



## **WOMEN IN PUBLIC FINANCE**

### **CALL FOR APPLICATIONS WOMEN IN PUBLIC FINANCE BOARD OF DIRECTORS**

Women in Public Finance is currently accepting letters of interest from women interested in serving on the Board of Directors for Women in Public Finance for a term of three years, beginning January 1, 2020. The Board is also accepting nominations from each Chapter for a Board member who will be designated as a Chapter Representative (limited to one nominee per Chapter). Interested individuals should please review the information below and submit a letter of interest by November 1, 2019.

#### **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 current formation of 20 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.

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

#### **Board Membership**

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. Each Director serves a three-year term, and each year the Board selects the new class of Board members. Each class of six Directors is to include two representatives nominated by their Chapters, subject to the selection committee's approval. Board members typically have at least five years of experience within public finance and are committed to continuing a career in public finance.

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

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

***Responsibilities of Board Membership.*** The responsibilities of Board Membership include a variety of activities, including:

- Attending 1-2 Board meetings each month by phone,
- Attending two in-person Board Meetings – first in-person meeting scheduled for January 14, 2020,
- Chairing, co-chairing or participating on a board committee,
- Participating in the planning of the annual WPF Conference in conjunction with the Host Chapter, and
- Actively promoting and implementing the strategic plan

***Expected Time Commitment.*** As the Board is a working Board, a significant time commitment is expected of each Director. Time commitments vary based on level of office held, and the scope and nature of committee responsibilities. A Director should anticipate dedicating a minimum of five hours per month to Board duties. Additional time may be required for periodic Board events, including but not limited to the annual Conference, community service activities, educational programming, and networking engagements.

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

### **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 Board membership or held a Board position; and if so, when.
- Employer's annual conference sponsorship level for the previous two years, if applicable.
- 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 at the National or Chapter level of WPF.
- A brief description of the candidate's participation in past Women in Public Finance events including current Chapter affiliation, if any.
- The candidate's reasons for wanting to serve on the Board of Directors.
- 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 to the Board.
- Any other information that might be of interest to the Board.

For Chapters, if nominating a candidate to serve on the Board of WPF, in addition to the information above, please submit the following:

- Name of Chapter nominating the individual.
- Name of Chapter President.
- A brief description of the candidate's involvement at the Chapter level of Women in Public Finance
- A brief description of compelling reasons for the candidate's nomination to the Board.

Letters of interest and any questions should be submitted by e-mail no later than **November 1, 2019** to the WPF President at [Samantha.funk@pnc.com](mailto:Samantha.funk@pnc.com).

**The Nomination Committee reserves the right to hold informal phone interviews with all applicants. Applicants will be notified of decisions no later than December 6, 2019.**

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