



## **WOMEN IN PUBLIC FINANCE**

### **CALL FOR APPLICATIONS FOR COMMITTEE MEMBERSHIP**

Women in Public Finance is currently accepting letters of interest from women interested in serving on committees of the Board of Directors of Women in Public Finance, with terms beginning in January 2019. Serving under the direction of the Chair, committees provide the 'womanpower' necessary to further the Board's mission of supporting and advancing the careers of women in public finance by fostering relationships and networking, and providing educational and learning activities and forums. Interested individuals should please review the information below and submit a letter of interest.

#### **Background Information**

Women in Public Finance (WPF) is a nonprofit, educational and professional networking organization for women in the municipal finance industry. Founded in 1997, WPF began with a concentration in the mid-west, but has expanded its reach over the years through formation of 17 regional Chapters and ultimately drawing interest and participation from all over the United States. Members in the organization represent many facets of the industry and include state and local government issuers, investment bankers, commercial bankers, attorneys, financial advisors, rating agency analysts, bond insurers and trust officers among others. Each year WPF holds a conference to gather these professionals together for an educational and networking forum. In addition, WPF typically hosts philanthropic or community events throughout the year. The Board is currently implementing a Strategic Plan to support and obtain the goals of an expanded mission.

For additional information, visit our website at [www.wpfc.com](http://www.wpfc.com)

#### **The Board of Directors**

Women in Public Finance is governed by an 18-member volunteer Board of Directors made up of women of diverse backgrounds in various stages of their careers within the public finance profession, including attorneys, financial advisors, investment bankers, underwriters, trust officers, credit analysts, bond insurers and issuers.

The Board coordinates benefits for WPF members through the following committees:

- Chapters
- Communications
- Community Service
- Conference
- Education
- Finance/Sponsorship
- Governance and Leadership
- Membership
- Mentorship
- Scholarship

***Responsibilities of Committee Members.*** The responsibilities of committee members vary by committee but usually include at a minimum the following:

- Perform duties as assigned in order to accomplish the objectives of the committee
- Attend committee meetings by phone, usually monthly but can be more frequent in preparation for special events and activities
- Attend Board and committee events and functions, as needed
- Attend Board Meetings by phone, as needed
- Chair or co-chair sub-committees, as needed
- Actively promote and implement WPF's strategic plan

***Expected Time Commitment.*** Time commitments vary based on the scope and nature of each committee and its responsibilities. Committee members should anticipate dedicating a minimum of five hours per month to committee duties. Additional time may be required for periodic Board or committee events, including but the annual Conference, community service activities, educational programming, and networking engagements.

*The Board welcomes all dedicated, enthusiastic and creative women to apply!*

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## **Submitting a Letter of Interest**

Interested individuals should submit a letter of interest including the following:

- Candidate's name, contact information, employer, position and title, and public finance role.
- Whether the candidate has previously applied for WPF Board membership; and if so, when.
- A brief description of the candidate's work experience, particularly work in the field of public finance (a resume may be attached in lieu of the description).
- A list of other boards, committees, professional organizations, community or philanthropic groups in which the candidate is or has been involved with including volunteer work with a WPF Chapter.
- A brief description of the candidate's participation in past WPF events including current Chapter affiliation, if any.
- The candidate's reasons for wanting to serve on a committee.
- The candidate's top two choices for committee membership (using the committee list above) and the skills and resources the candidate possesses that will contribute to the success of the committee.
- Acknowledgment of the time commitment.
- Any other information that might be of interest to the Board.

Letters of interest and any questions should be submitted by e-mail to the Nomination Committee at [info@wpfc.com](mailto:info@wpfc.com) by **Friday, December 7<sup>th</sup>**.

**The Nomination Committee reserves the right to hold informal phone interviews with all applicants. Applicants will be notified of decisions after January 15, 2019.**

**Thank you for your interest in Women in Public Finance.**