



OPENING ON THE BOARD OF DIRECTORS

Women in Cities International is looking for new board members to serve a two year term, beginning in the fall of 2017.

About WICI

- Women in Cities International is an exchange network for various partners concerned with gender equality issues and the place of women in cities on the five continents.
- With the increasingly important role played by cities throughout today's world, women's participation in urban development and the consideration of the differing needs of women and men in municipal management and planning are central to developing "good urban governance."
- Our vision is one where there is a meaningful participation of a full diversity of women and girls in creating inclusive and equitable cities and communities.
- Our offices are based in Canada but our board membership is based internationally, and we invite applicants from any country.
- More information about our work and services can be found at www.femmesetvilles.org

Role of the Board

The Board of Directors is the governance body of the organization, and provides strategic direction to the Executive Director in the areas of programs, finance, and communications. The Board of Directors elects an Executive Committee made up of a President, Secretary, and Treasurer who play a more involved role in the management of the organization. In addition to participating in its AGM, WICI's Board of Directors are expected to take part in board meetings via Skype/telephone conference a minimum of 4 times a year, or as required. Board members are expected to play an active role in the organization, including by developing proposals, fundraising, supporting research and programming, representing the organization at various events, network building, and by participating in the process of approval of major obligations and compensation arrangements.

Learning Opportunities

- Develop collaborative teamwork skills with a set of usually highly accomplished peers
- Strengthen project and team management skills
- Expand your network
- Raise your professional profile
- Become a better coach
- Hone small group conversational and presentation skills

Assets (Meeting one or more of the following assets is desirable):

- Proven track record in grant writing, and in securing and managing diverse grant and funding sources;
- Experience in community outreach, public engagement and advocacy;
- Experience in media communications, marketing and public relations;
- Knowledge of non-profit and/or volunteer leadership and management principles.
- Language skills other than French, English and Spanish

Qualifications/Interests

- Post-secondary education in a related field (women's studies, sociology, political science, urban studies, criminology, geography, architecture)
- Vested interest in building gender inclusive cities
- Excellent English language skills
- Strong French and/or Spanish language skills recommended

To apply please submit a cover letter and copy of your CV to admin@femmesetvilles.org by October 13th, 2017. Include "RE: Board Member Application" in the subject line. We encourage a diversity of applicants to apply, and successful candidates will be contacted by phone for an interview at the earliest possible date.

Terms of Reference

Board of Directors

Purpose of Board of Directors

- The Board of Directors (BoD) is the governing body of Women in Cities International. The role of BoD is to provide leadership and oversight of the activities of WICI and
- The BoD will set the direction and priorities of WICI.

Terms of Reference

- To set the direction and priorities of WICI.
- To establish the direction of WICI by creating or adopting a 4-year strategic plan, reviewing it annually, and revising it as necessary. The adoption of the plan involves receiving recommendations for the Advisory Council and providing feedback to the Advisory Council with regard to the resulting decisions taken.
- To determine programs, projects and activities and to monitor their compliance with the organization's mission, as well as their effectiveness and efficiency.
- To ensure that the organization has the proper resources to fulfill its mission.
- To review and approve the organization's annual budget.
- To review and approve organization's annual work plan.
- To actively participate in the fundraising process, in collaboration with the Advisory Council, the Executive Director and WICI staff.
- To ensure the effective management of resources.
- To provide oversight regarding financial and legal requirements
- To act in accordance with its obligations contained in WICI by-laws, and other relevant legislation and regulations.
- To ensure that the organization's financial information is reported fairly and in accordance with generally accepted accounting principles.
- To have a full understanding of the organization's major contractual obligations, especially to funders, and to monitor the organization's compliance with them.
- To review and approve the report from the management committee on the performance evaluation of the Executive Director.

Timescale and Frequency of Meetings

- The primary means of communication will be electronic via email and Skype.
- Members may be asked to take part in a Skype/telephone conference call a minimum of 4 times a year. Members are asked to accommodate their schedule to international time.

Composition

- 7 to 11 volunteer members – at least 5 of whom will be Canadian citizens.
- Due regard will be given to Canadian regional representation. If possible, the Board will comprise of at least one member from founding cities Toronto, Montreal, Vancouver and

Ottawa-Gatineau.

- If possible, the Board will attempt to recruit a lawyer or an accountant to assist the organization on specific legal or financial issues.
- The BoD includes members of the Management Committee.
- Due regard will be given to the representation of community-based women's groups, policy makers and researchers.

Selection process:

- Existing Board members will be asked if they wish to remain on the Board or would prefer to be a member of the Advisory Council. Suggested names for adding to the Board will be solicited from the existing and past Board members and partners and the existing Board will approve the proposed membership of the new Board.
- New elected board members will be asked to sit on the Board on an exploratory basis for 6 months to 1 year in order to facilitate their integration and transition. After this period, the Board will consult with new members to discuss their experience and continuation.

Term:

- Board membership is renewable every two years.