

Dear WBE Canada Members,

Within WBE Canada we are committed to ensuring that we have a Board that is representative of our Certified WBE organizations and Corporate Members that support our mission and goals. With this in mind, we would like to seek your support to identify individuals within your organization who may be interested in joining our committees.

Thank you for your consideration,
Nominations Committee

BOARD COMMITTEES

Who do we need?

At the moment we have positions available on our committees for our corporate partners. The time commitment is generally a committee meeting per month (30-90min. each), and responsibility for actions as appropriate. Most of the committees require minimum 2-year commitment.

Expectations from a WBE Committee member.

- Committee Member should attend a minimum of 75% of all the WBE meetings including the monthly committee meetings and any other ad-hoc meetings. They should not miss over 3 consecutive monthly meetings
- If a Committee Member is unable to attend any meetings, they should try to provide prior notice of at least 24 hours to the Committee Chair and WBE President
- Generally, committee meetings would be conducted remotely via teleconferencing. However, Committee Members are encouraged to utilize video conferencing, if possible.
- Committee Members must actively participate in all the committee meetings, discussions and presentations, by taking ownership for actions and tasks to support the Committee and the Board.
- Committee Members should deliver the assigned tasks within the expected date and share them with the committee at least a day ahead of the meeting
- Committee Members are expected to be the advocates for WBE Canada. They should try to onboard members from their organization or other organizations, to various WBE Committees.
- Committee Members could also encourage others to join WBE Canada

What do I do if I or someone from my organization might be interested in one of the WBE Canada's Committees?

Please feel free to share with your network. If you or anyone in your organization might be interested, please complete the attached application form and e-mail to Silvia Pencak at spencak@wbecanada.ca. Nominations Committee will review all applications on a first come first served basis.

Who are we looking for?

	Business Development Committee	Certification Committee	Nominations Committee
Positions available	7	9	5
Currently filled	6	8	5
Currently available	1	1	WAITLIST
Commitment	Meeting - 1hr/mo Other – 1hr/mo	Meeting - 1.5hr/mo Prep - 1hr/mo	Meeting - 0.5hr/mo Other – 1hr/mo
The following skill sets would be an asset to the Committee	<ul style="list-style-type: none"> Background in Business Development, public relations or public service, or with sales and marketing experience. Ability to identify new opportunities, build and execute new strategies for growth. Understanding value and benefits of supplier diversity in public and/or corporate environment Understands market opportunity and business opportunity for Diverse Suppliers through corporations, government, local and international business Understanding public procurement or women entrepreneurship would be an asset 	<ul style="list-style-type: none"> Background in small business or legal would be an asset Understanding/ familiarity of the most common documents required to start a business as these are the documents that are typically reviewed to assess certification applicability: <ul style="list-style-type: none"> Articles of Incorporation Company bylaws (for corporations) Non-disclosure agreements MOU – Memorandum of understanding Operating agreement for an LLC (Limited liability company) Familiarity with different business structures types would be an asset: <ul style="list-style-type: none"> Sole Proprietorships General Partnership Limited Partnership Incorporation 	<ul style="list-style-type: none"> Board of Directors experience would be an asset. Understanding / familiarity of Corporate Supplier Diversity initiatives and Programs and how WBE supports such Programs is required. Knowledge in the following would be nice to have: <ul style="list-style-type: none"> WBE Canada bylaws Recruiting and/or familiarity with staffing process Candidate screening/ interviewing skills Interest/background in talent, HR and/or capability development Must complete a skills assessment form to understand where their skills can be better utilized on the Board
Skillsets/ Abilities/ Characteristics:	<ul style="list-style-type: none"> Strategy Development Diversity thought leadership Entrepreneur mindset Experience in providing input on policy development 	<ul style="list-style-type: none"> Ability to be impartial and objective Be approachable Good communication skills Tact, judgement, discretion and listening skills Willingness to accept responsibility 	<ul style="list-style-type: none"> Ability to be impartial and objective Be approachable Good communication skills Tact, judgement, discretion and listening skills Willingness to accept responsibility
Other:	<ul style="list-style-type: none"> Commitment to the mission of the organization Sufficient time to devote to the committee Understanding the role of the committee Dedication 		