

| <b>Committee Member Position Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |
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| <b>Committee Member:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Memberships Officer</b> |
| <b>Board Support Member:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Fern Rice                  |
| <b>1. Purpose of Position</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| <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 Memberships positions is to increase memberships and to increase community knowledge of the WWIB Network.</p>                                                                                                            |                            |
| <b>2. Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| <ul style="list-style-type: none"> <li>2.1 Contact businesses within Wollondilly and provide information and membership details of WWIB;</li> <li>2.2 Collaborate with the Marketing and Promotions Committee Member to promote WWIB membership to the community</li> <li>2.3 Identify WWIB non-members and encourage membership;</li> <li>2.4 Assist non-members with the completion of membership applications;</li> <li>2.5 Write reports and various business documentation;</li> <li>2.6 Attend Committee meetings and WWIB events;</li> <li>2.7 Positively contribute to WWIB strategic direction; and</li> <li>2.8 Ad hoc duties as required.</li> </ul> |                            |
| <b>3. Selection Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |

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

**4. Approval & Review**

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| <b>Approved By:</b>                         | <b>(Insert Name or WWIB Board)</b> | <b>Review Date:</b> | <b>January 2019</b> |
| <b>Committee Member Signature and Date:</b> |                                    | <b>Date:</b>        |                     |