



## Women of AMBA Committee

### Purpose of the Committee

Based on the Board goals for a governing year, the Women of AMBA Committee focuses on empowering and supporting women in our industry by helping them develop professional goals, create networking and mentoring opportunities, providing opportunities for training and skills development, and developing strong women leaders in the mortgage industry.

### Committee Type

Operational Committee

### Scope

- With the support of the CEO, develop an annual workplan to guide the work of the Committee each term.
- Advise and recommend future initiatives that support the purpose of the committee, recognizing the limitations of AMBA's available resources.
- Research and recommend female-centric presenters, speakers, initiatives, topics in a database that can be referred to by the AMBA team as needed.
- Research and recommend educational resources and materials to help support women students and industry members.
- Develop sustainable legacy programs (scholarships, mentorship) that will make a lasting impact on women in the industry for years to come.
- Act as champions for changes in the culture of the mortgage industry to promote a bias-free environment and a fully welcoming association for all women and other protected groups.

### Membership Structure

5-7 members comprised of at least 1 Director, 1 Affiliate (student) and a minimum of 3 non-Director members. The Committee shall select the role of Chair by majority vote.

### Subcommittees

Subcommittees may be formed to complete specific tasks/projects as needed.

### Key Responsibilities

Subject to the duties and responsibilities of the Board and the CEO, the Committee has the following responsibilities.

#### 1) Research

- On an ongoing or as-needed basis, research female-centric speakers for AMBA's virtual and in person events.

- Create a database for the AMBA team of recommended, session topics, community initiatives, and other opportunities for consideration.
- 2) Connect
    - Organize monthly virtual “hangouts” with a focused topic of discussion for AMBA Members and Affiliates.
    - Develop a “Women in Mortgage” event for potential/new women mortgage brokers.
  - 3) Resourcing
    - Establish a sponsorship strategy to support committee activities while ensuring that any sponsorship commitments do not pull from AMBA’s primary sponsorship requirements.
  - 4) Educate/Communicate
    - Create content for a monthly newsletter and/or blog.
    - Provide a quarterly written update for the Board and Membership.
  - 5) Community Engagement
    - Select an annual charitable organization to support and organize the industry to participate (ensuring this does not conflict with any previously scheduled AMBA activity)
  - 6) Support
    - Establish, fund, implement, and run a scholarship program for female students.
  - 7) Other
    - Assume other related responsibilities as recommended by the Board or CEO.

#### Duties

- 1) Attend scheduled meetings;
- 2) Be familiar with AMBA’s existing governance framework;
- 3) Arrive on time and be prepared to participate;
- 4) Read any material received prior to the meeting;
- 5) Remain focused on the workplan;
- 6) Accept your share of delegated work.
- 7) Be an active and engaged supporter of AMBA above and beyond the activities of the committee.

#### Accountability & Reporting

- The Committee is accountable and reports to the CEO.
- Committee members report to the Chair of the Committee.

#### Meetings

Meetings will occur a minimum of 4 and a maximum of 12 times annually.

#### Membership Criteria

Must be an AMBA Member or Affiliate in good standing.



### Confidentiality

We encourage you to talk to your peers about topics being discussed. Often, we will ask you to gather feedback for certain topics and decisions. However, matters discussed in the Committee are deemed confidential until a decision has been made or an action item has been approved. When in doubt about confidentiality, please speak to the Chair.

### Term Limits

A maximum term limit is four consecutive years.

### Average Time Commitment

- 6-20 hours per year (meetings only);
- 1-2 hours preparation pre-meeting;

### Voting

Business arising at any meeting of this Committee shall be decided by a majority of votes. No Committee member shall be entitled to vote by proxy.

### Quorum

A quorum of the Committee to vote shall consist of more than 50% of the voting membership of the Committee.

### Measures of Success

- Successful launch of the committee;
- Establishment and launch of a scholarship program;
- Consistent attendance at virtual hangouts;
- Establishment of a mentorship program;
- Consistent content created to distribute to the membership;
- Adherence to AMBA's governance framework;
- Establishment of long-term goals.

### Benefits

- Job satisfaction through volunteerism;
- Increased knowledge of diversity and inclusion best practices;
- The opportunity to effect change in the Association and community through community building, connection, and recommendations;
- Networking and relationship building;
- Leadership training for succession to other committees and/or Board of Directors.

### Resources

Resources and support services will be provided through the office of the CEO.



Staff Liaison  
Kristen Dyck, Manager - Communications