

Chair of Committees

European Women on Boards (EWoB) Goals

EWoB is a first-tier non-profit association dedicated to promoting female access to directorship roles within European enterprises (public and private). The vision of EWoB is to *'Support leaders in Europe to achieve gender equality in decision-making'*.

EWoB is pursuing these objectives with strong principles of ethics based on its core values: Innovation, Inclusiveness, Intelligence, Integrity, Involvement and Interaction.

EWoB in figures

European Women on Boards includes 5 associations from 5 countries (Belgium, Finland, Italy, The Netherlands and the Czech Republic). Through the cross-border development and networking initiatives of EWoB, the impact of the organization's efforts is much broader. EWoB's research on Gender Diversity spans all EU countries and focuses on biggest European corporations. In 2020, participants in the development programs came from 17 different EU countries. With over 2,500 subscribers to the Newsletter, almost 2,000 LinkedIn followers and 2,000+ visits monthly to the EWoB website, the EWoB network is continuously growing. Building on the success of the past year, EWoB's objective for 2021 is to grow its footprint geographically as well as increase its service offerings.

To achieve this objective, EWoB is creating 4 Committees to support the board:

Our Committees are:

Committee 1: Development programs

Objective: Enlarge, support & enrich our development programs including the talent pool, c-level and mentoring programs. Offer a platform for networking and collaboration for our individual and corporate members.

Committee 2: Research and communication

Objective: Accelerate our visibility by delivering a unique European research benchmark (Gender Diversity Index) on gender equality. Communicate our messages across Europe.

Committee 3: European and international institutions

Objective: Increase the number of European and international institutions partnering with EWoB to deliver on the vision of achieving gender equality in decision making.

Committee 4: Member associations

Objective: Accelerate our impact through the EWoB network of member associations through cross-border sharing. Increase the number of members by recruiting like-minded leading organizations from across Europe.

For those committees we are searching 4 Chairpersons and volunteers to work within the committees.

The Chair position:

The role of EWoB chair is to support the board of directors (the BoD) in ensuring the smooth functioning of the association and in accomplishing daily management tasks under the control of the board.

The chair will be part of the board.

The general tasks of the Chair and its Committee are:

- Proposes a future proof strategy and execution plan 2020-2023 for the value the committee is supporting
- Liaises with the volunteers and operational team to plan regular meetings
 - Makes op agenda items for the committee
 - Circulates agendas and reports
 - Ensures minutes are taken and validated by the team
 - Checks that agreed actions are carried out
 - Ensures minutes and reports are filed in the EWoB database
 - Ensures good governance of the committee
- A pre-defined activity dashboard is expected by the board on a regular basis. Report to the board in a one slider with KPI's and key findings
- Recruitment of volunteers
- Lead the team of volunteers including the operational people
- Having the KPI's under control to obtain the predefined goals
- Ensures all activities are auto funded by the activities of the committee

Requirements for the Chair of Committee:

- Education: university or equivalent with international focus.
- Language skills: English, which is the common language of the association.
- Lives in Europe
- The time commitment to fulfill the Chairs role is estimated at maximum 1-2 day a month depending on the activities.

The committee volunteer position:

The role of a committee volunteer is to support the chair of the committee in the specific activities of this committee, using his/her experience activate his/her relation network

- Language skills: English, which is the common language of the association.
- Lives in Europe
- The time commitment to fulfill this volunteer position is estimated at maximum 1-2 day a month depending on the activities.

In particular, the **Chair of Committee 1:**

- Nomination committee recruiting new individual members
- Increase usage of EWoB Talent Pool by companies and executive search companies.
- Support in commercializing the EWoB C-Level school and widening the training offer (including men, D&I HR mentorship)
- Support in commercializing the EWoB cross-country mentoring program. Finding the needed mentors and individual mentees.

- Support in the creation of a collaboration platform, i.e. a digital platform for sharing best practices.
- Recruitment and nomination of eligible talents and volunteers in close collaboration with dedicated board members
- Creation of a strong network of knowledge contributors and identify and partner with inspirational speakers and companies
- Having all those activities self-funded by monetizing them.

Required **experience** for the Chair of Committee 1:
Possesses a relevant professional experience with knowledge

In particular, the **Chair of Committee 2:**

- Supporting the operational team with future EWoB Gender Diversity Index studies.
- Having this research done with funds or sponsors willing to support EWoB or by monetizing the reports.
- Helping increase EWoB's visibility through active communication and active participation in social media, acts as a representative of EWoB.
- Following up on contacts with the press & social media
- Organizing an annual European event including:
 - Inspirational keynote speakers
 - Speed-dating with European executive search firms
 - A conference/debate on gender diversity at board level
 - European presence of members.
- Determining the overall strategy of branding and communication
- All activities are self-funded

Required **experience** for the Chair of Committee 2: Possesses a professional path in marketing and communication.

In particular, the **Chair of Committee 3:**

- Increase the number of European & International associations partnering with EWoB as friend, supporter or sponsor.
- Takes care of relations with bodies, institutions, public and private companies in order to establish collaborative relationships and setting up activities in support of the EWoB initiatives.

Required **experience** for the Chair of Committee 3:

- Lives in Belgium.
- Possesses a professional path in relationship management and experiences with EU or international institutions.

In particular, the **Chair of Committee 4:**

- Accelerating our impact through the network of leading member associations sharing our purpose: Recruiting new associations within Europe.
- Takes care of relations with the local associations in order to establish collaborative relationships and setting up activities in support of the EWoB initiatives. Keep the associations happy to be a member.
- Sharing regularly the best practices between the associations, and the advancement of the programs or news of EWoB.
- Liaises with other committees, when new ideas can be used for EWoB, or cascade information when needed towards the local associations such as the GDI program.
- Commercialize our offers through the local associations such as our individual memberships, C-Level school, mentorship.

Required **experience** for the Chair of Committee 4: Possesses relevant experiences.

Skills of the Chairs

Ideal candidates for the role of the Chairs will demonstrate the following managerial skills and personal characteristics:

- Ability to listen to and collaborate with both internal and external stakeholders, as demonstrated by flexibility and openness to receive proposals and suggestions, to accept requests and successful initiatives carried out by others. The ideal candidate will demonstrate the ability to develop partnership relationships at all levels, the ability to contribute ideas, share successful initiatives and make her/his know-how available to the entire association. He/She will have the ability to influence stakeholders, build consensus and negotiate with a view to achieving a common result.
- A strong entrepreneurial spirit, understood as the ability to take decisions quickly, to adopt a pragmatic approach in moving from analysis to synthesis and action, and to independently undertake initiatives that generate development opportunities (e.g. new areas of intervention, new sources of funding).
- Capacity for strategic vision, as demonstrated by having been able to define development guidelines for the organization managed over medium-term time horizons, starting from an understanding of the dynamics of the sector and the events that have an impact on it.
- Strong ability to work in a team, demonstrated by the ability to work well in a team and facilitate collaboration both within one's own team and collaboration between one's own team and the outside world. He/She will be able to build, guide and motivate the team to work effectively. He/She will work to improve the organizational structure and above all the quality of the resources involved in the organization through coaching, intelligent delegation of responsibilities and careful monitoring of the activities carried out and the results achieved.
- Excellent verbal and written communication in English.
- Enjoys flexible, results driven and autonomous environment.
- Demonstrates good organization skills and adequate project management skills.

Personal characteristics

For successful integration into the role, the future Chairs will

- Demonstrate a keen interest and motivation to work in an organization that works to achieve gender equality in decision-making.
- Be able to communicate at different levels with great authority and represent EWoB with credibility inside corporations and the European & International institutions.

Basis of work

The role is home based with mainly virtual meetings and some face-to-face ones.

The time commitment to fulfill the Chairs role is estimated at maximum 1-2 day a month.

We offer

- An exciting international association with a clear purpose & ambition
- A flexible and autonomous work environment
- Full support by the Board members
- Contacts at the highest level in the business world and with leading women at international level
- All our board members and chairs are on non-remunerated voluntary basis

Please send your **CV including references and a motivation letter** to EWoB to:

- paivi.jokinen@europeanwomenonboards.eu,
- with copy to ingrid.gonnissen@europeanwomenonboards.eu,

by **January 29th, 2021**, mentioning in which **chair position you are interested**.

After the first screening, personal interviews will take place with one or two of EWoB Board members in February 2021 virtually. Suitable candidates will be proposed in the board of EWoB for final selection.