BOARD APPLICATION

Call for Directors

Applications are now being considered for the following positions for the 2027 Women in Consulting Engineering (WCE) Vancouver Board of Directors:

- Logistics
- Membership

The Board of Directors is committed to the mission and core values of WCE and acts in the best interests of the organization. This is a Working Board, which plays an important role in steering not only the strategic direction of WCE, but also developing meaningful programming and events for members throughout the year. While each director leads their own portfolio, they work closely with the rest of the Board and are expected to contribute to WCE initiatives as a whole, from helping run events to shaping where the organization goes next.

Position Term and Time Commitment

The term for each position is a minimum of two years, beginning January 1, 2027, without requiring re-election. Directors are expected to prepare for and participate in monthly board meetings and attend a minimum of 8 WCE events and activities (incl. programming events, WCE Socials, outreach events, etc.). Board meetings are primarily hosted in person, with hybrid hosted as needed.

Approximately 15 hours per month time commitment, depending on event schedule.

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.vancouver@wcecanada.com.

Applications are due Friday, November 6, 2026 at 11:59PM PDT.

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 at WCE Vancouver's Annual General Meeting on Thursday, November 26, 2026. Please note that shortlisted candidate(s) may be contacted for a short interview prior to member voting during the week of November 9, 2026.

See role descriptions on page 2 and application on pages 3-4.

Logistics Director Responsibilities

- Organize, schedule, and coordinate venue for monthly board meetings, including distributing invite and agenda
- Document and distribute board meeting minutes
- Procure, store, and deliver WCE inventory to and from events, including business cards, office/printing supplies, and event decorations
- Set up event ticketing platform and virtual events as required while coordinating with the Communications Director to gather the necessary marketing materials
- Participate in all events planning and execution through preparation of name tags, greeting attendees at the front desk, and assisting board directors with their responsibilities, where possible
- Manage online file storage via SharePoint, and communications via Outlook and Teams
- Manage WCE's general email account (including responding to or forwarding emails)
- Manage the Website Committee to ensure the website is up to date, and coordinate as required with the Communications Director
- Coordinate materials for the Annual General Meeting (AGM)
- File Annual Report each year with Societies BC, and any updates throughout the year as required
- Support Chair/Co-Chairs with general administration

Membership Director Responsibilities

- Organize, monitor, and update the membership and volunteer databases
- Secure members, liaise with members at events, and conduct outreach through means including the annual membership survey
- Support event planning and assisting board directors with their responsibilities, where possible
- Coordinate the Annual Member Survey with WCE Canada, analyze results, and present the outcomes to the board and members at the Annual General Meeting (AGM)
- Lead the production and publication of the WCE quarterly newsletter, which involves gathering information from other portfolios, coordinating with the Communications Director for Newsletter graphics, and distributing to members
- Identify and implement opportunities to increase membership growth
- Track attendance at events for repeat attendees, no shows and other metrics
- Plan and organize the annual volunteer appreciation night
- Co-organize and host approximately nine WCE Socials annually with the Mentorship Director
- Report a summary of current membership status to the Board at monthly board meetings

Applicant Information

Name: _____ Email: _____

Employer: _____ Discipline/Industry: _____

Please indicate which Board of Director position(s) you are applying for:

☐ Logistics ☐ Membership

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: _____