



# WOMEN'S BOND CLUB

LEAD. LEARN. RETURN.

## **Women's Bond Club Committee**

Are you interested in becoming more involved with the Women's Bond Club and getting the most out of your membership? If so, we recommend that you join one of our committees. Participating in a committee is a great way to network with other members while also helping the Club.

We have many roles across our committees and are sure one will suit your inclinations, skill set and schedule. Below is a brief description of each committee and the types of activities performed by them. To learn more about a particular committee, please contact the Committee Chair(s) via e-mail or speak with them or other board members.

If you are already actively volunteering, **THANK YOU!**

### **Events Committee**

Co-Chaired by Board Members Vicky Hayes ([vhayes@tiaa-cref.org](mailto:vhayes@tiaa-cref.org)) and Margaret Morrison ([margaret.morrison@ey.com](mailto:margaret.morrison@ey.com)) The Events Committee plans monthly events for the Women's Bond Club, working closely with the corporate member firms that sponsor and host the events. The committee may also be involved with some of the smaller, targeted events that are held each year. Committee work includes identifying corporate member firms to host events and assisting the host with brainstorming concepts for each event. In instances where there are two or more corporate sponsors for an event, the ability to facilitate communication and coordination is required. Committee members may also be called upon at the actual events to help register attendees and answer questions.

We need volunteers who have some knowledge of event planning, strong attention to detail and in general, the ability and desire to attend as many events as possible. We also have a renewed focus on obtaining, interpreting and utilizing attendance metrics for more targeted planning opportunities. The time commitment averages 2 to 3 hours per event. Participation can be performed individually or as part of a team of committee members. Most of the required participation can be done over the telephone with occasional in-person meetings. The committee meets monthly either in-person or via conference call.

## **Community Outreach Committee**

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Co-Chaired by Board Members Mayra Sacco ([mayra.sacco@bnymellon.com](mailto:mayra.sacco@bnymellon.com)) and Anna Ewing ([anna.ewing@nasdaqomx.com](mailto:anna.ewing@nasdaqomx.com)). This committee runs the Club's charitable giving program as well as the scholarship, mentoring and internship jobs programs. Your involvement would include working directly with promising young women interested in building a career in business and finance, liaising with charitable organizations, coordinating scholarship and mentoring programs and more.

Interested members may join any one of the four sub committees: Scholarship Program, Mentorship, Internship/Jobs and Charitable Giving. Many of the activities are dispersed throughout the year, so you have the opportunity to choose an activity that suits your interests and availability.

Community Outreach is a very active committee and we are looking for committed volunteers that want to make a difference. The ideal volunteer is energetic, has good communications skills, is organized and likes working in teams or in some cases independently. Good editing skills are a plus if you are interested in the internship/jobs committee.

The time commitment can range between 2 to 10 hours per month depending upon your role and planned activities. Monthly meetings are held via conference call with quarterly optional in-person sessions.

## **Marketing & Communications Committee**

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Chaired by Board Member Linda Wittich ([linda.wittich@toplinefocus.com](mailto:linda.wittich@toplinefocus.com)). This committee runs all marketing and communications associated with the Women's Bond Club and is responsible for promoting the Club and brand: "Lead. Learn. Return."

As a team we manage on-going responsibilities as well as special projects. Our regular duties predominantly center on written communication and we are now embarking upon multimedia platforms. We chronicle each of our educational events and work with liaisons to obtain stories on our community outreach and other programs. We are also responsible for maintaining the Women's Bond Club brochure and assisting other committees with marketing and other communications.

We need volunteers that have exposure to, or interest in, web 2.0 technology. We also have a continuing need for volunteers to interview members, create content (written, photo, video), edit content and manage administrative projects such as our new press release strategy. The time commitment is flexible and typically requires 4 to 8 hours per month, including monthly team meetings that rotate between phone calls and in-person sessions.

## **Corporate Outreach and Membership**

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Co-Chaired by Board Members Karen Lorentz([klorentz@nyx.com](mailto:klorentz@nyx.com)) and Suzanne O'Connell ([smcoyne@us.ibm.com](mailto:smcoyne@us.ibm.com)). This committee identifies and targets financial service firms whose diversity programs could benefit from membership in the Women's Bond Club and/or firms who would further complement the WBC corporate membership roster. The committee taps into the WBC's broad network when targeting new corporate member firms, prepares presentation material, educates senior executive decision makers regarding Women's Bond Club benefits and initiates on-boarding of both new corporate and individual members.

Co-Chairs and committee members work with existing corporate members to maximize membership value and "tee up" new initiatives as appropriate. In addition, members often assist current corporate member firms with their own outreach and networking events. The committee also works with our corporate member firms and other industry groups to identify and share best practices.

Corporate Outreach assists other committees achieve their goals by leveraging our relationships with member firms. For example, members work with the Events Committee to plan New Member events and review monthly membership attendance statistics to help ensure that our corporate member firms are maximizing their membership. A Membership Coordinator assists the committee with on-boarding new members and managing their participation.

Committee members should have good communication, interpersonal, and organizational skills to support extensive liaison work with current members and on-boarding of new members. Committee members should be able to work independently as well as in collaboration with a team. Most committee work is flexible and can be completed as the member's schedule permits.

Corporate Outreach meets monthly either in person or via conference call and the time commitment is 5-10 hour/month including the monthly meeting.

## **Merit Award Dinner Committee**

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Co-Chaired by Board Members Andrea Ianniello ([aianniello@optonline.net](mailto:aianniello@optonline.net)) and Diane Sinti ([dsinti@deloitte.com](mailto:dsinti@deloitte.com)) The committee plans the Club's Merit Award Dinner, which will be held in the Spring. This Women's Bond Club Ceremony is one of the biggest Financial Services Industry networking events hosted by industry leaders. Through the Merit Award Dinner venue the Club provides market relevant key note speakers and topics, honors women who have provided exceptional leadership within the financial services industry and in the general market place and raises funds for our charitable programs. There are many opportunities for you to contribute to the Club's biggest public facing and fund raising event. You can work on the nominations for the Merit Award, Isabel Benham Award and the Rising Stars, sell tables or liaise with the event planner to ensure that we have a very special evening. We meet weekly by phone from October through April. The time commitment increases as the event nears with most participants spending 4+ hours per month in the three months preceding the event.

## **Targeted Programs Committee**

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Chaired by Board Member Siobhan Dunn ([siobhan.dunn@morganstanley.com](mailto:siobhan.dunn@morganstanley.com)). This committee focuses on coordinating events and programs targeted to special interest groups within the Women's Bond Club: the Rising Star Program and the Senior Women's Dinner. Committee members ensure that events reach the intended audience and achieve our objectives. We work closely with the Events Committee to align schedules, events and sponsors. We also serve as a platform to implement any new Women's Bond Club events. The time commitment is 1 to 3 hours per month with increasing involvement leading into the start of a program. Meetings are usually held via conference call with one or two in person meetings over dinner per year.

## **Finance Committee**

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Chaired by Board Member Denise Byrd Gangi ([denise.byrd@broadridge.com](mailto:denise.byrd@broadridge.com)). The Finance committee performs various activities to ensure our financial integrity. This year it includes implementing an Investment Committee, maintaining Administrative Policies, providing financial transparency to board members and overseeing the resolution of budget exceptions. The committee will include the roles of Deputy Treasurer, Investment Committee Liaison, Administrative Policies Manager and Financial Controller. The time commitment is 5 to 10 hours per month including a monthly committee conference call.

## **Technology Committee**

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The Technology Committee is a short-term special committee formed in 2012 and chaired by Marla Dans ([marla.dans@morganstanley.com](mailto:marla.dans@morganstanley.com)). The committee's goal is to modernize and streamline the technology systems used by the WBC Board of Directors and WBC Membership. Initially, the committee will focus on defining requirements and researching state of the art technology platforms and products to replace existing membership and event management systems, including CRM, document repositories/file sharing, reporting, financials, website content management, eBlasts, social media, and event management. When the solution is finalized, the committee will also define and execute the migration and implementation plan, including procurement, defining workflows, managing vendors, system setup and configuration, migrating historical data, creating reports. The committee needs volunteers with IT systems architecture, technical, or project management skills. The time commitment will ultimately depend on the selected solution and is likely to be between 4 to 8 hours per month including twice-monthly committee conference calls. This promises to be a fun, dynamic, and challenging "all-girl" IT project with wide exposure to WBC Board Members and their committees and an opportunity to develop new skills, flex existing skills, and expand your leadership experience.

## **Floating Volunteers**

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If you can't meet the on-going time commitments of a committee but would still like to be involved, please join our Floater List? Floaters will be called on an ad-hoc basis to help when one of the committees need additional support with one-time events or tasks. If interested, e-mail [businessmgr@womensbondclub.com](mailto:businessmgr@womensbondclub.com).