



NAWA

Network of Actuarial Women and Allies

Volunteer Handbook

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Table of Contents

The NAWA Why	2
Governance and Core Tenets	3
Volunteering at NAWA	4
Why Volunteer for NAWA?	4
What Do Our Volunteers Look Like?	5
Impact Committees	6
Community & Connection	6
Partnerships	7
Learning & Development	9
Measurement & Awareness	10
Membership & Outreach	11
Volunteer Roles & Responsibilities	13
Roles within Impact Committees	13
Contributor	13
Dreamer	14
Board Member	15
Leadership Council	16
Board Liaison	17
Vice President	18
Assistant Vice President	19
Social Media Manager	20
Communications Manager	21
The NAWA Commitment	22
You're an Official NAWA Volunteer... Now What?	23

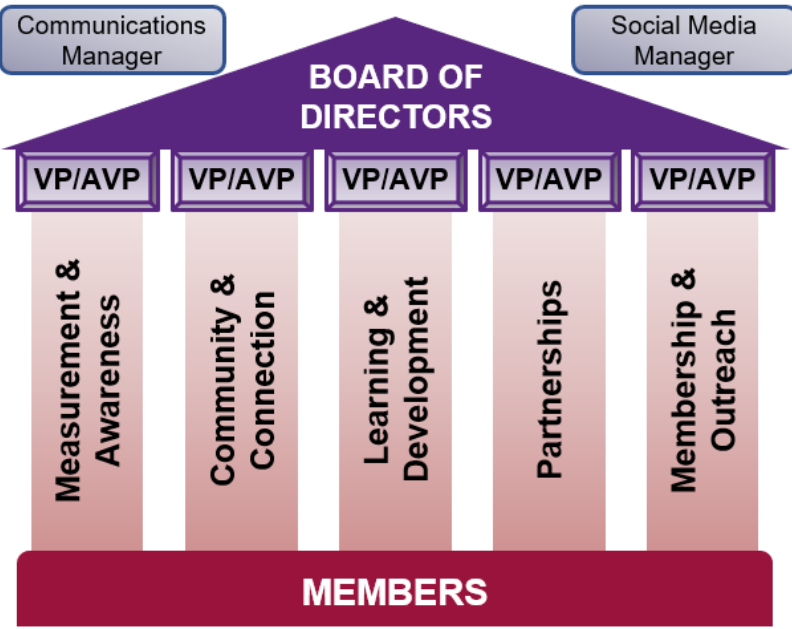
The NAWA Why






Our mission is to connect and empower women of all backgrounds, races, ethnicities, and life circumstances to be successful in the actuarial profession.

Foundational Principles

- 1** Increase equity and representation of women in the actuarial profession at entry, in leadership positions, and within all professional organizations.
- 2** Create a sense of community amongst women and allies across sectors, specialties, and walks of life.
- 3** Provide opportunities for personal and professional development tailored toward woman and allies.

Governance and Core Tenets



-  Increase equity and representation of women in the actuarial profession at entry, in leadership positions, and within all professional organizations
-  Create a sense of community amongst women and allies across sectors, specialties, and all walks of life
-  Provide opportunities for personal and professional development tailored toward women and allies
-  Create long term financial sustainability through identification of new and support of existing sponsorships and advance NAWA's mission through engagement with partners/sponsors
-  Growth in membership, expansion of actuarial profession pipeline, and member engagement through volunteerism and differentiated offerings

Volunteering at NAWA

The Network of Actuarial Women and Allies (NAWA) is a non-profit organization that promotes the advancement of women and other underrepresented groups in the actuarial profession. NAWA relies on volunteers to help carry out its mission and achieve its goals.

Volunteers are crucial to the success of NAWA because they bring their skills, knowledge, and time to support the organization's programs, events, and initiatives. NAWA volunteers help with tasks such as organizing events, developing content for the website and social media, providing mentorship and networking opportunities, representing NAWA at industry events, and contributing to various Impact Committees.

By volunteering with NAWA, individuals can help make a difference in the actuarial profession by promoting diversity, equity, and inclusion. It also provides an opportunity for individuals to develop new skills, expand their network, gain valuable experience such as leading committees/teams/projects, all of which can help in one's career development.

This handbook provides information to help you explore NAWA volunteer opportunities. If at any time you want to help make a difference or learn more, you can find opportunities on our website, www.nawaactuaries.org or contact us directly at Volunteer@NawaActuaries.org.

Why Volunteer for NAWA?

Volunteering for the Network of Actuarial Women and Allies (NAWA) is a rewarding experience for several reasons:

1. Give back to the actuarial community. NAWA undertakes initiatives and programs that make a difference in the actuarial community, such as advocacy campaigns and networking events.
2. Help pave the way for other women actuaries. By volunteering with NAWA, you have the opportunity to give back to your profession and make a difference in the lives of others.
3. Share your experience with aspiring actuaries. You can contribute to meaningful projects such as NAWA's mentorship programs and educational workshops, which allows you to have a positive impact on the lives and careers of aspiring actuaries and existing professionals.

4. Gain leadership experience beyond your employment. Volunteering for NAWA allows you to develop and demonstrate leadership skills. You may have the chance to take on various roles within the organization as well as opportunities to promote diversity and inclusion at events, universities, panels, and much more. These leadership experiences can strengthen your resume and help you stand out in your professional career.
5. Connect with others in the actuarial profession. Volunteering for NAWA provides opportunities to network with other professionals in the actuarial industry, build meaningful connections, and expand your knowledge base. Engaging with our volunteers, members, and others active in our united efforts can lead to valuable mentorship and career growth opportunities.

Remember, these are just a few reasons why volunteering for NAWA can be beneficial. Ultimately, the decision to volunteer depends on your personal interests, values, and goals. Consider what resonates with you and how you believe volunteering can contribute to your own growth and the betterment of the actuarial profession.

What Do Our Volunteers Look Like?

The Network of Actuarial Women and Allies (NAWA) welcomes volunteers from all genders, backgrounds, and levels of experience in or with the actuarial profession. As a volunteer at NAWA, you might be someone who is passionate about promoting gender diversity and inclusivity in the actuarial profession, and who wants to help create a supportive community for women and allies in the industry.

Volunteers at NAWA might have a variety of skills and interests, such as event planning, social media management, data analysis, writing and editing, and more. Some volunteers may be experienced actuaries, while others may be actuarial students or professionals in related fields.

Regardless of your background or skill set, as a volunteer at NAWA, you will have the opportunity to contribute your time and talents to support NAWA's mission, build connections with other members of the actuarial community, and make a positive impact on the actuarial profession as a whole.

Impact Committees

The Network of Actuarial Women and Allies (NAWA) is committed to promoting equity, diversity, and inclusion within the actuarial profession. To achieve this goal, NAWA has established several impact committees, each focused on a different area of impact: Measurement & Awareness, Learning & Development, Community & Connection, Membership & Outreach, and Partnerships. These committees are made up of dedicated volunteers who, along with our Social Media and Communications Managers and the Board, work collaboratively to advance NAWA's mission and make a positive impact in the actuarial community. Each committee is led by a Vice President (VP) and an Assistant Vice President (AVP), with additional support from a team of committed Contributors and Dreamers. Together, the Impact Committees serve as a driving force behind NAWA's initiatives and programs.

Community & Connection

The Community & Connection Impact Committee aims to create a supportive and welcoming community for women and allies with a connection to the actuarial profession where people feel connected and engaged through a diverse menu of offerings throughout the various phases of a person's professional and personal life. This committee is responsible for developing and executing initiatives and programs that promote community building, networking, and engagement within the organization. Additionally, the Community & Connection Impact Committee will also be responsible for gleaning data and insights from the NAWA community (with help from Measurement & Awareness and Membership & Outreach) to deepen member engagement and drive robust future programming.

The 3 main focus areas of the Community & Connection Impact Committee are:

- **Community Building:** Focus on developing initiatives and programs that create a sense of belonging and inclusivity among NAWA members. This can include organizing sub-communities, forums or other modalities that facilitate connections and build relationships among NAWA members.
- **Networking:** Focus on organizing initiatives or events that facilitate networking among NAWA members. This can include organizing social events, topical discussions, or other events that provide members with opportunities to connect with each other.
- **Engagement:** Focus on developing and executing various initiatives and programming to engage NAWA's membership. This includes organizing NAWA's Annual Meeting (Fall), NAWA's Women's History Month event (March), book clubs, and other initiatives that help promote NAWA's mission and vision. This committee will also be responsible for owning and managing the NAWA community calendar.

Partnerships

The Partnerships Impact Committee is responsible for creating and maintaining partnerships/sponsorships, identifying and developing key strategic partnerships, and leading the Corporate Action Council (CAC). This committee will work closely with NAWA's sponsors and partners as well as the Corporate Action Council. Due to their integral role in leading the CAC, members of the committee cannot represent a company on the council. The Partnerships Impact Committee will also interact with various other committees to connect them with sponsors and partners on events, initiatives, make posts, etc. Details of this provided below in the "How this committee interacts with other committees and the Board" section.

The Partnerships Impact Committee comprises a group of dedicated professionals who are passionate about building connections within the industry to further NAWA's mission. These professionals value developing partnerships and connections within the industry and utilizing those partnerships to drive change. They are knowledgeable about industry trends and NAWA programs and initiatives.

This committee is committed to developing strong industry partnerships that will support NAWA's strategic goals of developing our members, creating a sense of community among women in the industry, and increasing equity and representation of women in the profession at all levels. They actively seek feedback from NAWA's sponsors and partners to ensure that they are partnering in ways that benefit NAWA's members and move the needle forward in the industry.

Overall, the Partnerships Impact Committee is an essential part of NAWA's mission to empower women in the actuarial field. Through their efforts, NAWA can fund their initiatives, influence top companies in the industry, and expand its reach across the profession. The partnerships developed through this committee also lead to opportunities for personal and professional development of NAWA's members.

The key activities which are supported by the Partnerships Impact Committee are:

- Developing and maintaining partnerships with industry and professional organizations including key points of contact for the main professional organizations (SOA, CAS, CIA, AAA, etc.)
- Maintaining relationships with our sponsors and partners including:
 - Initial meetings to discuss potential partnerships/sponsorships
 - Coordinating/Fielding questions, posts, providing info on upcoming NAWA events
 - Coordinating sponsorship payments, packages, and renewals
- Identify and pursue new key strategic partnerships/sponsorships

- Identify ways NAWA can leverage or engage with our partnerships and sponsorships to achieve strategic goals
- Marketing of new sponsors/partners and cross-marketing of events
- Maintaining knowledge of NAWA's programs and offerings for discussions with sponsors/partners
- Leading the Corporate Action Council including setting the agenda and presenting
- Developing and leading periodic sponsorship drives to secure new sponsors
- Leading the sponsorship renewal process
- Coordinating sponsorship announcements
- Coordinating announcements of sponsor or partner events relevant to NAWA members
- Coordinating sponsor job postings on NAWA website
- Periodically touch base with other actuarial diversity networks
- Investigate, evaluate, and implement alternative revenue streams to sponsorships

How this committee interacts with other committees and the Board:

- Pass along requests from the Community & Connection Impact Committee for attendance and participation in NAWA events, panels, etc. to sponsors and partners
- Pass along requests from sponsors and partners for attendance, participation, and /or collaboration in sponsor/partner events (i.e. conferences, webinars, etc.) to Community & Connection Impact Committee
- Board approval required to confirm participation or partnership in external events or opportunities
- Board approval required for CAC deck and topics; please provide at least 1 week ahead of the meeting to the board
- Board approval required to provide benefits to partners that are not part of the standard benefits for their level and for any new sponsorship drives
- Request additions to listed partners and sponsors on the website from the Social Media Manager –only post to website for sponsors once payment has been made
- Request social media posts from the Social Media Manager
- Request job listing posts for the sponsors from Social Media Manager
- Request any Newsletter posts from Communications Manager
- For creation of flyers or graphics for posts, work with the Communications Manager
- Board Liaison/Board approval is required for anything posted, published, etc. externally

Learning & Development

The Learning & Development Impact Committee is responsible for curating and preparing content, identifying and implementing the most effective delivery mechanisms, and orchestrating live and virtual educational opportunities that addresses the biggest barriers to personal and professional growth as actuaries for NAWA members. This committee will work closely with the Measurement & Awareness Impact Committee to understand the most pressing barriers holding women back in the actuarial profession, as well as the Community & Connection Impact Committee to orchestrate events.

The Learning & Development Impact Committee comprises a group of dedicated professionals who are passionate about helping members overcome the challenges they face in their careers. These professionals have a deep understanding of the actuarial industry and are equipped with the necessary knowledge and skills to develop effective solutions and programs which will provide education, mentorship and development opportunities to our members.

The Learning & Development Impact Committee is committed to promoting inclusivity and accessibility in all the content they develop. They actively seek feedback from NAWA members by coordinating with the Measurement & Analytics Committee to facilitate surveys to ensure that their programs and initiatives are meeting the needs of the community.

Overall, the Learning & Development Impact Committee is an essential part of NAWA's mission to empower women in the actuarial field. Through their efforts, they empower NAWA members to succeed in their careers through professional and personal development opportunities which are above and beyond those opportunities that they have within their company, with an emphasis on training for women and allies.

The key activities which are supported by the Learning & Development Committee are:

- Mentorship Programs
- Online Learning Center
- Professional & Personal Development Sessions (in-person and/or virtual sessions aside from Annual Meeting and WHM event)
- Identifying topics and writers for the NAWA Narrative

The goals which should be prioritized by this committee are:

1. Complete first pilot of the mentorship program; determine any tweaks and appropriate cadence and frequency of programs which best suits our members

2. Prioritize five (5) skills or areas which we want to focus on for NAWA content in 2023; should align to the areas which have been identified as the largest barriers to entry from non-NAWA studies or the upcoming NAWA study
3. Evaluate and scope mechanisms for NAWA online learning center
4. Prepare proposal for L&D content delivery in 2024 and beyond

Measurement & Awareness

The Measurement & Awareness Impact Committee aims to support our foundational principles and focuses primarily on the core tenet of equity and representation of women in the actuarial profession at entry, in leadership positions, and within all professional organizations. The vision for this group is to identify, publicly educate, and influence the actuarial profession to close various gaps across all levels of representation, equity, and recognition.

The team seeks to measure gaps and barriers for women and considers this from two points of view: internal to NAWA and external to NAWA. Internally, the group works with the Membership & Outreach Impact Committee to better understand who our members are and their needs. The committee also works with the Community & Connection Impact Committee to provide surveys post events to measure if what we're doing is adding value or can be enhanced. Externally, the group has identified gaps that exist across the field and continues to seek better ways to understand these.

The team also aims to build awareness around the gaps and barriers that women in the field face. The committee will specifically focus on building awareness of gaps and actionable insights to address said gaps via NawaActuaries.org, our publications (NAWA Narrative, Newsletter), social media, and networking events.

In addition, the group will work to develop an Equity & Representation Barrier Report that will eventually be produced annually. This report will identify the biggest barriers to success for women in the actuarial profession. Once barriers are identified, the group will provide prioritized recommendations with what issues to tackle 1st, 2nd, 3rd and deliver an annual report that people and industry leaders, including the Corporate Action Council, can rely on for meaningful and actionable insights.

Key activities which are supported by the Measurement & Awareness Impact Committee are:

- Membership Database and Reports – Working with the Membership & Outreach Impact Committee to better understand who our members are, ensuring we're capturing the right fields and reporting helpful metrics to the Partnerships Impact Committee for use in the Corporate Action Council

- Membership Surveys – Working with the Membership & Outreach Impact Committee to provide and facilitate meaningful surveys to understand both the membership and volunteer experience and needs overall, as needed
- Post-Event Surveys – Working with other Impact Committees to measure if events and programs add value for our members, and how to enhance
- Ad Hoc Reviews (Internal or External) – To support other committees or external partners (actuarial organizations, other) by providing analysis and recommendations based on internal NAWA or industry data
- Expanding Equity & Representation Gap Awareness – Working with Social Media and Communications Managers to expand community awareness around gaps that exist via:
 - Sources on NawaActuaries.org
 - Social media Posts – relevant articles, links to sources, etc
 - NAWA Narrative and Bi-Monthly Newsletter
- Annual Equity & Representation Barrier Report – To increase awareness and identify ways to close gaps
- Virtual Networking events (“Let’s Talk About...”) – Bi-Annual get together to build awareness on issues, discuss with members, generate potential future topics for Learning & Development, and create connections with the community

In addition to post-event surveys and adhoc reviews, the goals for 2023/2024 prioritized by this committee are as follows:

1. Generate awareness of Equity & Representation Gap resources on NawaActuaries.org
2. Prepare a Request for Proposal to consultants for production of NAWA’s first annual Equity & Representation Report
3. Plan out first Virtual Networking event - *Either Summer or Winter 2023*
4. Work with Membership & Outreach Impact Committee to produce a repeatable Membership Survey
5. Membership Database and Reports – Continue to build out the database to meet the needs of the Membership & Outreach Impact Committee as well as the Corporate Action Council team (Partnerships Impact Committee)

Membership & Outreach

The Membership & Outreach Impact Committee aligns with NAWA’s core tenet of developing pipelines of actuarial talent, expanding membership of NAWA, fostering engagement within NAWA members, and managing volunteers. This Committee is responsible for developing and executing initiatives which advance these goals.

Such initiatives may include, but are not limited to:

- Developing membership database and public directory through vendor selection, design of fields to be captured, and promotion of the database
- Managing volunteer directory and assigning volunteers to NAWA activities
- Running membership and volunteer drives
- Reaching out to welcome new members
- Reaching out to high school and college students to educate them on the actuarial profession
- Representing NAWA through actuarial and insurance conference attendance
- Organizing roster of individuals to represent NAWA as presenters at industry events

Many of such efforts may involve inter-committee collaboration, such as:

- Working with Partnerships Impact Committee for membership expansion within Sponsor Companies
- Working with Learning & Development Impact Committee for member-engaged development opportunities (i.e., mentorship)
- Working with Community & Connection Impact Committee for member-engaged networking opportunities (i.e., resume review and mock interviews)
- Working with Communications and Social Media Managers for membership marketing material
- Working with Measurement & Awareness Impact Committee to build out the membership database and develop a membership survey (cadence to be determined)

Volunteer Roles & Responsibilities

Volunteers are the backbone of the Network of Actuarial Women and Allies (NAWA). They are the individuals who bring energy, enthusiasm, and commitment to the organization's mission and values. NAWA relies on volunteers to support its Impact Committees, plan and execute events, and engage with members and stakeholders. This section provides a detailed description of the various roles and responsibilities that volunteers undertake in support of NAWA's mission. Whether you are a new volunteer looking to get involved or a seasoned veteran looking to expand your impact, this section offers valuable insights into the different ways you can contribute to advancing equity and representation in the actuarial profession. Each Impact Committee detailed in the prior section should be a mix of Contributors and Dreamers, in addition to a Vice President and Assistant Vice President.

You may start as a Contributor, Dreamer, or right away on the Leadership Council. At NAWA, we encourage our volunteers to explore mixing up your volunteering opportunities. You may commit to an Impact Committee one year, and the following decide you'd like to explore opportunities in another Impact Committee. You may enjoy expanding your leadership within NAWA and seek out opportunities to lead within our Leadership Council. There is no one path you must take. Express interest - whether you're new to NAWA or have been with us since the start. Share your interest and let people know how you can and want to add value.

Roles within Impact Committees

Contributor

Contributors within an Impact Committee are an essential part of the Network of Actuarial Women and Allies' (NAWA) mission to promote equity and representation in the actuarial profession.

As a Contributor, volunteers are expected to attend regularly scheduled meetings for their respective Impact Committee and commit up to 4 hours per month outside of the committee meetings to execute tasks related to the committee's initiatives.

Contributors work closely with the Vice President and Assistant Vice President of their Impact Committee to develop and implement initiatives that align with NAWA's mission and values. They bring a unique set of skills, perspectives, and experiences to the organization, and their input and feedback are essential to achieving the committee's goals.

Contributors are expected to commit time each month to execute tasks related to the committee's initiatives. These tasks may include, but are not limited to: researching and compiling information, drafting proposals, reviewing materials, coordinating logistics for events and programs, and communicating with stakeholders.

By actively participating in committee meetings and executing tasks outside of meetings, Contributors help to ensure that NAWA's initiatives and events run smoothly and meet the needs of the membership and broader actuarial profession. Their commitment to the organization's mission and values is essential to building a strong and engaged community of members and volunteers as well as building a more equitable and inclusive profession.

Dreamer

As a Dreamer volunteer within the Network of Actuarial Women and Allies (NAWA), you will play a valuable role in shaping and advancing NAWA's mission to promote equity and representation in the actuarial profession.

Dreamers are expected to attend regularly scheduled meetings for their respective Impact Committee and actively engage in discussions, brainstorming sessions, and other committee activities. They bring a unique perspective to the organization and are encouraged to share their ideas and insights with the group. They may also serve as mentors and role models for others in their respective committees.

Unlike Contributors, Dreamers have little commitment outside of committee meetings. They are not required to execute tasks or participate in event planning outside of meetings, but their active engagement in meetings is critical to the success of the committee's initiatives.

By bringing their experience and knowledge to committee meetings, Dreamers help to ensure that NAWA's initiatives are informed by a diverse range of perspectives and experiences. Their active engagement in meetings helps to facilitate productive discussions and generate new ideas that support NAWA's mission to promote equity and representation in the actuarial profession.

Board Member

The Board Member plays a critical role in the success of the organization. They are responsible for guiding the strategic direction of the organization, overseeing its financial health, and ensuring that it remains true to its mission and values.

Board Members are expected to attend regular board meetings, which are typically held once a month. They collaborate with other Board Members, review financial and operational reports, and make decisions on matters affecting the organization. Board Members are also responsible for preparing for these meetings by reviewing relevant materials beforehand.

One of the primary responsibilities of the Board Member is to contribute to setting the strategic direction for the organization. This involves working with staff and other stakeholders to develop a strategic plan that outlines the organization's mission, goals, and objectives. They provide input and feedback, and ensure that the plan remains aligned with the organization's mission and values.

Board Members are also responsible for ensuring the financial health of the organization. They review financial reports, develop and monitor budgets, and oversee fundraising efforts. They should have a basic understanding of the organization's finances, and be able to make informed decisions regarding financial matters.

The Board Member ensures that the organization operates in compliance with all relevant laws and regulations as a 501(c)(3) non-profit organization. They review and approve policies and procedures, ensure that the organization's activities align with its mission and values, and oversee the performance of the organization's leadership.

Board Members play an important role in communicating the organization's mission and values to stakeholders. This includes participating in outreach and fundraising activities, and acting as ambassadors for the organization. They are also responsible for maintaining open communication with staff and other Board Members, and for providing regular updates on the organization's activities.

It is important for Board Members to avoid conflicts of interest, and to disclose any potential conflicts to the Board. Conflicts of interest may arise when Board Members have personal or financial relationships with individuals or organizations that the organization does business with. Board Members should act in the best interests of the organization, and not use their position for personal gain.

Certain applicable elements of the bylaws have been provided for informational purposes here:

- The Board of Directors shall be elected by ballot of the members.
- Each Board Member will be elected to serve a two-year term, commencing on January 1 following their election.
- Directors may serve up to three consecutive terms on the Board, provided that this limitation will not apply to Officers until the expiration of the term of their Officer position.
- The Board of Directors shall put forth a Call for Nominations in advance of each election. Members may nominate themselves or other members for Board positions. The Board of Directors shall select the slate of candidates with recognition of the diversity goals of the Board.
- The officers shall be elected by the Board of Directors and shall consist of a President, a President-Elect, a Secretary, and a Treasurer. Such other officers and assistant officers and agents as may be deemed necessary may be elected by the Directors.
- Each officer shall serve terms of two years, except for the office of President-Elect, who serves a one-year term.

Other details related to Board service are available in the bylaws of the organization, which can be made available to NAWA members upon request via email to ally@nawaactuaries.org.

In summary, the Board Member plays a critical role in the success of the organization. By fulfilling their responsibilities, they help to ensure that the organization remains true to its mission and values, and that it continues to make a positive impact on the community it serves.

Leadership Council

The Leadership Council plays a crucial role in supporting the Board of Directors of the Network of Actuarial Women and Allies (NAWA). The Council is made up of Vice Presidents (VPs) and Assistant Vice Presidents (AVPs) who lead each Impact Committee, as well as the Communications and Social Media Managers. The primary role of the Leadership Council is to provide support and guidance to the Board, and to ensure that the organization is fulfilling its mission.

The Leadership Council members work closely with their respective committee members to plan and execute initiatives that align with the organization's mission and values. This includes organizing events, programs, content, and activities that support the advancement of women and underrepresented groups in the actuarial profession. The council members also work collaboratively with the Board to develop and implement strategic plans that guide the direction of the organization.

In addition to providing support to the Board, the Leadership Council members are responsible for overseeing the day-to-day operations of their respective committees. They work with committee members to ensure that they have the resources they need to carry out their responsibilities, and to provide guidance on issues that may arise.

The Leadership Council members also act as liaisons between the committee members and the Board. They communicate updates and recommendations from their committees to the Board, and provide feedback and input on decisions that affect the committees.

Furthermore, the Leadership Council members act as ambassadors for the organization. They represent NAWA in their professional and personal networks, and work to raise awareness about the organization's mission and impact. They also engage with members of the actuarial profession and other stakeholders to build relationships and promote collaboration.

In summary, the Leadership Council plays a critical role in supporting the Board and advancing the mission of the Network of Actuarial Women and Allies. By providing guidance and support to the impact committees, the Council ensures that the organization remains true to its mission and values. The Leadership Council members are also instrumental in fostering collaboration and building relationships with stakeholders, both within and outside of the actuarial profession.

Board Liaison

The Board Liaison role within the Network of Actuarial Women and Allies (NAWA) is an important position that serves as an executive champion for their respective Impact Committee. As a member of the Leadership Council and Board, the Board Liaison acts as a bridge between the Board and their respective Impact Committee, ensuring effective communication and coordination between the two groups.

The primary responsibility of the Board Liaison is to serve as an advocate for their Impact Committee, representing their interests and goals to the Board and advocating for the resources and support needed to achieve them. This includes providing regular updates to the Board on the progress of the Impact Committee, highlighting achievements and addressing any challenges or concerns that arise.

In addition, the Board Liaison works closely with the VP and AVP of each Impact Committee to provide guidance and support as needed. This may include helping to identify resources or connections that can aid in achieving the committee's goals, or providing feedback and advice on strategy or implementation.

Overall, the Board Liaison role is essential to ensuring effective collaboration and coordination between the Impact Committees and the Board, and to ensuring that the organization as a whole is aligned in pursuit of its mission and objectives.

Vice President

The Vice Presidents (VPs) of the Network of Actuarial Women and Allies (NAWA) serve a crucial role in the organization's leadership structure. VPs are typically appointed for a one-year term by the Board to serve as lead of one Impact Committee. Anyone can nominate themselves or another for VP. Generally a VP will be the prior AVP of an Impact Committee. The one-year term may be adjusted based on the needs of the NAWA Board and the VP, as needed for special circumstances. The VPs are responsible for leading NAWA's Impact Committees, which include Measurement & Awareness, Learning & Development, Community & Connection, Membership & Outreach, and Partnerships.

As leaders of their respective committees, VPs are responsible for developing and implementing initiatives that align with the organization's mission and values. This includes planning and executing events, programs, content, and activities that support the advancement of women and underrepresented groups in the actuarial profession. To accomplish the committee tasks and goals, they will determine the regular meeting cadence or other connection needed with their respective volunteers.

The NAWA member serving as VP for any Impact Committee is expected to be proactive, innovative, communicative, and collaborative. The VP should also possess project management skills, be able to delegate properly, manage outcomes, creatively problem-solve, and remain agile to address challenges as they arise or as priorities shift. The VP further should expect to commit at least one hour per week to ensure progress of Impact Committee initiatives as well as be available to attend meetings with the Leadership Council, their respective Impact Committee members, and with the broader NAWA membership as needed.

The VPs work closely with their respective Assistant Vice Presidents (AVPs) and committee members to ensure that they have the resources they need to carry out their responsibilities. They provide guidance and support on issues that may arise and ensure that committee members are working together effectively to achieve their goals.

Furthermore, VPs are responsible for providing regular updates on the activities of their committees to the Leadership Council and their Board Liaison. They also work with other committee leaders to identify opportunities for collaboration and to ensure that NAWA is achieving its broader strategic goals.

In addition to their committee leadership responsibilities, VPs are also expected to be active ambassadors for the organization. They represent NAWA in their professional and personal networks, and work to raise awareness about the organization's mission and impact. They also engage with members of the actuarial profession and other stakeholders to build relationships and promote collaboration.

Overall, the Vice Presidents of NAWA play a critical role in advancing the organization's mission and values. Their leadership of the Measurement & Awareness, Learning & Development, Community & Connection, Membership & Outreach, and Partnerships Impact Committees ensures that NAWA remains focused on its core priorities, while their representation of the organization helps to build its reputation and impact within the actuarial profession and beyond.

Assistant Vice President

The Assistant Vice President (AVP) of the Network of Actuarial Women and Allies (NAWA) serves a critical role in the organization's leadership structure. AVPs are typically appointed for a one-year term serving as deputy lead of one Impact Committee. Anyone can nominate themselves or another for AVP. The one-year term may be adjusted based on the needs of the NAWA Board and the VP, as needed for special circumstances. AVPs are responsible for supporting the Vice President (VP) of their respective Impact Committee in leading and executing the committee's initiatives.

The NAWA member serving as AVP for any Impact Committee is expected to be proactive, innovative, communicative, and collaborative. The AVP should also possess project management skills, be able to delegate properly, manage outcomes, creatively problem-solve, and remain agile to address challenges as they arise or as priorities shift. The AVP further should expect to commit an average of one hour per week to ensure progress of Impact Committee initiatives as well as be available to attend meetings with the Leadership Council, their respective Impact Committee members, and with the broader NAWA membership as needed.

As the potential successor to the VP, the AVP works closely with the VP to ensure a smooth transition of leadership and continuity in the committee's work. They also provide valuable support to the VP in planning and executing events, programs, content, and activities that support the advancement of women and underrepresented groups in the actuarial profession.

AVPs collaborate with the VP and other committee members to develop and implement initiatives that align with the organization's mission and values. They provide input and feedback on strategies, tactics, and approaches to achieve the committee's goals. They also contribute to the identification and recruitment of volunteers who can support the committee's initiatives.

Furthermore, AVPs assist the VP in providing regular updates on the committee's activities to the Leadership Council and their Board Liaison. They help to ensure that the committee is meeting its goals and objectives and that any issues or challenges are addressed promptly and effectively.

In addition to their support of the VP and committee, AVPs are also expected to be active ambassadors for the organization. They represent NAWA in their professional and personal networks, and work to raise awareness about the organization's mission and impact. They also engage with members of the actuarial profession and other stakeholders to build relationships and promote collaboration.

Overall, the Assistant Vice President of NAWA plays a critical role in supporting the organization's mission and values. Their support of the VP and committee ensures that NAWA remains focused on its core priorities, while their representation of the organization helps to build its reputation and impact within the actuarial profession and beyond.

Social Media Manager

The Social Media Manager of the Network of Actuarial Women and Allies (NAWA) will be responsible for developing and implementing social media strategies to increase the organization's online presence, engagement, and visibility. As a member of the Leadership Council, they will work closely with all Impact Committees to execute NAWA's social media campaigns and messaging. Additionally, they will help to amplify events and campaigns of NAWA sponsors and partners. Commitment to this role will be re-evaluated on an annual basis. The role is generally appointed by the Board, but would rely on volunteers to express their interest.

Responsibilities:

- Develop and implement social media strategies to achieve NAWA's goals and objectives
- Create, curate and schedule content (ex: announcements, sharing relevant articles, event reminders, etc) for NAWA's social media channels, including but not limited to LinkedIn and Instagram
- Share requested materials or repost appropriate content from partners and sponsors of NAWA through NAWA's social media channels
- Engage with the audience and manage conversations, comments, and direct messages across all social media platforms
- Collaborate with Impact Committees to develop and execute social media campaigns, events, and initiatives
- Maintain the NAWA website and ensure its content is updated regularly
- Work closely with NAWA's Communications Manager to ensure a cohesive and consistent message across all communication channels

Communications Manager

The Communications Manager of the Network of Actuarial Women and Allies (NAWA) will be responsible for developing and executing NAWA's internal and external communication strategies. As a member of the Leadership Council, they will work with the group, the Board of Directors, and Impact Committees to communicate NAWA's vision, mission, and goals to its members, stakeholders, and the public. Commitment to this role will be re-evaluated on an annual basis. The role is generally appointed by the Board, but would rely on volunteers to express their interest.

Responsibilities:

- Develop and execute NAWA's communication strategies to achieve its goals and objectives
- Support graphic communications needs of NAWA
- Create, coordinate, and distribute communications to NAWA members through the NAWA Newsletter
- Develop and execute NAWA's brand and voice, working with the Social Media Manager to ensure consistency across all communication channels
- Manage media relations, including responding to media inquiries and arranging interviews
- Manage NAWA's ally email inbox, including responding to emails or forwarding emails to relevant contacts within the organization
- Provide support and guidance to NAWA's volunteers on communication-related matters

The NAWA Commitment

I, _____ [Name], commit to volunteering as a _____ [Contributor/Dreamer/VP/AVP] within the _____ [Impact Committee Name] impact committee for the _____ calendar year. I have read and understand the responsibilities and expectations of the role and commit to doing my best effort to fulfill them.

I understand that as a Volunteer (Contributor or Dreamer), my role includes attending regularly scheduled meetings for the named impact committee and actively participating in discussions and other committee activities. As a Contributor, I commit to dedicating 4-8 hours per month outside of committee meetings to executing tasks related to the committee's initiatives. As a Dreamer, I commit to actively engaging in committee meetings and sharing my experience and knowledge with the group. As a VP/AVP, I understand that I will have additional responsibilities, as outlined in the role description.

I understand that I should have a discussion with my Vice President or Assistant Vice President about my expected availability for meetings and efforts through the current calendar year-end, and adhere to my commitment barring any unforeseen circumstances. If at any time my circumstances change, and I find I am unable to fulfill my commitment, I will discuss changes with my VP and/or AVP of the Impact Committee, preferably in advance.

By signing below, I confirm my commitment to volunteering with Network of Actuarial Women and Allies (NAWA) and to fulfilling the responsibilities and expectations of the Contributor/Dreamer/VP/AVP role to the best of my ability.

Signature: _____

Date: _____

You're an Official NAWA Volunteer... Now What?

As an official Network of Actuarial Women and Allies (NAWA) volunteer, thank you for your commitment to supporting women and promoting gender equality!

To find helpful information about your role as a volunteer, there are several resources you can use to learn more about what we do and best practices we've developed to accomplish our tasks and goals. However, we are constantly evolving and changing, and welcome feedback and suggestions from everyone.

This document will be a good resource for you to return to time and time again when you are trying to find the most recent information on best practices and helpful documents. Here are some other helpful resources:

- 1) **Network of Women and Allies Website:** Start by visiting the official website of the Network of Women and Allies. It should contain valuable information about the organization's mission, objectives, ongoing projects, and resources available to volunteers, including this NAWA Handbook. www.NawaActuaries.org
- 2) **Impact Committee VP and AVP:** Reach out to your designated Impact Committee VP and AVP (or other point of contacts) within the Network of Women and Allies. They can provide you with specific information tailored to your role, answer any questions you may have, and guide you through the volunteer process.
- 3) **Sign up to be a Member to get our Newsletter and Email Updates:** Sign up for newsletters or email updates from the Network of Women and Allies. These communications often provide updates on the organization's activities, upcoming events, and opportunities for volunteers.
- 4) **Social Media Channels:** Follow the Network of Women and Allies on social media platforms such as LinkedIn. These channels often share relevant information, success stories, and upcoming events that can keep you informed and engaged as a volunteer.
- 5) **The NAWA Team and Best Practices:** You can find more specifics about who the team is and around how to get things done within our community via the link below, including how to provide a suggestion for marketing and social media posts, how to host events, and much more. If you are a volunteer and need access, you can request with the link, email your Impact Committee VP/AVP, or request at Volunteer@NawaActuaries.org.
 - Link to Best Practices: <https://tinyurl.com/NAWAVolunteerBestPractices>

Remember, the specific resources and channels available to you may depend on the Network of Actuarial Women and Allies' practices and communication methods. It's always a good idea to stay connected and seek guidance from the organization's official representatives to ensure you have access to the most relevant and up-to-date information.

Welcome to the NAWA Team and THANK YOU for your commitment to diversity and inclusion within our field. We are passionate about making a difference and recognize that all of us, as volunteers, are key to that success!