



PRESIDENT

ROLE DESCRIPTION

The PRESIDENT (such function may be assumed by two persons acting as Co-Presidents) is the head of the PWN Global Federation. She/they is/are responsible for providing overall leadership in the development and implementation of policies to achieve growth and sustainability of the Federation as a whole. The President leads the Board Meetings, encouraging a full and fair discussion of issues while maintaining control of the process. The President also presides over the meetings of the General Assembly.

The specific activities outlined below are in addition to assuming the duties and responsibilities applying to all Board members to act in accordance with the law and good governance and management practices, see above.

The President does not act in isolation. She consults regularly with fellow Board Members and members of the City Network Boards, especially in advance of taking any action, as the ability to plan and unite is critical. The President, and other designated representatives, have general authority to speak on behalf of PWN Global.

DUTIES and RESPONSIBILITIES:

Association Governance and Strategy

- Leads and coordinates the strategic vision on how the Federation can support the continued sustainability and growth of the City Networks and the Federation as a whole.
- Providing strong strategic introductions to the network and raising money for the network to ensure PWN Global has the funds to realise its programs and operating costs in a sustainable fashion.
- Leads the Board in recruiting Executive Director and being responsible for managing the Executive Director (when budget allows).
- Develops clear goals for the PWN Global Federation that are consistent with developed and agreed strategies. Sets priorities in terms of our investment in specific activities and assignments and identifies which programs will best achieve agreed objectives.
- Ensures that all Federation Board of Directors and Committee Leaders adhere to and deliver against their defined roles and responsibilities.
- Chairs and develops an agenda for Board Meetings and the annual and extra-ordinary meetings of the General Assembly. This includes soliciting and receiving agenda input and ensuring a timely distribution of the agenda well in advance of the meeting.
- Oversees the preparations of the Annual General Meeting.
- Approves a schedule for City Network visits and supports the local networks on requested events in order to strengthen local presence.

Communicating with the (members of the) City Networks and Others

- Writes welcome message for website, reviews quarterly e-Newsletter, and monthly Global Event Newsletter, and contributes to other items as needed.
- Develops “discussion points” for Board Members making City Network visits.
- Assists in the development of the PWN Global Federation’s annual report.
- While the President is the official spokesperson for the PWN Global Federation, the full board shares in the work.
- Makes City Network visits as per the agreed schedule and attends, together with the City Network board members, City Network events.
- Represents PWN Global in events hosted by third parties that further the mission of network.
- Serves as a spokesperson to the media on developing network stories.
- Confers with providers and other PWN Global partners, or delegates these tasks to other members of the Board, paid staff, and volunteers.

People management

- Lead a winning team of volunteers to deliver on the PWN Global strategy, with the mindset to empower City Networks and act as champions for the Federation.
- Delegates the appropriate responsibility, accountability, and decision-making authority.
- Ensures that roles, responsibilities, and reporting lines are clear to staff members.
- Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills.
- Monitors progress against milestones and deadlines.
- Regularly discusses performance and provides feedback and coaching to staff.
- Encourages risk-taking and supports creativity and initiative.
- Actively supports the development and career aspirations of staff.
- Appoints interim and special committees, task forces and representatives, and makes replacement appointments.

Time Commitment: This role may require a **5-7 days per month** – as with all roles, there will be peaks and troughs in the workload depending on the structure of your immediate volunteer team and strategic goals. Travel of 6-8 times a year on behalf of network activities and conferences, corporate partnership meetings, quarterly Board meetings, monthly online network Presidents’ meetings are all part of this.

IDEAL BACKGROUND / EXPERIENCE:

- A minimum of 12 years of progressively responsible business experience, preferably in an international environment. Experience in as many of the following fields as possible: human resource management, law, finance/budgeting, technology or related areas. Experience in managing high level contacts in business, government, international organisations or civil society organisations.
- Considerable experience having served as a City Network President, a Board Member at the Federation level, on a Non-Profit Board, or on Corporate Board
- A minimum of one year’s service on the PWN Global Federation Board
- Demonstrated experience setting strategy and motivating and aligning 10 or more individuals.
- Excellent interpersonal skills, with a sense of diplomacy and collaborative leadership.

BENEFITS:

- Access to an international network of great professional women
- Bring your own ideas and innovate
- Develop professionally and learn from your peers