



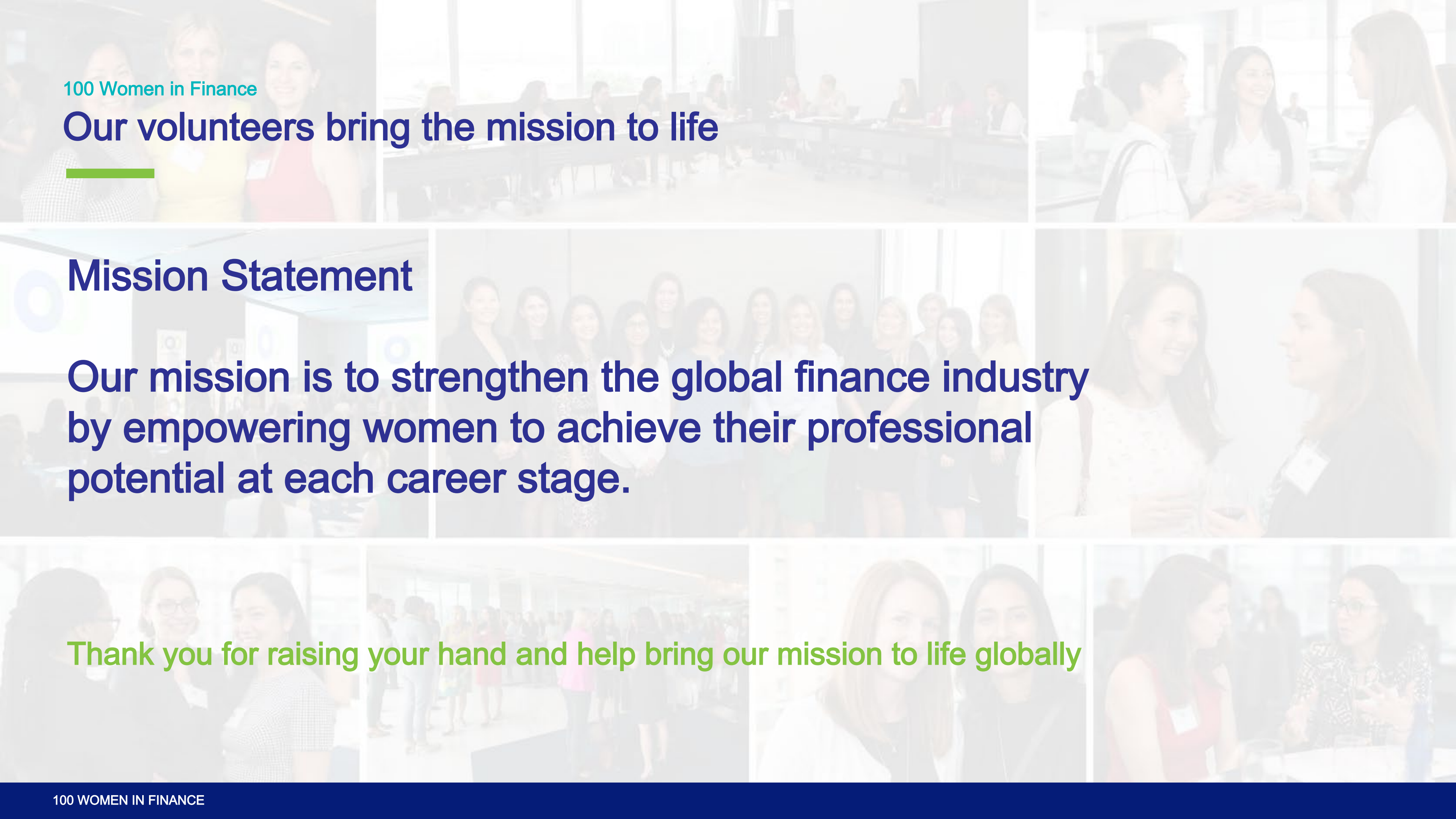
100WF VOLUNTEER ONBOARDING

Welcome to our Volunteer Community

What to expect, how to contribute and how to get started

JULY 2026

Internal Use Only



100 Women in Finance

Our volunteers bring the mission to life

Mission Statement

Our mission is to strengthen the global finance industry by empowering women to achieve their professional potential at each career stage.

Thank you for raising your hand and help bring our mission to life globally

100 Women in Finance

Our Story

Ideas. Passion. Commitment. That's how the story begins and continues

In 2001, three women came together with a simple belief: women in finance should have a space to learn, connect and give back. What began as 100 Women in Hedge Funds in New York City has grown into a global community across 33 locations.

From the beginning, this has been a community built by people. **Volunteers dedicate their time and expertise to bring the mission to life**, creating more than 300 events each year and strengthening connections at every stage of their career.

Powered by the commitment of our volunteers, 100WF creates space for women to be seen, heard, and recognized. It is where confidence is built, careers advance, and leadership takes shape.



100 Women in Finance

100WF at a glance

33

Global
locations

75K

Global
community

10K

Members

300+

Events Annually

600+

Active
volunteers



*"We have created a space
where women's voices
matter and where talent,
not gender, defines
opportunity in finance."*

- Rehana Farrell, 100WF CEO

**100WF SENDS MID YEAR AND YEAR END
HIGHLIGHTS TO ALL MEMBERS AND INVITES
VOLUNTEERS TO BIENNIAL TOWN HALLS WITH
100WF LEADERSHIP.**

*As at 30 July 2026, except for events. 100WF typically organises 300+ events each year.

Volunteers

Why volunteer with 100WF?

Volunteering is an opportunity to :



Increase your Visibility

Engage with senior professionals, speakers, members and sponsors.

Gain speaking opportunities.



Expand your network & friendships

Build relationships across the industry and within your firm.



Personal growth

Develop leadership, project management and business development skills.



Give back

Create opportunities for women and amplify their voices.

Volunteers

How volunteers are organized

LOCAL COMMITTEES

Build community and deliver programming within a *specific location*.

GLOBAL COMMITTEES

Build community and deliver initiative specific programming *across locations*.

Areas of focus for events and programs

EDUCATION

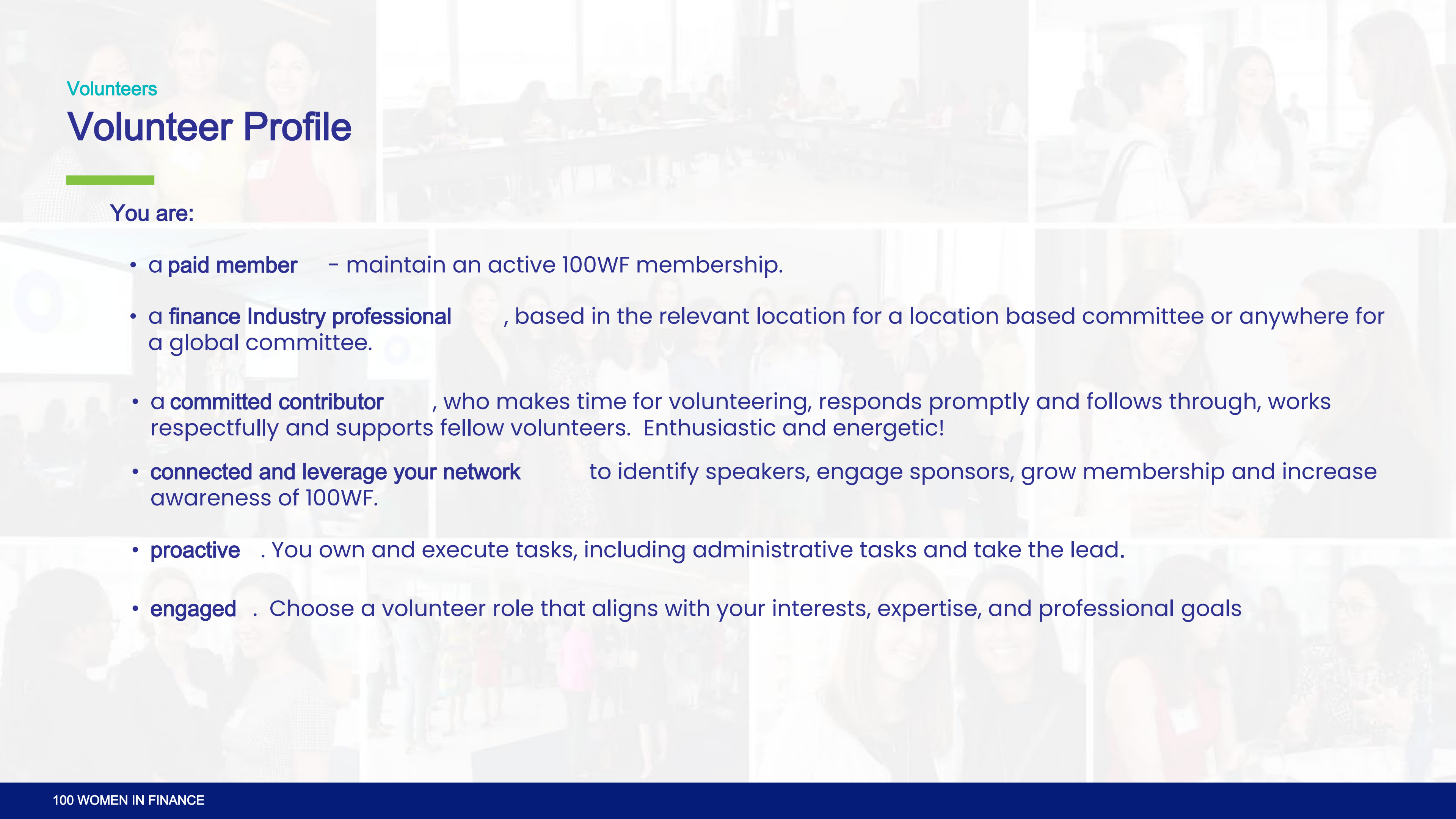
Driving knowledge and professional growth

PEER ENGAGEMENT

Connecting practitioners within and across career stages

IMPACT

Shaping the future of leadership

The background of the slide is a collage of several images showing diverse groups of women in professional and social settings. Some are sitting at long tables in a meeting room, others are standing and talking, and some are smiling for the camera. The images are faded and serve as a backdrop for the text.

Volunteers

Volunteer Profile

You are:

- a paid member – maintain an active 100WF membership.
- a finance Industry professional, based in the relevant location for a location based committee or anywhere for a global committee.
- a committed contributor, who makes time for volunteering, responds promptly and follows through, works respectfully and supports fellow volunteers. Enthusiastic and energetic!
- connected and leverage your network to identify speakers, engage sponsors, grow membership and increase awareness of 100WF.
- proactive . You own and execute tasks, including administrative tasks and take the lead.
- engaged . Choose a volunteer role that aligns with your interests, expertise, and professional goals

Committee Features

Reflect the market

Volunteers should represent a mix of roles, firms, seniority levels and perspectives.

Volunteer profile

Members should have the skills, interest and commitment to contribute consistently and to complement the skills and reach of the committee.

Size

Six to twelve committee members usually works well.

Clear process

Recruit when needed and issue a bi-annual open call for volunteers. Clearly communicate role descriptions and expectations.

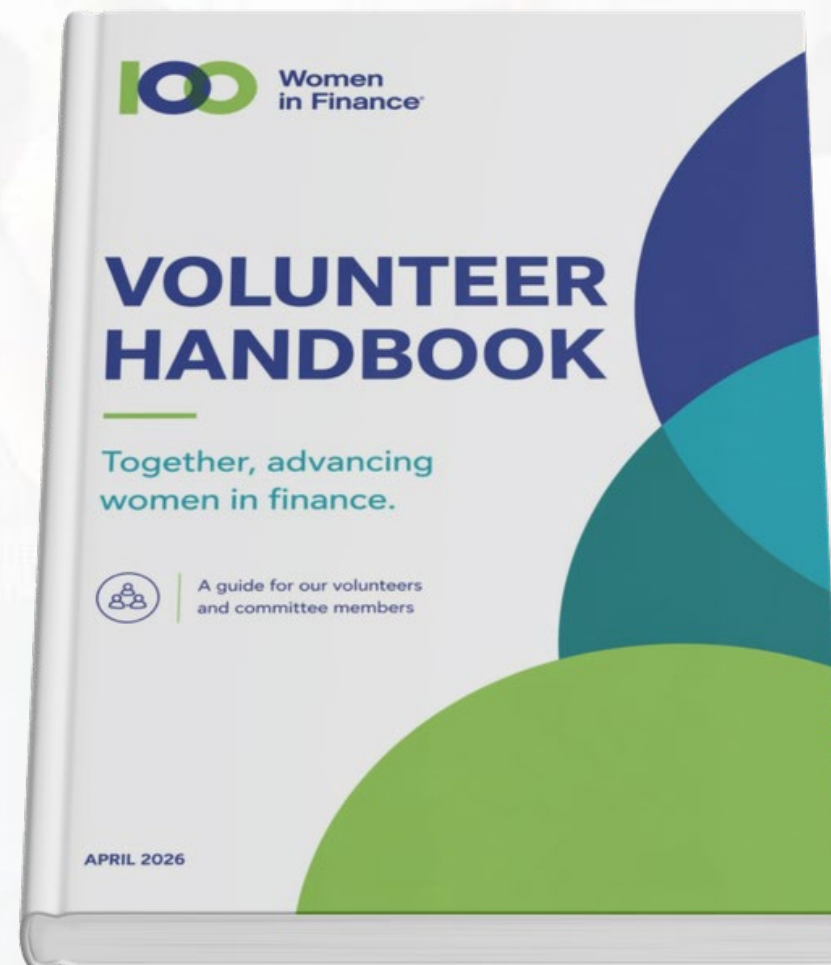
Onboarding

All volunteers must be onboarded by 100WF staff.

Meetings

Committees typically meet monthly (virtually or in person) with at least two in person meetings each year.

100WF Volunteer Resources



[View Volunteer Handbook](#)

Volunteer Handbook

The primary source of 100WF policies, expectations, standards, practices and procedures.

Onboarding Presentation

This presentation supports volunteer onboarding, provides a high level overview of the Volunteer Handbook and quick reference as you get started.

Volunteer Resources Hub

Contains volunteer tools, templates, and guidelines including the handbook and this presentation.

When in doubt

Refer to the handbook and/or contact your committee chair or 100WF staff contact for guidance.

Volunteers

Effective Volunteers

Create a strong committee community and culture.

Understand 100WF's mission and their committee's objectives

Know their role

Are clear on expectations, time commitment and volunteer responsibilities.

Lead and support programming

Where applicable, lead or co-lead at least one event each year, including securing the host or sponsor, developing the topic and identifying speakers.

Use 100WF Resources and systems

Explore the Volunteer Resources Hub and use 100WF's google drive and Event Management System (EMS) as recommended. Follow 100WF guidelines and policies.

Show up, contribute early and deliver on commitments

Attend committee meetings and events, contribute ideas, complete assigned tasks on time, remain actively engaged throughout their tenure.

Support the community

Promote 100WF, build membership and help fellow volunteers succeed.

Stay connected

Attend 100WF Town Halls and events.

Commit for continuity

Plan for at least two years of active service and complete an annual self review.

Consistent engagement and follow through builds momentum, a strong team and a successful 100WF location.

Effective Chairs

The chair guides the culture and direction of the committee.

Set a regular meeting schedule

Organise and lead regular virtual and in person committee meetings.

Clarity and responsibility

Assign tasks, owners and deadlines.

Open communication

Be responsive and raise issues early. Keep the committee engaged, informed, and accountable.

Plan the year

Maintain a 6-12 month event pipeline.

Shared records

Keep records of meetings, and notes and files relating to 100WF activities on 100WF's platform.

Ongoing review

Regularly assess committee progress and volunteer contribution, committee needs and composition

Plan succession

Maintain an active back up and transition plan. Identify and develop future leaders from within the committee. Review succession regularly with co-chairs, vice chairs, and 100WF staff.

Stay connected

Attend 100WF Chair calls and Town Halls.
Liaise with 100WF staff for guidance, approvals and support.

Location

Based in location of the committee.

Commit for continuity

Plan for at least two years of active service and complete an annual self review.

Term limits

✓ TERM LIMIT

Typical chair term is TWO years.
There is no term limit for committee members*.

✓ RENEW ONCE

Chairs may renew for a further two year term.

✓ CONTINUE

Former chairs may remain as committee members with 100WF approval.

Guardrails

- A volunteer may lead only one committee or global committee at a time.
- Location specific leaders must be based in that location.
- A volunteer may not serve on the global board and a committee concurrently.

** Exceptions in Volunteer Handbook.*

Succession is an active responsibility

Every chair should always maintain a realistic back up and transition plan. Co and Vice Chairs are encouraged.

100WF may remove a chair or committee member at its discretion.

Note : Chairs who have served three years by July 31, 2026 , may continue for up to two additional years to support an orderly transition .
Committee Chairs are appointed at the discretion of the Chair(s) and 100WF.

EVENTS

Event Types: Something for everyone

Aim for at least four content rich educational events and at least two peer engagement/networking events in each location each year.

EDUCATION

- Finance industry or professional skills focused.
- Open to all members and subject to 100WF's guest policy non member guests
- Organized by the Education or Location Committee.

PEER ENGAGEMENT

- Finance industry or professional skills or networking focused.
- Open to all members in the relevant peer group and subject to 100WF's guest policy non-member guests in the relevant peer group.
- Organized by the appropriate Peer Engagement Committee, where one exists or the Education/Location Committee where there is no local peer engagement committee.

Events may be large or small, but all must follow consistent standards for content, audience, speakers and brand.

No sales pitches, product placement or recruitment

Always ask: how does this event align with 100WF's mission?

Review Volunteer Handbook for detailed event guidelines.

EVENTS

Sponsors support events, speakers bring expertise, privacy ensures candid conversations



Speakers

- Must be subject matter experts.
- Must include at least one woman.
- Cannot all be from the same firm.
- Single speakers require prior staff approval.

Sponsors

- Usually receive 10 to 15 percent of spaces for invitees.
- Provide venue, A/V, refreshments, badges, and registration support.
- Sponsor invitees do not need to be 100WF members or added to EMS.
- Cover venue and event costs
- There is no local 100WF budget for event costs or speaker fees.

Privacy

- Events are private and not for attribution.
- Photos may be shared by 100WF.
- Member and guest contact details are not shared with sponsors.

EVENTS

Workflow: Start early and work through the event process

Event dates are not confirmed until the event has been submitted AND approved in EMS.

PLAN

- Maintain a 6 to 12 month pipeline of topics, speakers and sponsors.
- Organize and participate in event prep calls.

EMS

- Enter the event concept in EMS at least 4 weeks before the proposed date and follow the EMS process to generate the invitation.

SHARE

- Promote the event via personal network and socials, making use of 100WF's event flyer if desired.

DELIVER

- Attend the event, deliver remarks, use approved branding, slides and pop up banners

THANK YOU

- Thank the speakers and host by email, and invite them to become members.

PHOTOS

- Submit event photos and recap promptly.

View the 100WF EMS Guide, Training Video and Event Guidelines in Volunteer Resources

- When organizing your first event, contact 100WF staff or an experienced committee member for EMS training.
- All events held under the 100WF umbrella, regardless of size, must be entered in EMS in advance.
- Branding and invitations must meet 100WF requirements and should be completed / approved by 100WF.

Invitations & Brand Standards

Invitation

100WF controls invitation language and design including placement of sponsor logos and descriptions.

Promotion

Events are promoted to relevant email lists and typically include one LinkedIn post before and after the event. Angels are pre-invited to education events.

Onsite branding

Display 100WF event slides and QR code on screens. Use the 100WF roll up banner when appropriate.

Social asset

A 100WF flyer or graphic can be provided for social media promotion.

Logo and Collateral Approval

All uses of the 100WF name and logo must follow the 100WF Brand Guidelines and receive prior approval from 100WF.

Marketing assets and collateral are created by 100WF.

Any independently created materials featuring the 100WF name or logo must be submitted for approval before use.

Represent 100WF consistently and responsibly

DO

- Speak about your own experience as a volunteer and member.
- List 100WF service in the Volunteer section of LinkedIn.
- Share approved event posts and encourage your network to participate.
- **ONLY 100WF Leadership speaks for 100 Women in Finance.**

DO NOT

- Set up unofficial 100WF social media pages or groups.
- Share private event content or attribute remarks to speakers.
- Create local branding or marketing assets, or alter the logos.
- Promote a sponsor product, service or recruitment agenda.

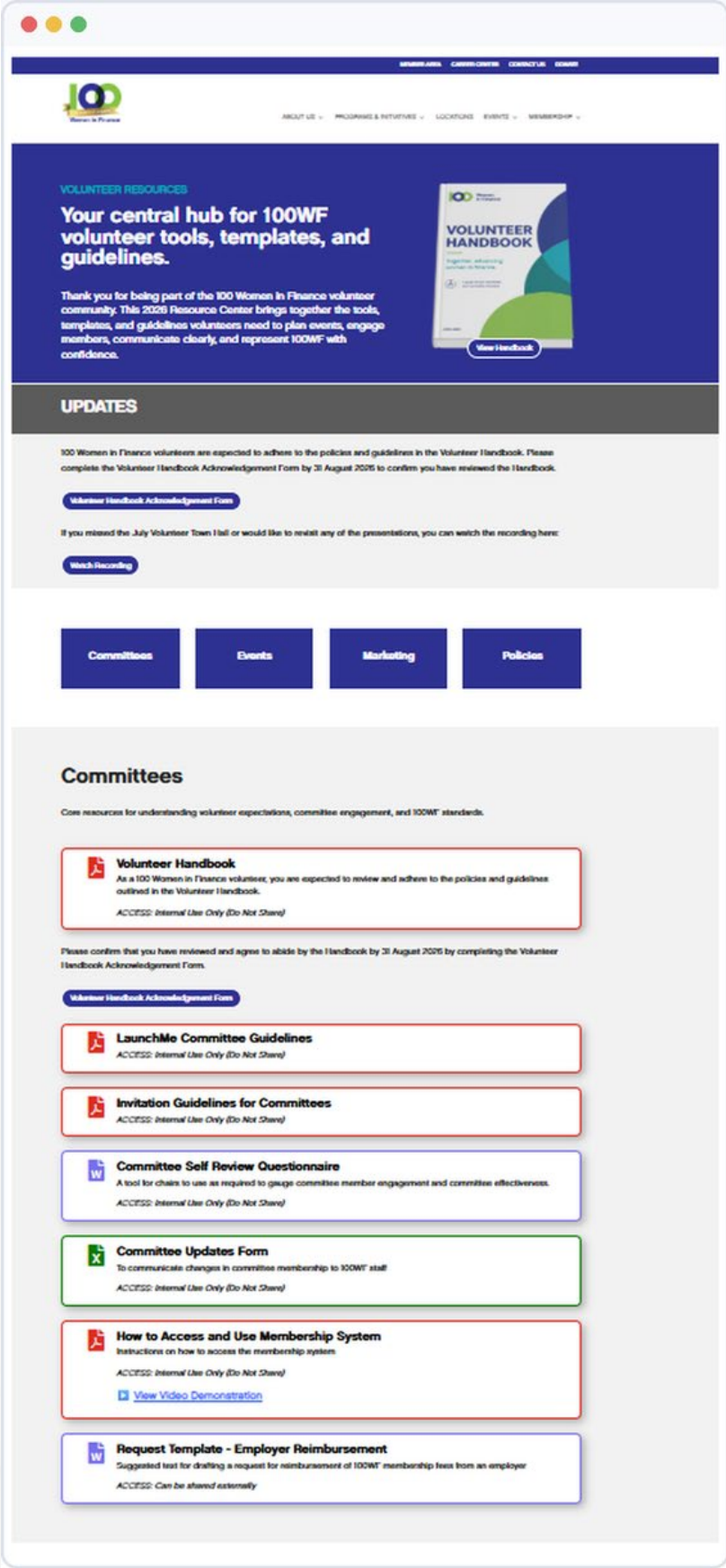
VOLUNTEER RESOURCES

Your central hub for 100WF volunteer tools, templates, and guidelines.

A 2026 resource center for planning events, engaging members, communicating clearly, and representing 100WF with confidence.

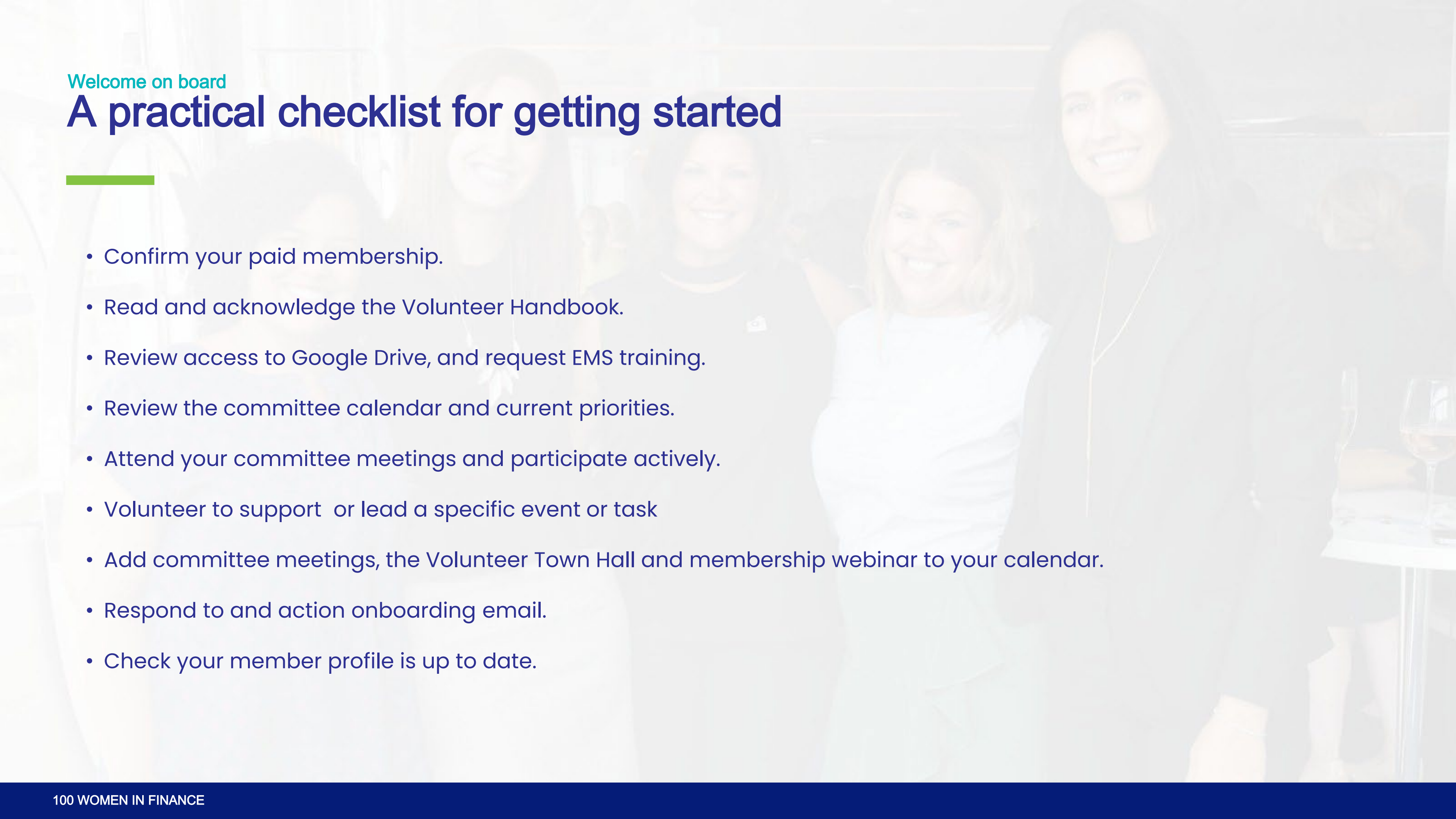
[Volunteer Resources](#)

CLICK HERE!



- Core committee resources
- Volunteer Handbook
 - LaunchMe Committee Guidelines
 - Invitation Guidelines for Committees
 - Committee Self Review Questionnaire
 - Committee Updates Form Membership System Access
 - Employer Reimbursement Request

Volunteer Resources include these items and many more. More resources are added regularly. If you need a resource let us know!



Welcome on board

A practical checklist for getting started

- Confirm your paid membership.
- Read and acknowledge the Volunteer Handbook.
- Review access to Google Drive, and request EMS training.
- Review the committee calendar and current priorities.
- Attend your committee meetings and participate actively.
- Volunteer to support or lead a specific event or task
- Add committee meetings, the Volunteer Town Hall and membership webinar to your calendar.
- Respond to and action onboarding email.
- Check your member profile is up to date.



WELCOME TO THE VOLUNTEER COMMUNITY

Your ideas, energy and network help advance women in finance as well as build a thriving 100WF community

If you have any questions please refer to your committee chair or 100WF Staff contact.

ADVANCING WOMEN. ELEVATING FINANCE.

100women.org