



## Impact Committee Charter

“Impact” is one of 100WF’s three pillars, along with Education and Peer Engagement. 100WF’s Impact pillar strengthens and diversifies the global finance industry’s investment and executive talent, and creates purposeful pathways toward careers in finance for pre-career young women of all backgrounds. The Impact pillar is a direct expression of 100WF’s 30x40 Vision in which women will occupy 30% of investment team roles and executive positions by year 2040. (Adopted by the 100WF Global Association Board, September 2019). The Impact Committees will play a role in expanding the pipeline of female talent entering the finance industry with the objective of reaching our 30X40 goal.

### Purpose

The Impact Committee exists to enable and facilitate opportunities for 100WF members to participate in the 100WF Impact Pillar in their local communities.

Generally speaking, the Committees create opportunities for engagement between 100WF member role models and pre-career young women for the purpose of encouragement towards careers in the finance industry. The Committees, under the leadership of 100WF’s Global Director of Pre-Career Initiatives, will liaise with external local Program Partners to develop programs and activities (and gain access to pre-career young women) to fulfill this aspect of its charter. The Committees will also conduct due diligence on potential local Program Partners to evaluate suitability for 100WF support (which includes program collaboration and, in certain instances, grants).

### Responsibilities

The Impact Committee is charged with the following responsibilities, depending on location (see distinctions at the end of this document):

- Organizing local 100WF member volunteers for direct engagement with pre-career young women as local role models, school speakers and/or mentors. (\*)
- Organizing local Pre-Career Initiative events in collaboration with local Program Partners, or Leadership Council firms. (\*)
- Researching possible Program Partner organizations in the location, some of which may be past beneficiaries of 100WF (\*\*). Performing due diligence, determining suitability of local Program Partner organizations for 100WF program collaboration (and, in certain instances, grants).
- Managing other approved local philanthropic activities for 100WF (such as charity walks, or small fundraisers for 100WF’s Pre-Career Initiative or local Program Partners). (\*)

## Membership and Leadership

The Impact Committee is composed of 100WF members and is led by a chair and vice-chair. The committee is supported by the Global Director of Pre-Career Initiatives and in certain locations by a local, paid Coordinator of Pre-Career Initiatives (a 100WF staff person) focused on pre-career initiatives.

## Meetings

Normally the committee will meet quarterly and at other times the chair(s) deem necessary.

## Impact Committee Roles (Position Descriptions Attached)

- **Due Diligence Committee Member**
- **Impact Alignment Committee Member**
- **Member Engagement Committee Member**
- **Fundraising & Sponsor Relations Committee Member**

*Location differences:*

*(\*) Where there is a local paid Coordinator of Pre-Career Initiatives (a 100WF staff person), these activities will be done by that person. In locations without this role, it will be done by volunteers on the committee*

*(\*\*) Where there is a local paid Coordinator of Pre-Career Initiatives (a 100WF staff person), these activities will be done by that person in collaboration with the committee. In locations without a local staff person, it will be done by volunteers on the committee*

## Grant Partner Approval Process



## **Position Descriptions**

### **Due Diligence Committee Member**

Due Diligence (DD) committee member is a key collaborator within the 100WF Impact Committees. The DD committee member serves as a steward of the organization's reputation and assesses risks related to partnerships with nonprofit and strategic partners.

Key Responsibilities:

- Conduct risk, reputation and financial health examinations on applicants
- Review grant applications, identify red flags, identify irregularities within the application
- Review and approve findings submitted by other members
- Review financial and other documents submitted by the applicants
- Review applicant's background, leadership and staff
- Review programs and budget
- Order further research as needed
- Approve and score all grant applications
- Determine and recommend grant amount
- Work with Global Director to set risk assessment criteria for the location

Due Diligence committee members are required to attend Submittable grant management platform training.

### **Impact Alignment Committee Member**

Impact Alignment (IA) committee member is a lead collaborator within the 100WF Impact Committees. The IA committee member serves as a strategic leader for the location's impact strategy and ensures that nonprofit and strategic partners are closely aligned with the 100WF mission.

Key Responsibilities:

- Review grant applications and confirm mission alignment in accordance with 100WIC framework
- Review and approve findings submitted by other members
- Review programmatic details and D&I information
- Review applicant's background, leadership and staff to assess capabilities
- Order further research as needed
- Interview applicant leadership and check references
- Approve and score all grant applications
- Work with Global Director to set impact assessment criteria for the location

Impact Alignment committee members are required to attend Submittable grant management platform training.

## **Position Descriptions (Continued...)**

### **Member Engagement Committee Member**

Member Engagement (ME) committee member is a key collaborator within the 100WF Impact Committees. The ME committee member serves as a liaison between 100WF members and nonprofit and strategic partners.

Key Responsibilities:

- Meet with nonprofit partners and learn about their volunteer resource needs
- Conduct survey to learn about volunteering interest within the local membership community
- Communicate volunteer opportunities with members in the community as they arise
- Match and connect volunteers with nonprofit organizations
- Collect general information and maintain records of volunteer hours
- Provide quarterly updates to the Impact Committee on volunteer engagements

Member Engagement committee members are invited to recommend nonprofit organizations for grant award consideration.

### **Fundraising & Sponsor Relations Committee Member**

Fundraising & Sponsor Relations (FSR) committee member is a key collaborator within the 100WF Impact Committees. The FSR committee member serves as a liaison between 100WF leadership and sponsors.

Key Responsibilities:

- Build and maintain relationships with current and prospective sponsors in partnership with 100WF leadership
- Communicate sponsorship and fundraising needs with membership
- Share and socialize sponsorship materials with current and prospective sponsors as needed
- Collaborate with 100WF leadership to build fundraising pipeline
- Assist with sponsor and donor communications during key fundraising events
- Provide guidance and help shape annual fundraising plan
- Deliver and present annual impact reports (prepared by 100WF staff) to supporters and sponsors

Fundraising & Sponsor Relations committee members are invited to recommend nonprofit organizations for grant award consideration.

## Chair & Vice Chair Position Description

The Impact Committee Chair and Vice Chair serve as a leadership team with a goal to steward 100WIC's mission and strategic plan. In consultation and collaboration with the Global Director, the Chair and Vice Chair leadership team leads facilitation, coordination and communication – ensuring that the committee members are actively engaged in the achievement of the Committee work plan.

### Key Responsibilities:

- Assists with recruiting new committee members
- Attends and leads committee meetings in partnership with the Global Director
- Oversees the Due Diligence and Impact Alignment committee approval processes during annual grant cycle
- Oversees Member Engagement and Donor Relations activities and allocates volunteer resources accordingly
- Makes recommendations to Global Director for Impact work plan execution based on committee experience
- Collaborates and coordinates with the Global Director in developing communication to Global Board Sub-Committee and the Global Chair of Due Diligence
- Guides, inspires and leads all committee members volunteers in their respective roles
- Represents 100WF while attending both internal and external Impact related public events