

## BOARD ROLE DESCRIPTIONS

### Introduction

The board of WISTA Switzerland consists of 8 board members, who are working as volunteers. As elected members of the association, they define the strategy of WISTA Switzerland, its vision, objectives and program. Board members are the working ambassadors for the organization and represent it in various capacities. Each board member is required to devote on average 1 hour per week to WISTA Switzerland.

### Purpose

The board of WISTA Switzerland (the “Association”) exists in order to:

- Ensure that the Association is in compliance and alignment with all legal responsibilities and requirements related to Swiss law,
- Assure that the Association is in line with the vision, strategy and goals set forth by the WISTA International federation;
- Serve as a point of coordination, collaboration and facilitation for the development, implementation and execute of a local program, and its supporting administration;
- Manage the continued growth of the local chapter.

### Principal Activities

The principal activities of the board are:

- To recruit and motivate a reliable team of volunteers to execute local projects;
- To define, organize and facilitate the yearly program, offering a variety of activities in both Zug/Zurich and Geneva;
- To coordinate and initiate the publication of information;
- Acting as a mentor to volunteers and members;
- Establishing strategic alliances and partnership with other networks or companies;
- To share expertise and best practices within the organization.

### Standard of Conduct and Confidentiality

Once elected, each board member must perform their duties in a highly professional manner and in the best interest of WISTA Switzerland.

As a principle, Board Members should avoid any action or situations that might result in or create the appearance of using their association with WISTA Switzerland for private gain, giving unwarranted preferential treatment to any individual organization, losing independence of impartiality, or adversely affecting the Associations' reputation or confidence in its integrity.

All information designated as confidential is to be treated as such.

## Board Members' Engagement

Board meetings take place on an at least a monthly/quarterly schedule for the purpose of setting the Association's agenda, monitoring its activities and compliance, and discussing and preparing events. The activities of the Board are guided by the principles of

- Collaborative intelligence;
- Commitment to the cause;
- Mutual respect;
- Excellence in execution;
- Accountability and dependability.

## Skills and Profiles

- Management capabilities in a multi-cultural environment, ideally in a not for profit environment as well;
- Understanding of WISTA International and WISTA Switzerland, its mission and values;
- Track record of collaborative work, sharing knowledge and experiences;
- Demonstrated ability to influence and delegate;
- Fluency in written and spoken English, ideally in another official Swiss language (French, Italian, German) that could be essential in some roles;
- Professional qualifications supporting the role in the board;
- Speaking experience.

## WISTA Switzerland Board Positions

The Board consists of:

- President
- Vice President
- Secretary
- Treasurer
- Geneva Contact Person
- Zug Contact Person
- IT Manager
- Marketing and Social Media Manager

## President

### Role Description

The president is responsible for providing overall leadership in the development and implementation of policies to achieve growth and sustainability of WISTA Switzerland. The lead of the board meetings, maintain control of the activities and preside the meetings of the general assembly.

Besides acting in accordance to a Board Members' role (highlighted earlier), the President is part of the Board, leveraging the input and expertise of other Members and depending on their commitment.

## **Responsibilities**

- Leading and coordinating the vision and strategy, developing clear goals and executing against them;
- Raising funds to support the Association;
- Developing the associations' agenda, leading the board and its activities, including the regular meetings, and delivery of the yearly program;
- Preparation and overseeing the Annual General Meeting;
- Communications and engagement with Members;
- Management of the Board;
- Overseeing and management of external providers;
- Management of volunteers covering technology and tasks attributed to other Board roles that may not be covered;
- Co-supervise the treasury movements (in/out) of the Association;
- Co-approve the Accounts for yearly fiscal declaration ;
- Represent WISTA Switzerland in the events in Switzerland including WISTA International;
- > Additional assignments as necessary

## **Background**

- Minimum of 10 years business, preferably management experience in an international environment, in a broad range of functions, ideally resource and people management, finance and/or budgeting, law;
- Exposure to governmental and not-for profit organizations,
- Demonstrated experience to setting strategies, motivating and leading teams.

## **Requirements As Per WISTA Switzerland's Constitution Act**

- Paid-up member of WISTA CH;
- 2 years' experience as a member of WISTA CH or of any other NWA;
- Participation to at least one International Annual General Meeting;
- Nevertheless, a candidate is eligible for the Presidency if she has already fulfilled one mandate on the Board.

## **Vice President**

### **Role Description**

The VP assists the President in all interactions with Members and outside Partners

### **Responsibilities**

- Together with the President develop the Associations' agenda and take lead in organizing the events held usually once per month;
- Participate in the Board & Members meetings, including WISTA International events;
- Co-examine with the Board to validate the New Members applications;
- Co-Supervise the marketing activities & actions;
- Co-Supervise the Treasury movements (in/out) of the Association;
- Co-Approve the Accounts for yearly fiscal declaration;
- Co-Represent the Association during different non-WISTA Events;
- Communicate with Members to ensure adequate flow of information;

- Co-organization and active participation in all WISTA Events;
- Co-sign WISTA official documents.

### **Background**

- Minimum of 7 years business experience in shipping or trading company, in different functions;
- Preferably leadership experience;
- Demonstrated experience in flawless executions of projects from beginning to end;
- Great team player, motivator and inspirer.

## **Secretary**

### **Role Description**

The Secretary is responsible for ensuring that the administrative requirements of the Association are fulfilled in line with local regulations. She is also responsible for all communications with Members in relation with their memberships, events, etc. The Secretary should also provide overall leadership in the development and implementation of policies to achieve growth and sustainability of WISTA Switzerland.

### **Responsibilities**

- Keep track of the membership list, issue members letters to the new members, as well as include details of the new members to the WISTA Switzerland mailing list;
- Co-examine with the Board to validate the New Members applications;
- Maintain WISTA mailing list and WISTA contact list in mailchimp or other format as may be decided by the Board;
- Prepare and send formal invitations to the Annual General Meeting (together with IT Manager);
- Ensure that a quorum is achieved for Board Meetings as well as the Annual General Meeting by noting confirmations of attendance and requesting proxies from Members not able to attend;
- Prepare Minutes of the Annual General Meetings, Board Meetings, as well as any other organizational documents of the Association;
- In coordination with the IT Manager, distribute any other information to the Members as requested by the Board.

### **Background**

- Minimum of 4 years' business, preferably legal, experience in a shipping or trading company, understanding of Swiss association management, or exposure to governmental and not for profit organizations;
- Experience in legal projects;
- Committed team member with ability to work in autonomy

## **Treasurer**

### **Role Description**

The treasurer is responsible for ensuring the administrative and financial requirements of the Association are fulfilled in line with local regulations. This includes budgeting, account management in conjunction with an external provider and auditing with the elected auditors, if necessary, as well

as providing overall leadership in the development and implementation of policies to achieve growth and sustainability of WISTA Switzerland.

### **Responsibilities**

- Budgeting and preparation of the annual accounts;
- Cash flow follow-up (including co-supervise the Treasury movements (in/out) of the Association);
- Co-approve the annual accounts for yearly fiscal declaration;
- Evaluation and hiring of external accountant and management thereof, if necessary;
- Audit support, if necessary;
- Keep track of the list of paid Members;
- Issue invoices to the Members;
- Managing bank account of the association (together with the President and Vice-President).

### **Background**

- Minimum of 4 years' business, preferably management, experience in a shipping or trading company, understanding of Swiss accounting principles and association management or exposure to governmental and not for profit organizations, or experience in accounting.
- Committed team member with ability to work in autonomy

## **Geneva Contact Person**

### **Role Description**

Her main role is to ensure the internal & external communication with the Association. The Contact Person is the point of contact between the members from the Romandie area and the Association. This role implies being involved in the marketing initiatives/developments & global coordination.

### **Responsibilities**

- Organization of events in Geneva (in coordination with the other regional branches to ensure synergies between all parts);
- Ensure timely distribution of all messages received from WISTA International to Members;
- Create invitations for WISTA CH events;
- Send out invitations for WISTA events to contacts (prospects) list (in coordination with IT Manager);
- Promote WISTA CH during WISTA events as well as other events;
- Ensure contacts (prospects) List is updated collecting Business cards after each Event for further actions promoting WISTA, with regular update to the Board.

### **Background**

- Minimum of 4 years' business, preferably management, experience in a shipping or trading company;
- Experience in marketing/communication;
- Comfortable as user into IT environment;
- Committed team member with ability to work in autonomy;

## Zug Contact Person

### Role Description

The Contact Person is the point of contact between the members from the Zug/Zurich area and the Association. It implies being involved in the marketing initiatives/developments & global coordination.

### Responsibilities

- Organization of events in coordination with the Geneva contact Person to ensure synergies;
- Create invitations for WISTA CH events in Zug/Zurich
- Send out invitations for local events (luncheons, networking drinks, coaching session, etc..) to either WISTA members or global contacts (prospects) list
- Promote WISTA CH during WISTA events as well as other events
- Update linked in pages with News on WISTA Zug/Zurich events
- Ensure contacts (prospects) List is updated collecting Business cards after each Event for further actions promoting WISTA, with regular update to the Board

### Background

- Minimum of 4 years' business, preferably management, experience in a shipping or trading company;
- Experience in marketing/communication;
- Comfortable as user into IT environment;
- Committed team member with ability to work in autonomy.

## IT Manager

### Role Description

With growing use of technologies, IT Manager's role is crucial in being the admin of WISTA CH website, mailing lists and contact list. This role It implies being very familiar with IT environment, involved in the marketing initiatives/developments & global coordination.

### Responsibilities

- Manage WISTA CH website, coordinate website issues with WISTA Int, coordinate IT any IT issues with other Board Members;
- Create invitations for WISTA CH events;
- Send out invitations for events (luncheons, networking drinks, coaching session, etc..) to either WISTA members or global contacts (prospects) list in coordination with Contact person;
- Promote WISTA CH during WISTA events as well as other events;
- Ensure new Members are given a password to access the WISTA International Members section and application;
- If needed, help new Members to insert their profile on the WISTA CH and WISTA International page.

### Background

- Minimum of 4 years' business, preferably management, experience in a shipping or trading company

- Experience in marketing/communication
- Comfortable as user into IT environment
- Committed team member with ability to work in autonomy

## Marketing and Social Media Manager

### Role Description

With growing use of social media, Marketing and Social Media Manager's role is essential in leading marketing and communication efforts of WISTA CH.

### Responsibilities

- Responsible to Association's social media presence, including timely updating social media pages with news on WISTA events (Facebook, Instagram and LinkedIn and any other relevant social media);
- In cooperation with IT Manager, updating WISTA CH website;
- Update the WISTA Switzerland sections with photos and News on WISTA CH.
- Responsible for sharing information on WISTA Switzerland events with WISTA International for publication on WISTA International Newsletter

### Background

- Minimum of 4 years' business, experience in marketing/communication and familiar with the industry best practices;
- Comfortable as user into IT environment;
- Committed team member with ability to work in autonomy.