

International Women's Day (IWD) Committee Terms of Reference

Background and context

IWD Committees were specifically established for the purpose of enhancing the capacity of UN Women Australia's (UNWA's) major IWD events. These events play a key part in UN Women Australia's most significant campaigns each year to raise funds for UN Women's work in the Asia-Pacific region and around the world. IWD Committee members and volunteers are valued by UN Women Australia as an integral element of our IWD events.

In 2020, Australia and the world faced unprecedented challenges socially, environmentally and economically, from bushfires to the global COVID-19 pandemic. As a result, UN Women Australia's flagship IWD event plans for 2021 must pivot and respond to the current operating environment, whilst driving an inspirational and successful fundraising and engagement campaign.

To meet fundraising goals in this new environment, UNWA proposes to hold large scale live events 'as usual' in cities where there is a reasonable likelihood that such events can take place. Several other online engagement events will be planned, culminating in a National Giving Day on International Women's Day, on the 8th of March.

Role and purpose

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 8th of March.

Committees are also asked to source prize donors (as required) for the events. Local knowledge and networks are critical to the success of each IWD event. IWD Committees contribute local knowledge in the planning and delivery of the events, ensuring a positive experience for all guests and volunteers as well as optimised fundraising outcomes.

Reporting

Individual IWD Committee members report to the Chair of their respective IWD Committee. The Chair reports to the Fundraising Events & Engagement Manager.

Minutes of all IWD Committee meetings are to be circulated to UNWA, and an IWD Committee report is due to be submitted to UNWA within one month of the IWD flagship event.

Term

These Terms of Reference are effective from 1 September 2020 and will be ongoing until terminated by the UN Women Australia's Board of Directors (Board).

Membership

The IWD Committee will consist of a Committee Chair (or co-Chairs) and committee members. Continuing Committee Members may be joined by new Committee Members, depending on the resourcing requirement for the forthcoming year. Ideally there are ten committee members; however, this may change from year to year.

All members of the IWD Committee must be current financial members of UN Women Australia. UN Women Australia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all committees. The Chair should be a woman, unless a co-Chair arrangement is made, which can be gender balanced.

The Chair and a UN Women Australia staff member review applications for committee members and offer members a two-year term.

Roles and responsibilities

The key roles of the IWD Committee are:

- Promotion of live/digital event corporate table sales;
- Promotion of the live/digital 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(s);
- 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.

Each capital city IWD Committee Chair is the key liaison with the Fundraising Events and Engagement Manager.

Position descriptions are provided for the Committee Chair and Committee members.

If the Chair or a Committee member becomes unable to fulfill their roles and responsibilities, the Chair or UN Women Australia may ask that person to step down from their position.

Meetings

Meetings will be chaired by the Chair or their delegate. Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice or preference). If this is not possible, the Chair will make the final decision.

The Committee will meet at least monthly from ~September to December and at least fortnightly from January to March. Meeting minutes are to be provided to all committee members within one week of the meeting, with a copy also provided to UN Women Australia's Fundraising Events and Engagement Manager.

Members are expected to attend the majority of meetings. If a member is unable to attend three meetings in a row, without advance authorisation from the Chair (including planned leave), they will be asked to step down from the committee. If a member attends fewer than 50% of meetings over a six-month period, or is unable or unwilling to take on tasks arising from meetings, they will be asked to step down from the committee.

Amendment, modification or variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Executive Director.