#  Logo  Description automatically generated Board Application

## **Finance / Board Governance**

Preparation and review of financials and financial statements, review bank statements, submit cheques and payments (including incoming sponsorship, membership, board expenses, etc.), maintain accurate financial ledger, submit paperwork to Society’s BC for any financial documentation requirements, ensure tax returns are filed on timely manner with CRA with/without help from an appointed accountant. Report a financial summary to the board at monthly board meetings. The selected director is expected to attend all monthly meetings (virtually with in person meetings resuming once safe to do so) and is strongly encouraged to attend break-out sessions regarding overall planning for the society. Attendance at WCE events and outreach is strongly encouraged. They must also maintain active communication with the Board via the messaging app Slack and the WCE Gmail account.

The term for each position is a minimum of one-year or two years without requiring that you re-apply.

If you are interested in being part of the passionate WCE Board or Directors, please fill out the following application and return to logistics.wce@gmail.com. Please note that the position does not require previous financial experience, however the applicant should be eager to learn and passionate about supporting our community.

Completed applications will be reviewed by the existing Board, with successful candidates announced in December

2020 (prior to our year‐end event).

## **Applicant Information**

Applicant Name:

Employer:

Discipline/Industry (ie, structural/buildings, civil/mining):

Applicant Signature:

Date:

## **Board of Directors Application**

1. As WCE is only in its second year in the industry, what would you say our primary focus should be in 2021?
2. What would you incorporate into WCE’s strategic plan to ensure we are consistently advancing the achievements of and supporting women in consulting engineering?
3. How do you think we can attract more members to the organization?
4. Describe your strongest leadership quality and how you would employ your talents in WCE leadership.
5. Which other industry or non-industry boards or committees have you been involved in and are you currently sitting on any other boards or committees?
6. Tell us why you think you would make a good director on WCE’s Board of Directors.