

## 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 (UNWA) exists to raise funds for and awareness of UN Women's work in the Pacific and around the world.

### IWD Committee

IWD Committees make a meaningful contribution in the lead up to and at our major IWD events held in March each year. IWD is historically UNWA's 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. IWD Committee members and volunteers are valued by UNWA 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 UNWA's flagship IWD fundraising events in the lead up to UNWA's National Giving Day, on the 8<sup>th</sup> of March. Other tasks involve sourcing prize donors for the events (as required), and contributing 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 event and National Giving Day, 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, plus the committee chair (or in some cases, co-chairs). Committee members work together to engage the local community with UNWA'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 UNWA guidelines and policies.
4. 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 UNWA;
  - Seeking and managing local supporters to reduce costs and aid fundraising outcomes;
  - Managing the prize draw (as required), including sourcing prizes, coordinating the draw on the day and facilitating donations;
  - Organising a Welcome to Country and/or Auslan interpreters;

- Organising speaker and MC gifts, as required;
- Coordination of volunteers at the event;
- Coordination of pre-event and at-event logistics and set up varying year to year; this may include gift bag packing, seat drop for pens, posy boxes, 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.
- 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.
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.

This role is anticipated to take from 5 hours per week up to a maximum of 16 hours per week, with the busiest time during the month leading up to the event (in February). Peak event planning and ticket selling, starts from approximately October.

UNWA deeply values the contribution of its committee members. UNWA 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 UNWA'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 UNWA's fundraising mandate, with a willingness to actively encourage participation in National Giving Day on the 8<sup>th</sup> 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.

## To Apply

Please send your resume and statement against the selection criteria to [IWD@unwomen.org.au](mailto:IWD@unwomen.org.au) with the subject line 'CITY IWD Committee Member application' (including your capital city), **by Monday 21<sup>st</sup> September 2020.**

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.