



VOLUNTEERING WITH THE WBN

The Vancouver Island Women's Business Network (WBN) supports and encourages women in business through mentorship, education and networking and is guided by the values of integrity, learning, contribution, community, empowerment, friendship, acceptance and fun.

The WBN is dedicated to the learning and growth of its members and encourages members to contribute to the organization, advance their skills and knowledge, while deepening their relationships and networks.

The WBN continues to be successful because of our volunteers and members. The WBN has no paid staff and, therefore, is dependent upon members contributing in some way through volunteerism. By choosing to volunteer, WBN members directly impact every positive aspect of this non-profit organization - the short-term planning and the running of the programs and events and the long-term creation of a sustained and strong leadership. Volunteer contributions from our members are the primary way to ensure the growth and success of our uniquely beneficial organization.

The primary goal is to continue to support our success on a foundation of volunteerism where members can contribute, learn, and grow in relationship with other like minded women.

WHO IS THE WBN VOLUNTEER?

The WBN volunteer is a woman who understands the intrinsic value of commitment and giving, is attracted to the idea of working together with other motivated women, and values being in a learning environment.

The WBN volunteer chooses to give, to create and to play a pivotal role in building something that can be truly rewarding to others.

The WBN volunteer understands the concept of "what goes around, comes around" and "what I give benefits my community and thus, benefits me."



LEVELS OF VOLUNTEERING

The WBN has established three levels of volunteering based on the type of activity, hours of commitment, contribution and responsibility required.

Executive Volunteers:

Executive volunteers are the WBN Board of Directors whose responsibilities involve the planning and financial operations of the organization including strategic planning, budgeting, bookkeeping, membership management, communications, newsletter, public relations, website maintenance, policy, meetings, events, education and mentorship.

This role involves monthly attendance of the Board meetings, the Connecting Women Mixers, the WBN lunches, special events and possible additional time on committees. The average time commitment is 10 hours per month.

Committee Volunteers:

Committee volunteers are WBN members who support the Board of Directors in a role specific to a board portfolio (example: special events committee).

This role is supervised by a Director. This volunteer has a moderate amount of responsibility. Duties typically include assisting the Director with planning and executing duties as pertaining to the Board portfolio. The committee volunteer is not expected to attend board meetings. Committee volunteers can expect to contribute 15 - 20 hours of volunteer time over the course of a year.

Special Events Volunteers:

Special Events volunteers are WBN members who assist on the day of a specific event, such as the annual Business Symposium or Silent Auction.

This volunteer will fulfill a specific duty under the supervision of either the Volunteer Coordinator of that event or the Director of Special Events. Typical duties may include processing registrations, set-up, take-down, greeting, and other duties specific to the type of event. Special Events Volunteers can expect to contribute between 3 - 8 hours depending on the event. It is expected that the volunteer will also be attending the event and thus, would not be 'working' for the entire time.

BENEFITS OF VOLUNTEERING

There are many benefits of volunteering, many being intangible. These include:

- **Knowing** that you helped an organization/cause/event grow and become successful
- **Learning** – volunteering is always an opportunity to learn and grow in a leadership capacity
- **Sharing** – knowing that others may learn and grow from your shared experience and ideas
- **Creating** – helping build something that in the long run, will benefit you as it benefits others
- **Reputation** – taking on a leadership role expands your reputation in the community and beyond
- **Good will & trust** – when you fulfill a commitment with a positive attitude, people come to trust and respect you

RECOGNITION

The WBN takes pride in the contributions that we collectively make and we give thanks and gratitude to those who choose to share their talents and time to help build a dynamic and resourceful organization.

In recognition of the valuable contributions made by our volunteers, the Association has established the following **Volunteer Recognition Program**:

Executive Volunteers - WBN Board of Directors.

- Receive a free one year membership for the year following one full year of service on the Vancouver Island Women's Business network Board of Directors
- Each full year of volunteer contribution will be recognized with a subsequent year of free membership.

Committee Volunteers - WBN members who sit on a committee for up to one year and provide not less than 15 hours of committee volunteer work.

- Receive 25% off the cost of membership renewal for the year following their service.

Special Event Volunteers - WBN members, who are not on the Board of Directors, who volunteer on the day of a WBN special event assisting with the set-up, registration, production or take down at a special event.

- Receive admission to that event at 50% discount of the member registration fee for that event (previous sign-up required and does not include the monthly Mixers).

NOTE: No other reductions will be applied, unless otherwise stated by the Board of Directors.



HOW TO BECOME A VOLUNTEER

Board of Directors:

WBN members who are interested in volunteering on the **Board of Directors** can contact the 1st Vice President of the Board for more information.

The WBN holds its Annual General Meeting in June of each year at which time new board members are nominated and accepted onto the board.

There are occasions when the Board of Directors needs to fill a vacant board portfolio part way through the year, so members are encouraged to make their interest known throughout the year.

Committees:

For information on volunteering on a **Committee**, members can either contact the President or the Director on whose committee the member is interesting joining.

Special Events:

To volunteer for a **Special Event**, contact the Director of Special Events.