

Committee Member Position Description	
Committee Member:	Initiatives Officer
Board Support Member:	Debra Murtagh
1. Purpose of Position	
<p>The Wollondilly Women In Business (WWIB) network is a Not For Profit organisation conducted by a committee of volunteers and Board Members, aiming to improve professional development opportunities and empower women in business across the Wollondilly region. All work and activities conducted with WWIB are in alignment with the values of inspiring supporting and encouraging women in business.</p> <p>The purpose of the Initiatives position is to organise and implement WWIB projects and Initiatives, supporting the values of WWIB.</p>	
2. Responsibilities	
<ul style="list-style-type: none"> 2.1 Collaborate with the Funding and Sponsorship Committee Member to implement projects in accordance with funding guidelines; 2.2 Provide support to WWIB Mentees and match Mentees with businesses for additional support; 2.3 Identify community development training needs in collaboration with the Training and Events Committee member; 2.4 Write reports and various business documentation; 2.5 Attend Committee meetings and WWIB events; 2.6 Positively contribute to WWIB strategic direction; and 2.7 Ad hoc duties as required. 	
3. Selection Criteria	
<ul style="list-style-type: none"> 3.1 Working knowledge of the Wollondilly business community; 	

- 3.2 Excellent written and verbal communication with the ability to work collaboratively with team members;
- 3.3 Ability to demonstrate WWIB values and to maintain privacy and confidentiality;
- 3.4 Ability to build positive relationships with the Wollondilly community, Committee Members, Board Members and other stakeholders;
- 3.5 Demonstrated time management and organisation skills.
- 3.6 Maintain current membership with WWIB.

4. Approval & Review

Approved By:	WWIB Board	Review Date:	January 2019
Committee Member Signature and Date:		Date:	