
Call for Programming Director

Applications are now being considered for the **2026 WCE Vancouver Co-Programming Director position**. The Board plays an important role in steering the strategic direction of WCE and develops meaningful programming and events for members throughout the year.

Position Term and Time Commitment

The term for each position is a minimum of one year, with a maximum of two years before requiring that you re-apply. Directors are expected to attend and participate in monthly board meetings and take an active role in as many WCE events and activities as possible. **Approximately 15 hours per month time commitment.**

Please note that the position does not require previous board experience. However, the applicant should be eager to learn and passionate about supporting our community.

Application Submission

If you are interested in being part of the WCE Vancouver Board of Directors, please fill out the following application and return to chair@wcevanancouver.com. Applications are due **Monday, May 11, 2026**.

Completed applications will be reviewed by the current Board, and shortlisted candidate(s) will be voted on by WCE members and the successful candidate will be announced by May 30, 2026.

Programming Director Responsibilities

Collaborate with the current Co-Programming Director to plan and organize WCE member events. Maintain a list of annual events, work with the Sponsorship Director to liaise with sponsor companies to schedule events, book event venues, catering, beverages, and decorations. Liaise with vendors/venue personnel to ensure smooth execution of events, support as key point of contact for event coordination. Coordinate marketing materials for events (print-outs, posters, décor, etc.) with the Communications and Logistics Directors. Create an event schedule and coordinate speakers/host and activities for the event. Provide summary of events and upcoming events for WCE Newsletter. Recruit and manage the Programming Committee. Report a programming summary to the board at monthly board meetings.

Applicant Information

Name: _____ Email: _____

Employer: _____ Discipline/Industry: _____

Board of Directors Application

1. Are you a WCE member?

Yes No

2. Are you based in Greater Vancouver?

Yes No

If no, please specify: _____

3. Why are you interested in serving on the WCE Vancouver Board?

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. What previous background do you have that would make you a good candidate for this position?

7. Based on your understanding of our core values and previous initiatives, what would you like to see WCE achieve this upcoming year to continue supporting women in consulting engineering?

Applicant Signature: _____ Date: _____