



ONE WOMAN PROJECT

STRATEGIC PLAN 2017 - 2022

ONE WOMAN PROJECT INC.

This document details the five year strategic plan of the One Woman Project, current structural changes, timelines and revised position descriptions.

INTRODUCTION

SCOPE AND PURPOSE OF REPORT

The purpose of this strategic plan is to clarify the five-year strategic plan of the One Woman Project and identify the logistical, administrative and structural changes that need to be undertaken in order for this five-year strategic plan to be both implemented and achieved.

This report details;

- A background on the current status of the One Woman Project;
- The five-year strategic plan of the One Woman Project (2017 – 2022);
- The proposed changes to the structure of the One Woman Project and the feedback received on these changes;
- The confirmed structural changes to the One Woman Project;
- The impact of these structural changes upon volunteers; and
- The timeline for these structural changes.

Due to the vast array of changes that will be taking place, there will be a degree of discomfort in the everyday operations of the One Woman Project. This report identifies that this may take place, and suggests strategies for minimising the impact of these changes upon volunteers.

Overall, these changes are being implemented in order to;

- Support the volunteers of the One Woman Project further;
- Create a cohesive national structure and state structures; and
- Facilitate the achievement of the five-year strategic plan.

Any questions on this report should be directed towards the Director, Madeline Price, at director@onewomanproject.org

Thank you for your patience and I look forward to seeing what OWP can achieve,

Madeline

Director and Founder

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BACKGROUND ON THE ONE WOMAN PROJECT

What is the One Woman Project?

The One Woman Project is a registered, youth-led, non-for-profit organisation dedicated to providing quality education about and advocacy promoting global gender equality. Through our five programs – our educational seminar series, in-school programs, biannual conferences, campaigns, and engagement and outreach events – we can empower our participants to create active change in their local, national and international global communities, leading to a more educated – and more equal – society. Our main demographic for our educational seminar series and our in-school programs is high-school and university students. For the remainder of our programs, all members of the community are welcome to participate.

Legal Information

The One Woman Project is registered as an incorporated association with the *Office of Fair Trading*, a registered non-for-profit organisation with charity status through the *Australian Charities and Nonprofits Commission (ACNC)*, and has a tax file number (TFN) and Australian Business Number (ABN). In addition to this, the One Woman Project holds Public Liability Insurance to the value of AUD\$10million. All current volunteers have Working with Children Police Checks and active Blue Cards valid within their respective state or territory. All overseas volunteers and international representatives have valid working with children police checks within their respective nations.

Organisational Information

The One Woman Project is privileged to be provided with a free-of-charge office space and seminar venue within Visible Ink, Brisbane City Council's youth development hub, located at 5 Green Square Close, Fortitude Valley. In addition to this, the One Woman Project has partnered with a number of other organisations, including; *SHE Investments*, *Words with Heart*, *Half the Sky*, *Women's International League for Peace and Freedom (WILPF)*, *UQU Women's Collective*, *QUT Women's Collective*, *Meri Toksave*, *Saheli Designs*, *Diverse City Careers* and *Ecopads Australia*.

STRATEGIC PLAN & GOALS 2017 - 2022

Overview

In 2013, when the One Woman Project was founded, no strategic plan was implemented as the rapid growth, support and uptake of the organisation and its values was not foreseen. All that existed was this belief in seeing the end of global gender inequality in our lifetimes through education.

Essentially, the role of the One Woman Project is to start the conversation about global gender inequality, in order to hopefully see an end to it within our lifetimes.

This Strategic Plan (2017 – 2022), which will be the first of its kind within the organisation, will aim to achieve this goal (of starting the conversation and seeing the end of global gender inequality through education) and focuses upon three prominent strategic goals; growth of the organisation, growth of the reach, and financial growth.

Strategic Goal 1: Growth of the Organisation

The first strategic goal of this five-year strategic plan is to grow the bases of the organisation. In particular, by 2022, this strategic plan aims to facilitate;

- Hosting a One Woman Project team in every capital city of Australia; and
- Hosting a One Woman Project team in either two rural or international centres.

Tabulated, this goal would look as follows;

Year	Proposed Base	Current
2017	National Queensland Australian Capital Territory South Australia	Queensland Australian Capital Territory South Australia (partial)
2018	National Queensland Australian Capital Territory South Australia New South Wales	Queensland Australian Capital Territory South Australia (partial)
2019	National Queensland Australian Capital Territory South Australia New South Wales Victoria	Queensland Australian Capital Territory South Australia (partial)

2020	National Queensland Australian Capital Territory South Australia New South Wales Victoria Tasmania Western Australia	Queensland Australian Capital Territory South Australia (partial)
2021	National Queensland Australian Capital Territory South Australia New South Wales Victoria Tasmania Western Australia Northern Territory	Queensland Australian Capital Territory South Australia (partial)
2022	National Queensland Australian Capital Territory South Australia New South Wales Victoria Tasmania Western Australia Northern Territory Rural/International Rural/International	Queensland Australian Capital Territory South Australia (partial)

This growth of the organisation to a wider demographic (both geographically and socially) will facilitate the achievement of the second five-year strategic goal.

Strategic Goal 2: Growth of the Reach of the Organisation

The second strategic goal of this five-year strategic plan is to grow the engagement and reach of the One Woman Project's educational platforms and programs. In particular, we want to reach, through our programs, seminars, conferences, workshops and online platforms, the following;

Year	Proposed Reach	Current
2017	2 500	1001 (April)
2018	5 000	NA
2019	7 000	NA
2020	10 000	NA
2021	12 000	NA
2022	15 000	NA

This growth in reach will directly contribute to the overall organisational goal of seeing an end to global gender inequality in our lifetimes through gender education.

Strategic Goal 3: Financial Growth

Finally, the third key strategic goal for the next five-years is the management of financial growth. Ideally, what this equates to is the management of corporate sponsorship and grants, the management of incomes and expenditures, and the management of state and national investments (in events, teams and activities) to secure a financial position where every team member is remunerated for the work they achieve.

Presently, this plan is tracking, as follows;

Year	Expenditure	Remaining Profit
2015	\$2 292.50	\$560.48
2016	\$9 851.17	\$5 043.72

The strategic goal is that, by 2022, every volunteer can either be partially or wholly remunerated for the work they complete with the One Woman Project.

Link to the Proposed Changes

How this strategic plan links to the proposed changes is multi-faceted. In the first instance, the wider proposed changes to the structure of the One Woman Project exist to facilitate the achievement of the overall strategic plan. In the second instance, the implementation of the proposed structures will facilitate the implementation of the operational components of the strategic plan (for example, the implementation of a national team structure will facilitate the implementation of further state team structures). This will be further examined within the confirmed changes component of this report.

PROPOSED CHANGES & FEEDBACK

Overview

This section of the report will outline the changes that were proposed and the detailed feedback that was received on these proposed changes.

Proposed Change 1: Establish a National Team

Purpose of Change

The first proposed change was to establish a national team. The purpose of this national team is to facilitate the long-term strategic direction of the One Woman Project, support individuals and state teams, ensure consistency and coherency across state teams, maintain the legal and financial requirements of the One Woman Project, manage the Board of Directors and much more!

Outline of Change

This first proposed change requires recruiting and implementing a national team structure, consisting of;

- National Director
- Chief Financial Officer
- Director of People & Culture
- Marketing & Brand Director
- Director of Outreach & Engagement
- Director of Campaigns
- Director of Corporate Engagement* and
- Director of Education & Curriculum

Feedback on Change

The feedback on this first proposed change was overwhelmingly positive. It was recognised by the team that such a change needed to be implemented to allow for continuous expansion and growth. In particular, it was supported as it 'will provide more structure and guidance to the state teams', and 'would be a better direction for the One Woman Project as it would encourage a centralized focus and vision'.

*The recommendation was made that the introduction of a Director of Corporate Engagement be included at the national team level. This role would facilitate both corporate sponsorship for state team events and activities, and paid corporate workshops and engagement.

The recommendation was additionally made that the role of the Board of Directors be considered and implemented into this change.

There was confusion as to the reporting requirements of the national team. Unfortunately the original image detailing the reporting of the sub-national team (Marketing & Brand Director, Outreach & Engagement, Campaigns, Corporate Engagement and Education & Curriculum) was unclear, depicting that these roles would report to the Chief Financial Officer. This is not the case, these roles would report to the Executive (National Director, Chief Financial Officer and Director of People & Culture) as a collective.

Proposed Change 2: Shift Reporting and Communication

Purpose of Change

The second proposed change is to shift the reporting between state and national teams. The purpose of this is to ensure clear lines of communication between state and national teams, state and state teams, and the wider collective of volunteers. It will also ensure consistency in state-by-state practice, and allow for wider support available to volunteers within their roles.

Outline of Change

This second proposed change would shift reporting and communication lines between the following;

- State Directors report to:
 - o National Director
- State Financial Officers report to:
 - o Chief Financial Officer
 - o State Director
- State Director of People & Culture report to:
 - o Director of People & Culture
 - o State Director
- State Social Media Coordinator/Media Coordinator report to:
 - o Marketing & Brand Director
 - o State Executive (State Director, State Financial Officer, State People & Culture)
- State Outreach & Engagement report to:
 - o Director of Outreach & Engagement
 - o State Executive
- State Campaigns report to:
 - o Director of Campaigns
 - o State Executive
- State Facilitators (Internal and External) report to:
 - o Director of Education & Curriculum
 - o State Executive
- State Conference report to:
 - o Director of Corporate Engagement
 - o State Executive
- State Intern Coordinator report to:
 - o State Executive

Feedback on Change



The feedback on this second proposed change was relatively both positive and neutral. There was support for the increased reporting to a national team, as it was recognised that this means further support for the volunteer/s in that role (for instance, a State Outreach & Engagement team can request logistical assistance in finding a venue from the National Director of Outreach & Engagement, as this is factored into their role, rather than relying upon their State Director who has their own role).

The majority of the feedback did not consider this proposed change.

Proposed Change 3: Creation of New Roles and Adjusting Existing Roles

Purpose of Change

The third proposed change exists to facilitate the changes outlined in the Proposed Change 1 and Proposed Change 2. In particular, the creation of new roles and adjusting of existing roles allows for a review of position descriptions, reporting, key performance indicators, and performance reviews.

Outline of Change

This third change would require the creation of the following roles;

- National Director
- Director of People & Culture
- Marketing & Brand Director
- Director of Outreach & Engagement
- Director of Corporate Engagement
- Director of Campaigns
- Director of Education & Curriculum
- State Finance Director/s

It would require the revising of the following existing roles;

- Queensland Director
- Queensland Director of People & Culture (formerly Queensland Deputy Director)
- Position descriptions for all existing roles

Feedback on Change

The feedback on this change predominantly centred around suggested titles for these roles, and support of the proposed role titles. More feedback is expected when the revised position descriptions for all roles are released for open-source feedback (within this document).

CONFIRMED CHANGES & LINKS TO IMPLEMENTED STRATEGIC PLAN GOALS

Overview

This section of the report will detail the confirmed changes (from those proposed) to be made, how these changes link directly to the wider strategic plan, and the ways in which these proposed changes will assist in the implementation of the strategic plan (for instance, how the creation of a national team will assist in the growth and expansion of state bases).

Confirmed Change 1: Creation of a National Team and Confirmed Change 2: Reporting Structures and Requirements

Confirmed Change

A National team will be recruited and implemented consisting of (at a minimum), the following roles:

- National Director
- Chief Financial Officer
- Director of People & Culture
- Marketing & Brand Director
- Director of Outreach & Engagement
- Director of Campaigns
- Director of Corporate Engagement and
- Director of Education & Curriculum

In addition to this, a change in the reporting structures for these roles and for state teams will occur.

Relation to the Strategic Plan

The implementation of a national team directly relates to the first two strategic goals; increasing growth and increasing reach.

Removing the strategic growth and reach aspects from the current state model, to a national model, allows for these strategic goals to be prioritized and not lost within the ongoing logistics and implementation of state-based programs.

In particular, the existence of a national team will facilitate the expansion of existing and future state branches of the One Woman Project.

The shift in reporting requirements and communication will facilitate volunteer support. Whilst not directly relating to the strategic plan, this shift will give multiple avenues of support for individual volunteers, facilitate closer lines of communication between state and national teams, and allow for crowd sourcing of suggestions, ideas and support through state-state-national meetings.

Practical Actions and Implementation

The following actions will be implemented to facilitate the existence of a national team assisting in the expansion and growth of existing and future state branches;

- Fortnightly National team meetings;
- Fortnightly team meetings between;
 - o National Director and State Directors (group meeting, not seven individual calls);
 - o Chief Financial Officer and State Financial Officers (group meeting);
 - o Director of People & Culture and State Directors of People & Culture (group meeting);
- Monthly team meetings between;
 - o Marketing & Brand Director and State Social Media/Media Directors
 - o Director of Outreach & Engagement and the State Outreach & Engagement
 - o Director of Education & Curriculum and State Facilitators (Internal and External)
 - o Director of Campaigns and State Campaigns
 - o Director of Corporate Engagement and State Conference teams
- Monthly one-on-one catch ups with the National Director and each individual State Director
- Dedicated 'State' and 'National' pages on the website
 - o Cover page listing an introduction to the activities of that state
 - o Drop down pages for state outputs; events, seminars, in-school programs, etc
- Biannual State team training weekends
- Annual Executive Training Weekends
 - o National Team
 - o State Executives
- Centralised support for volunteer recruitment and training through the Director of People & Culture
- Budgeting and financial support through the Chief Financial Officer
- Sponsorship and grant writing support through the Director of Corporate Engagement and the Chief Financial Officer
- Clear expectation setting from National and State branches
- Creation of a Board of Directors Engagement Policy (see Appendix 2)
- Heightened use of the OWP Portal to contain important documents, as well as national training resources (videos and print) for all volunteers to undertake

Confirmed Change 3: Creation of New Roles and Update of Existing Roles

Confirmed Change

All role position descriptions will be reevaluated (see Appendix 1 for new position descriptions) and new roles will be implemented, namely:

- National Director

- Director of People & Culture
- Marketing & Brand Director
- Director of Outreach & Engagement
- Director of Corporate Engagement
- Director of Campaigns
- Director of Education & Curriculum
- State Finance Director/s

Relation to the Strategic Plan

Whilst this change influences all three main aspects of the strategic plan, it does place a heavy emphasis upon the third aspect of financial growth. The reevaluation of existing position descriptions and the construction of new position descriptions allows for the improvement of volunteer Key Performance Indicators (KPIs), evaluation and performance review procedures, and a stricter outline of the position.

In the future, when it comes to evaluating the financial value of a volunteers work (and thus the stipend or wage they should receive), this revised position description, the existence of ongoing performance reviews and stricter KPIs will factor into this value.

Practical Actions and Implementation

Thusly, the following will be implemented;

- Revision of all position descriptions (see Appendix 1);
- Revision of a performance review schema and schedule.



TIMELINE FOR CHANGES AND IMPACT MITIGATION

Overview

This section of the report will detail the brief timeline for the confirmed changes and how the impact upon existing volunteers will be mitigated during this time.

Timeline

The following details the proposed timeline for the structural changes to the organisation:

- April 19: Final strategic plan released following feedback from wider team
 - o Consultation and edits available to be submitted on this
- April 28: deadline for all consultation and edits
- April 30: commencement of recruitment for all new roles (rolling basis)
 - o Existing volunteers will keep their roles
- May 15: as roles are filled commence transition into national team and state team structure
 - o Rolling basis
- June 30: national team in place, gaps filled in the state teams

Impact Mitigation

This change can impact upon the existing volunteers in their roles and capacity. Ways this will be mitigated is as follows;

- Priority will be given to the recruitment of the National Director and the Queensland State Director, as these will require the most transition;
- For all roles, internal applicants will be highly regarded;
- Transition period of three months minimum for all shifting roles (new person will be guided by the old person for a minimum of three months, with contact as needed after this point);
- Open lines of communication throughout the entire process;
- Use of the OWP Portal to provide all needed documentation to team members.

It is not anticipated that any volunteers will be directly impacted by these changes except for;

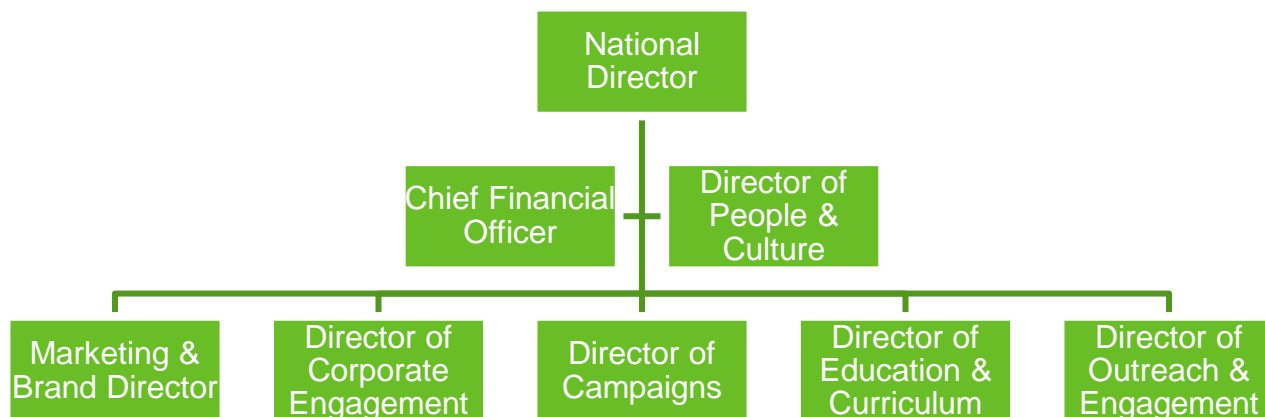
- State Directors
- State People & Culture Managers

NEW STRUCTURE

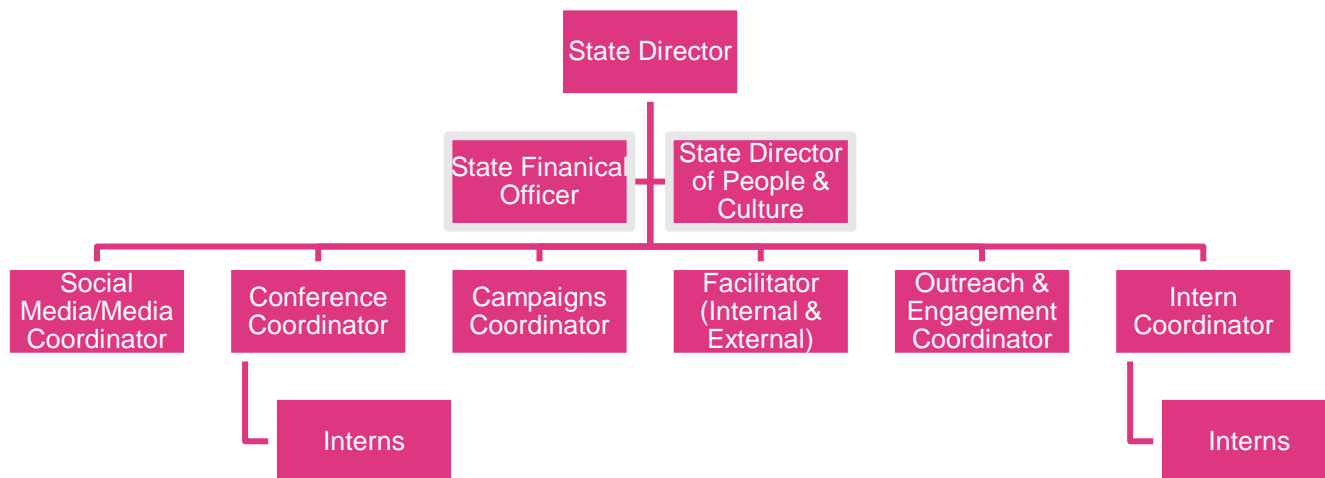
Overview

The following diagram outlines the new structure at a state and national level.

National team:



State team:



APPENDIX 1: REVISED POSITION DESCRIPTIONS

Role	Position Description	Key Performance Indicators (KPIs)	New or Existing?
National Director	The National Director is responsible for the legal reporting and requirements of the organisation (including Office of Fair Trading requirements, ACNC and Working with Vulnerable People cards). The National Director also manages the State Directors and the wider National Team, and facilitates the expansion of OWP across other states, rural centres and international bases. The National Director also manages the creation of partnerships with the organisation, merchandise management, organisational monitoring and evaluation, the creation of the Annual Report, and board management.	<p>Meet fortnightly with the State Directors and with the National Team</p> <p>Ensure each state branch is legally established</p> <p>Grow at a rate of one branch per year</p> <p>Produce the Annual Report</p> <p>Meet every quarter with the Board of Directors</p> <p>Maintain partnerships and establish two substantial partnerships each year</p> <p>Order, produce and manage the sale of \$1 000 worth of merchandise each year</p> <p>Hosting the Annual General Meeting</p>	New
Chief Financial Officer	The Chief Financial Officer coordinates the budgets and monetary concerns of the organisation. They are in charge of creating an annual budget (approved by the Board) each January, and an Annual Financial Report each EOFY. The CFO also manages the State Finance Officers, and	<p>Produce an annual budget for the year in January</p> <p>Produce an Annual Financial Report at the End of Financial Year</p> <p>Assist State Finance Officers in applying for at least one grant each annually</p>	Existing

	provides quotes, invoices and purchase orders. The CFO additionally assists State Finance Officers in applying for grants and manages approvals of expenditure and reimbursements for volunteers.	Hold fortnightly meetings with State Finance Officers	
Director of People & Culture	The Director of People & Culture is essentially the human resources manager for the organisation. They are in charge of managing the State Directors of People & Culture, volunteer recruitment (assisting states in developing position descriptions, interview schemas and running interviews), six-monthly performance reviews of volunteers, managing volunteer conduct, and creating a national volunteer self-care and welfare management process. They are responsible for volunteer recognition through end-of-volunteering certificates, 'volunteer of the month' incentives (eg movie tickets) and more!	<p>Hold fortnightly meetings with the State People & Culture Directors</p> <p>Assist in state-level recruitment and interviews</p> <p>Hold six-monthly performance reviews of all volunteers</p> <p>Create a national self-care and welfare management process for volunteers</p> <p>Arrange for national team skills training workshops (six annually)</p> <p>Disseminate a monthly 'what's up!' internal newsletter with a 'volunteer of the month' submission and section</p> <p>Disseminate 'volunteer of the month' prizes</p>	New
Marketing & Brand Director	The Marketing & Brand Director is responsible for ensuring consistency in branding across the states and the online/offline platforms. This includes website development and editing, design of the Annual Report, approval and creation of promotional and marketing materials, copywriting, and roll-out of large-scale marketing campaigns.	<p>Monthly meetings with the State Social Media/Media Directors</p> <p>Creation and design of the Annual Report</p> <p>Fortnightly editing of the website</p> <p>Approval of state and national promotional materials, prospectus', cover photos and more</p>	New

		Create style guide and templates for state collateral	
Director of Engagement & Outreach	The Director of Outreach & Engagement is responsible for supporting the state Outreach & Engagement teams, assisting with logistics of events, and managing two key events for the year (International Women's Day and International Day of the Girl). They are also responsible for disseminating the fortnightly e-newsletter.	<p>Monthly meetings with State Engagement teams</p> <p>Supporting states logistically to deliver events (budgeting, run sheets, venues, speakers, etc)</p> <p>Managing the state delivery of International Women's Day and International Day of the Girl events</p> <p>Disseminate fortnightly e-newsletter</p>	New
Director of Campaigns	The Director of Campaigns is responsible for facilitating the design of a theme for a national campaign and supporting states in implementing their version of the national theme. The Director of Campaigns may also need to source partners for campaigns (eg; printing partners, or organisational partners).	<p>Monthly meetings with the State Campaigns teams</p> <p>Design of a national campaigns theme</p> <p>Supporting state teams to deliver and implement a campaign based on this national theme</p>	New
Director of Corporate Engagement	The Director of Corporate Engagement is a two-pronged role; they are responsible for finding corporate financial partners for state-based events and activities, and for building corporate partnerships to host in-workplace workshops and events on gender issues. They will also support the state conference team to gain financial sponsorship.	<p>Gain two financial sponsorships each year</p> <p>Host four in-workplace workshops or events each year</p>	New
Director of Education & Curriculum	The Director of Education & Curriculum exists to support both the internal state facilitators and the external state facilitators. For the	Twice per year manage the recruitment of a minimum of 30 participants per state seminar series	New

	<p>external state facilitators, the Director will manage all the recruitment events, sign up lists and ongoing emails to participants. For the internal facilitators, the Director will assist in managing school partners and relationships, and coordinating rural roadtrips. The Director of Education & Curriculum will also source external facilitation opportunities (for organisations, youth groups, universities, etc).</p>	<p>Maintain ongoing communication with seminar series participants through MailChimp</p> <p>Coordinate four school visits per state each year</p> <p>Coordinate four external opportunities (youth groups, universities, etc) per state each year</p> <p>Monthly meetings with state facilitators</p> <p>Monitoring and evaluation of educational programs</p>	
State Director	<p>The State Director is responsible for ensuring each volunteer has a Working with Children card. The National Director also manages the State team, organisational monitoring and evaluation (using the Masterlist and feedback forms), fortnightly Whole Team Meetings, stakeholder engagement and team expansion.</p>	<p>Meet fortnightly with the State team</p> <p>Ensure each volunteer has a Working with Vulnerable People Card</p> <p>Fortnightly meetings with the National Director</p> <p>Maintain partnerships/ stakeholders and establish two substantial state partnerships each year</p> <p>Ensure team achieves set KPIs</p>	Existing
State Financial Officer	<p>The State Financial Officer coordinates the budgets and monetary concerns of the state branch. They are in charge of creating an annual budget (approved by the CFO) each January. The State Financial Officer additionally assists applies for grants.</p>	<p>Produce a state annual budget for the year in January</p> <p>Apply for at least one grant annually</p> <p>Hold fortnightly meetings with CFO</p> <p>Ensure state team remains on budget for activities</p>	New

		Manage any cash or in-kind donations	
State People & Culture Director	The State Director of People & Culture is essentially the human resources manager for the state. They are in charge of volunteer recruitment (developing position descriptions, interview schemas and running interviews), six-monthly performance reviews of state volunteers (working with the National P&C Director), managing volunteer conduct, and volunteer self-care and welfare. They are also responsible for sourcing in-state volunteer training and event opportunities.	<p>Hold fortnightly meetings with the National People & Culture Director</p> <p>Run state-level recruitment and interviews</p> <p>Hold six-monthly performance reviews of all volunteers (assisting National Director of P&C)</p> <p>Arrange for state team skills training workshops (six annually)</p> <p>Arrange for one event/engagement opportunity per volunteer annually (eg; representing OWP at an event)</p> <p>Submit one article (minimum) to the monthly 'what's up!' internal newsletter</p>	New
Social Media/ Media Coordinator	<p>The role of the Social Media Coordinator is to work with other states and the Marketing Director to develop a cohesive and consistent social media strategy across Facebook, Instagram and Snapchat.</p> <p>Where there is a Media Coordinator, their role is to engage with mainstream media sources to 'get the OWP brand out there', and to provide blog content for the website through interviews, articles and more!</p>	<p>Post at least three times per week to each social media platform</p> <p>Coordinate social media streaming and posting at all OWP events</p> <p>Monthly meetings with the Marketing Director</p> <p>Post at least one blog per month</p> <p>Coordinate two mainstream media (print, television, radio, podcast, blog) opportunities for your state annually</p>	Existing
Outreach & Engagement Coordinator	The Outreach & Engagement Coordinator is responsible for hosting free and low-cost engagement events for the	Monthly meetings with the Outreach Director	Existing

	wider public. This can include documentary screenings, panel discussions and commemorations of key dates (International Women’s Day, International Day of the Girl).	Host at least one International Women’s Day (paid) and one International Day of the Girl event (paid or unpaid) Host at least six free engagement events annually	
Campaigns Coordinator	Working closely with the Director of Campaigns, the Campaigns Coordinator develops an online, offline or both campaign centred around the national theme for that year. This involves research, design and promotion.	Monthly meetings with Director of Campaigns Reach a minimum of 500 people with an online/offline campaign each year	Existing
Internal Facilitators	The Internal Facilitators are responsible for hosting the internal eight-seminar workshop series. They are responsible for attending recruitment events (such as lecture bashing, assemblies and university stalls), developing the content, delivering the content, arranging guest speakers, and maintaining an ongoing relationship with participants.	Monthly meetings with the Director of Education & Curriculum Host two eight-seminar workshop series’ with a minimum of 30 signups and 10 active participants annually Arrange a minimum of two guest speakers per seminar series Maintain engagement with these participants through social activities, craft events and further academic workshops	Existing
External Facilitators	The External Facilitators are responsible for hosting external engagement, through in-school workshops, rural roadtrips, and external workshops (for organisations, youth groups, etc). They are responsible for coordinating these opportunities, developing the content, delivering the content, and collating feedback from the sessions.	Monthly meetings with the Director of Education & Curriculum Host one (three-day minimum) rural roadtrip annually Coordinate four school visits per year Coordinate four external opportunities (universities, youth groups, etc) per year	Existing
Conference Coordinator	The Conference Coordinator is responsible for hosting OWP’s	Quarterly meetings with the Director of Corporate Engagement	Existing

	biannual conferences. They are responsible for sourcing a venue, sourcing speakers, graphic design of promotions, ticket sales, volunteer management, budget management, partnerships and event management.	Quarterly meetings with the Marketing Director Host two conferences annually (one with a minimum of 30 attendees, one with a minimum of 50 attendees) Managing Conference Interns	
Conference Interns	The Conference Interns are responsible for assisting with the operations and logistics of the conference, from compiling lists of venues, to badge-making, to contacting stalls.	Attend at least one conference in an operational capacity	Existing
Intern Coordinator	The Intern Coordinator is responsible for recruiting and managing the interns for the Conference team and for the Internal Facilitators. This includes writing position descriptions, interviewing prospective interns, briefing successful interns on their role, managing their journey through their internship, and meeting with them at the end of their internship to discuss key learnings.	Recruit two Conference Interns and two Seminar Interns annually Monthly check-ins with the Interns	Existing
Interns	Interns are responsible for assisting with the internal seminar series, from setting up the facilities (chairs, projector, speakers) to participating in the content.	Attend at least six of the eight seminars	Existing
Ambassador Program Coordinator	The AP Coordinator is responsible for writing position descriptions for the Ambassadors, recruiting and interviewing Ambassadors, setting up a Facebook group, posting weekly Ambassador challenges, collating these	Recruit five OWP Ambassadors annually Establish the OWP Ambassador program Host at least two Ambassador events annually	Existing

	challenges for the wider OWP social media, and hosting Ambassador skills training and social events.		
Artistic in Residence	Responsible for all the artistic needs of the organisation, in particular designing stickers, posters, publications, calendars and merchandise.		New

APPENDIX 2: BOARD OF DIRECTORS ENGAGEMENT POLICY

Overview

This Board of Directors Engagement Policy will detail the position descriptions of the Board, the key functions, communication methods, required attendance and meetings.

Board Position Descriptions

Whilst the One Woman Project Board positions are quite flexible and are focused more upon the ideal candidate that appears, we do aim to always have expertise in the following areas on the Board of Directors;

- Non-for-profit and community group management;
- Financial management;
- Current feminist academic literature;
- Campaigns, marketing and media engagement;
- Community development and feminist best practice;
- International feminist perspectives on non-for-profit work.

Key Functions of the Board

The key functions of the Board of Directors is to;

- Oversee the operations of the One Woman Project (provided to the Board currently through quarterly reports and, in the future, through regular quarterly meetings);
- Analyse and approve the operating budget of the One Woman Project;
- Analyse and approve the Annual Report of the One Woman Project;
- Provide guidance and assistance in the recruitment of the National team;
- Provide guidance and assistance where requested (for example with events, recruitment, management and more).

Board Committees

Through this ongoing restructure of the One Woman Project, we would like to implement the following voluntary committees of the Board:

- Financial Committee
 - o Overseeing the budget
 - o Analysing and assisting with large financial decisions

- **All Board Members are required**
- Meetings held as part of the quarterly Board meetings or as required
- Ethics Committee
 - Providing guidance and support through volunteer grievances
 - Mediating and making decisions upon recruitment, management and termination of volunteers
 - Managing conflicts of interests between the One Woman Project, our volunteers and external parties
 - Three Board Members are required
 - Meetings held when required

Communication Methods

Communication methods with the Board will primarily be through email. However, for the quarterly Board meetings these will be held through Skype or an online conference call platform to accommodate the internationality of our Board members.

Required Attendance and Meetings

Board members are required to attend (in person or via Skype/conference call) a minimum of 50% of the four Annual Board Meetings (held each quarter). A 75% quorum at these Board meetings, as well as meetings of the Board Committees is required.