

International Women's Day (IWD) Committee Position Description: Committee Member

Organisation

A global champion for women and girls, UN Women is the United Nations entity responsible for promoting women's empowerment and gender equality and was established to accelerate progress to meet the needs of women and girls worldwide.

UN Women Australia is UN Women's fundraising and advocacy partner, raising funds and awareness of UN Women's work in the Pacific region and around the world.

International Women's Day

UN Women Australia runs International Women's Day events around Australia in March each year. These events have historically been our largest and most important campaign of the year, raising much needed funds for UN Women's work enabling brighter futures for women and girls around the world.

In 2022 we will be holding 5 concurrent live events on **Friday 4 March**. These will be held in Melbourne (lunch), Sydney (lunch), Canberra (lunch), Brisbane (lunch) and Perth (breakfast) and will also be live-streamed, enabling a wider audience to participate and engage with UN Women's work. Check out our [2021 IWD webpages](#) for more information.

UN Women Australia also holds a Day of Giving to mark International Women's Day on 8th March. Check out the 2021 campaign [here](#).

IWD Committee

IWD Committees and volunteers are valued by UN Women Australia as an integral part of our IWD events.

IWD Committees increase participation in events through outreach, promoting live and digital event ticket sales and encouraging digital participation throughout their networks for UN Women Australia's flagship IWD fundraising events and National Day of Giving. Committee members contribute local knowledge in the planning and delivery of the events, ensuring a positive experience for all guests and volunteers.

IWD Committee members are integral to maximising fundraising outcomes of the IWD campaign, which plays a direct role in creating a world where every woman and girl everywhere has equal opportunities to lead, learn, earn a living, and live lives free from violence and discrimination.

Role of an IWD Committee member

There are up to ten committee members in an IWD Committee, including the committee chair (or in some cases, co-chairs). Committee members work together to engage the local community with UN Women Australia's IWD flagship event and contribute to the delivery of a successful event with positive financial outcomes. The position of committee member is an unpaid volunteer position.

Responsibilities

1. To liaise regularly with other IWD Committee members and in particular the chair.
2. To attend IWD Committee meetings and contribute constructively to meetings and planning.
3. To comply with UN Women Australia guidelines and policies.
4. Available to assist with the onsite delivery of our IWD fundraising activities (2022 events will be on Friday 4th March and Day of Giving will be on Tuesday 8th March).

5. To take on tasks that ensure a positive and successful IWD event and to fulfil these tasks in a timely and effective manner. Tasks may include:
- Promotion of corporate table sales;
 - Promotion of the event and ticket sales;
 - Promotion of digital engagement and participation for hybrid event attendees;
 - Provision of local knowledge for UN Women Australia;
 - Volunteer recruitment and co-ordination;
 - Seeking and managing local supporters to reduce costs and aid fundraising outcomes;
 - Sourcing and organising event elements such as a pro bono photographer, Welcome to Country, Auslan interpreters, speaker gifts, prize draw (if required)
 - Coordinating, collating and setting up event materials such gift bags, pens, ribbons, corporate table signs etc.;
 - Connecting with corporate and other group tables, welcoming them and following up with them to provide a personal touch and quality/positive experience at the IWD event.
 - Asking for donations at the events;
 - Any other agreed and approved tasks arising that contribute to a successful event and positive fundraising outcomes;

Requirements

1. Financial member of UN Women Australia at the time of nomination and throughout the term of membership with the IWD Committee. New members can [sign up here](#).
2. Commitment to gender equality and the empowerment of women.
3. Interest or knowledge of the event coordination process and logistics.
4. Demonstrated ability to work with a team of volunteers in an inclusive, engaging and productive environment.
5. Strong organisational and time management skills.
6. Availability to commit the time required for the role, including attending regular meetings, responding to emails and phone calls within 5 business days (more frequently during February and March) and attending the event and pre-event venue set up and volunteer briefing.

During the busiest time leading up to the IWD events (Jan/Feb), this role is anticipated to take 5 - 15 hours per week depending on your role within the committee. Ticket sales and outreach starts from October.

UN Women Australia deeply values the contribution of its committee members. UN Women Australia will provide an induction session for each new committee member and will identify a staff member (typically, the Fundraising Events & Engagement Manager) to be the liaison point for any IWD Committee enquiries through the Committee Chair.

IWD Committee members will be provided with a copy of the IWD Committee Terms of Reference, Position Description, Code of Conduct and Volunteer Policy to sign upon acceptance of the role.

Selection Criteria

Commitment to gender equality and the empowerment of women, including why you want to volunteer on the IWD Committee

1. Interest or knowledge of the event coordination process and logistics – experience with UN Women Australia’s IWD events and campaign a plus!

2. Ability to leverage your personal and professional networks for live and digital event ticket promotions
3. Commitment to UN Women Australia's fundraising mandate, with a willingness to actively encourage participation in Day of Giving on the 8th of March
4. Demonstrated ability to work with a team of volunteers in an inclusive, engaging and productive environment
5. Strong organisational and time management skills.

Selection criteria will vary based on the current skills gaps within specific committees.

To Apply

Please send your resume and statement against the selection criteria to IWD@unwomen.org.au with the subject line 'CITY IWD Committee Member application' (including your capital city), **by COB Friday 30th July 2021.**

Please collate your resume and statement against selection criteria into a **single PDF** (maximum of 4 pages in length, total) and name the file with your last name.

No phone call enquiries please.

As an equal opportunity employer we welcome applications from women, men, people identifying as LGBTQIA+, gender fluid or non-binary, people from culturally and linguistically diverse backgrounds and people living with disability.