

**Women in Mining – BC
Co-Chair or Backup for Chair of Awards Committee**

Date: October, 2015

Job Position: Co-Chair of Awards Committee

Job Type: Volunteer, Part time

The Women in Mining Awards Committee's mandate is to promote women by nominating remarkable women for awards for Exploration and Mining that are offered in BC and in Canada.

This is a great way to learn more about other women in the industry, not only those working as geoscientists, but also those in management, legal, supply, finance, communication, sustainability and all other support roles that the Mining Industry requires. The goal is to find deserving women, and nominate them. The job involves contacting the women to obtain permission, writing (or getting) a biography, writing letters of nomination or other support documents (as required for the award).

The Chair of the Awards Committee is responsible for organizing the overall process, co-ordinating and steering the committee. The Chair reports to the WIMBC Executive.

At the moment there is a Chair of the Awards Committee, but we are seeking a Co-Chair (Backup?), in order to ease the workload. Since many travel as part of their jobs within the mining industry, it would be helpful to have a backup for the Chair, especially if there is a pending nomination. Familiarity with WIM, previous volunteering experience with WIM committees is an asset

- Working closely with the current Chair in directing and managing the Awards Committee
- Taking the lead in preparing a variety of documents, such as letters of nomination, checking that all criteria are met for the nomination and submitting documents by deadline(s)
- Reporting to the WIMBC Executive by attending Monthly meetings – as needed

The ideal candidate must be reliable, willing to work closely with the current Chair, have a team approach, be self-motivated and organized.

The time commitment of this position is variable, when a nomination is being submitted (2 or 3 times each year), then help during the nomination process is needed. A commitment of approximately 5 - 7 hours at each Award nomination, as well as attendance at monthly meetings – as needed.