

BPW NZ YOUNG BPW REPRESENTATIVE

The Young BPW Convenor coordinates the activities of and provides leadership to members of BPW NZ under 36 years of age. She works with the Vice President - Membership to promote BPW to younger women throughout NZ. She works with the Vice President - Issues to identify and address issues of concern to younger women. She works with the IT administrator to manage the Young BPW section of the website and Facebook activities.

ROLE

- **Promote BPW** to young women throughout New Zealand
- **Promote Young BPW NZ internationally.**
- **Respond to enquiries** and send out information about Young BPW membership.
- **Provide support and advices for clubs** to attract and retain young members.
- **Liaise** with the Young BPW International Representative, the Young BPW Asia-Pacific Regional Co-ordinator and members internationally.
- **Identify issues** specifically of interest to young BPW members, disseminate information and encourage Young BPW to become involved in addressing issues within their clubs and/or task forces and/or specific projects.
- Maintain a community for effective communication among Young BPW NZ,
- **Maintain the Young BPW data base and social media**, undertake surveys and provide reports to the Executive as required.
- **Promote member development programs** to Young BPW – Keys to Achievement, the BPW NZ Mentoring Program, Regional Training Days, other seminars and programs for members.
- **Compile a monthly Young BPW membership item** for the BPW NZ Newsletter.
- **Provide a report of Young BPW activities** to the bi-monthly Executive meeting and to the annual Conference.

Key Attributes for the role:

- Passion for BPW core values and goals.
- Genuine commitment to the development of the professional and leadership skills of young women.
- Computer literacy, email access and internet search skills.
- Initiative and enthusiasm.
- Commitment and responsibility.
- Effective communication and professionalism.
- Able to attend annual Conference.
- Outcome Focused and **ACTION ORIENTED.**