of Conduct and Ethics Declaration (upon joining the Board).
- Complete the annual Conflict of Interest Form.

Travel expenses, for the most part, are expected to be covered by the member or the member's firm, however travel stipends are available in accordance with IWIRC's Travel Stipend Policy, which is available on the IWIRC website.

### **Recommended Experience**

- 3 years as a member of IWIRC.
- Must be a member of the local network Leadership Planning Committee.

**IWIRC BOARD OF DIRECTORS NOMINATION FORM 2022**  
Deadline: SEPTEMBER 15, 2021 to sbedker@iwirc.com

Date:		
Name of Nominator:	Network:	Email:
Name of Nominee:	Network:	Email:
Firm:	City:	Country:
<b>Nominee Qualifications:</b>		
1. Number of years as an IWIRC member:		
2. IWIRC positions held at local, regional and/or international level	Please describe and list years:	
3. IWIRC board position being sought:		
4. Statement of Support: (for example, the nominee's contributions to a Network and/or at the international level, and the specific skills the nominee will bring to the Board). <u>Please do NOT submit a nominee's professional CV.</u>  At-Large Director nomination statements will be included on the ballot to enable IWIRC members to assess the candidate's qualifications. (Statements may be edited for length if necessary.)	Please describe:	
5. Please describe your long term goals for IWIRC and your past involvement with IWIRC.		
6. Please read the statement below <i>"I have reviewed the job description and requirements for the board position I am seeking and understand the time commitment required."</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	