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YoungWomenInLaw.com

## INDEPENDENT DIRECTOR

### Overview

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Young Women in Law (YWL) is a not-for-profit organization that aims to provide young women lawyers in their early stages of practice with a platform and the tools to connect with other lawyers, enhance their skills and give back to their community. YWL also provides support to young women lawyers as they navigate the early stages of their career, seek to make career transitions and strive to balance work with their personal life.

The Board of Directors is a team of women lawyers who direct the organization. Each Director fulfills a specific role and manages the responsibilities associated with her portfolio. The Directors work together to put on exciting events and other activities to further YWL's mission statement.

### General Information

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- The term of office is two (2) years.
- Board members must be YWL members in good standing.
- Board members are required to attend monthly meetings. Board meetings are held on the second Tuesday of each month.
- Board members are also expected to attend quarterly meetings with YWL's Advisory Board.
- Board members are strongly encouraged to attend YWL's events.

### The Role

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YWL has two (2) Independent Directors. In this role, you will be working works closely with the Board of Directors to identify risks and opportunities, and to support the organization's initiatives. The incoming Independent Director will also be responsible for YWL's Career Coaching Program. In particular, your duties will include:

- Planning and implementing the YWL Career Coaching Program.



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- Ensuring the timely identification of material risks to YWL and the implementation of appropriate systems and processes to identify, monitor and manage material risks.
- Providing recommendations and feedback to the Board of Directors on the various activities and affairs including events and initiatives.
- Attending YWL Board of Directors meetings, Advisory Board meetings and acting as an engaged member of the Board.
- Assisting with YWL's events and initiatives, as required.
- Promoting YWL to your network of associates, colleagues and friends.

## Requirements

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As well as supporting the objectives and purposes of YWL, to be considered for this position you must be able to meet the following requirements:

- Excellent organizational skills.
- Proven track record of effectively partnering with team members, external organizations and partners.
- Ability to work collaboratively with others.
- Demonstrated leadership skills.

Additionally, the following attributes/experiences are appreciated (but not required):

- Experience with strategic plans, budget planning and strategic direction.
- Knowledge of the relevant legislation that governs not-for-profit corporations in Canada.