



WIT Leadership Position Descriptions

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Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	President
Term of Office:	1 year, with previous year serving as President-elect
Position Description:	Serves as a voting member of the Board and as WIT's Chief Executive Officer. Develops, in collaboration with the Board, the Mission, Vision and Values of WIT. Guides and directs the organization in meeting its strategic objectives. Sets the culture of the organization.
Provides oversight of:	Board Members
Collaborates with:	President-Elect RMK Productions All Board Members

Responsibilities:

- Attend all meetings of the Board of Directors. (If the President fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Serve as Chair of the Board of Directors and the Executive Officer of WIT.
- Preside over: all meetings of the membership; the Board of Directors; the Executive Committee.
- Sign all contracts on behalf of WIT.
- Serve as chief spokesperson for WIT.
- Appoint the General Counsel.
- Oversee Board of Directors' responsibilities.
- Establish objectives for the year for the Board of Directors and WIT. Coordinate with members of the Board of Directors in establishing their goals and programs.
- Oversee strategic visioning and objective development.
- Appoint Nominating Committee Chair, and other special committee chairs as appropriate.
- Serve on the Nominating Committee.
- Co-Chair the Volunteer Appreciation event and awards process; preside at event jointly with Immediate Past President
- Make policy decisions, in conjunction with the Board of Directors.
- Call for the vote of the slate of candidates as presented by the Nominating Committee to the Secretary (between 35-40 days prior to the annual meeting).
- Cast the deciding vote in the event of a tie vote in any election of Officers or members of the Board of Directors.
- Prepare an end-of-year report. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Perform other duties as delegated by the Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Executive Committee meetings as required.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at committee meetings, SIG events & special events as schedule permits or as required.
- End-of-year report preparation.

Qualifications:

- Member in good standing.
- Previous service as a member of the WIT Board of Directors for at least one year and President-Elect one year.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	President-Elect
Term of Office:	1 year term, elected by membership Serves as President immediate following year
Position Description:	Serves as a voting member of the Board and acts as Chief Operations Officer for WIT. Assists current President in strategic initiatives and tactical implementation of WIT's mission.
Provides oversight of:	RMK Productions Web Presence Committee Girls in Technology Committee Process Documentation Committee Financial documents
Collaborates with:	WIT President All Board Members as appropriate WITEF Vice Chair as appropriate Committee chairs and vice-chairs as appropriate

Responsibilities:

- Attend all meetings of the Board of Directors. (If the President-Elect fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Serve on the Executive Committee.
- Serve in the absence of or at the direction of the President.
- Assist the President in the management of WIT.
- Serve as Chief Operating Officer of WIT. Establish uniform policy and procedure for the governance and operation of all committees and SIGs. Assure all committees and SIGs maintain documentation of key roles, responsibilities and processes.
- Oversee the administration, logistics, and operations of WIT, including managing WIT's support contracts.
- Ensure Program Planning process is executed by the Steering Committee.
- Co-Chair the Volunteer Appreciation event and awards process.
- Serve on the Nominating Committee.
- Succeed the President after the President's term of office expires, is vacation or is otherwise terminated
- Oversee the Web Presence Committee and collaborate with the Communications committee regarding WIT's brand, image and website look and feel.
- Oversee the work to initially document all WIT processes; provide for archiving, storage and retrieval.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Executive Committee meetings as required.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.

Qualifications:

- Member in good standing.
- Previous service as a member of the WIT Board of Directors.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Secretary
Term of Office:	2 years, elected by membership
Position Description:	Serves as a voting member of the Board of Directors. Responsible to ensure that all WIT policies, procedures and governing by-laws are adhered to.
Provides oversight of:	Chapter Records, Policies and Procedures
Collaborates with:	All Board Members, especially the General Counsel and WITs administration

Responsibilities:

- Attend all meetings of the Board of Directors. (If the Secretary fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Serve on the Executive Committee and keep minutes.
- Keep accurate minutes of the proceedings of all formal meetings of the Board of Directors.
- Oversee the corporate seal and affix it to any lawfully executed instrument, as approved by the Board of Directors or the Executive Committee.
- Receive the slate of officers and board of directors from the Nominating Committee. Present the slate to the President and Board of Directors within two days of receipt.
- Notify the membership of the slate of candidates for offices approved by the Board of Directors (with assistance of management company).
- Provide notice to the membership of the final slate of candidates (following a period where additional candidates may be added by petition). This must be done at least 10 days before the annual meeting.
- Assure all WIT policy, procedure and process documentation is current and accessible.

Time required:

- Participation in the monthly Board of Directors meeting.
- Executive Committee meetings as required.
- Minute preparation.
- Attendance at all monthly programs and New Member Orientations
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Nominating slate preparation and oversight.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Treasurer
Term of Office:	2 years, elected by membership
Position Description:	Serves as a voting member of the Board of Directors. Acts as WIT's Chief Financial Officer. Oversees all financial-related activities of WIT to include: accounts Payable, accounts Receivable, tax return, monthly financial statements, SIG and committee budgets oversight, etc.
Provides oversight of:	Bank; RMK Productions bookkeeper
Collaborates with:	President RMK Productions All Board Members, Committees, SIGs as appropriate

Responsibilities:

- Attend all meetings of the Board of Directors. (If the Treasurer fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Serve as Chair of the Finance Committee, if applicable.
- Serve as the custodian of all funds and securities belonging to WIT.
- Oversee receipt and disbursement of all funds and securities, under the direction of the Board. Ensure the keeping of full and accurate accounts of the finances of WIT.
- Prepare and present to the Board of Directors a statement of WIT's assets and liabilities at the close of each fiscal year (within 60 days after the end of the fiscal year).
- Collect budget requests from standing and ad hoc committees.
- Present annual budget to the Board of Directors for approval.
- Prepare and present monthly financial reports to the Board of Directors.
- Secure signature cards and necessary signatures at the bank.
- Make investments authorized by the Board of Directors.
- Assist in the development of sponsorship levels, packaging and pricing.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Executive Committee meetings as required.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Annual budget preparation.
- Monthly and end-of-year report preparation.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Communications Chair
Term of Office:	2 years, elected by membership
Position Description:	Serves as a voting member on the Board of Directors. Responsible for developing the messages of WIT, managing media relations, coordinating press/media at events, developing the WIT brand and image to the general public.
Provides oversight of:	Communications Vice Chairs and Committee
Collaborates with:	All Board Members RMK Productions Special Events; Strategic Alliances All other Committee and SIG chairs and vice-chairs as appropriate

Responsibilities:

- Committee Chair must attend all meetings of the Board of Directors. (If the Chair fails to attend three consecutive meetings, then the Board of Directors may remove her from the Board of Directors.)
- Maintaining close communication and tight coordination between the disciplines to ensure brand management and integrated marketing.
- Build and run the Communications Committee.
- Hold monthly Committee meetings.
- Maintain the contact list for the group and centralized files of all logos, graphics.
- Approve all materials created by the committee.
- Support the Vice Chairs in their roles.
- Renew existing media relationships and develop additional media sponsorships.
- Strategize on other new projects/initiatives to further WIT's mission and lead these initiatives as required.
- Promote WIT membership as an expert source for technology-related issues.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Conduct committee meetings.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Monthly and end-of-year report preparation.
- Research, writing, and editing as needed.
- Follow up calls to media as needed.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Membership Chair
Term of Office:	2 years, elected by the membership
Position Description:	Serves as a voting member on the Board of Directors. Responsible for attracting and retaining WIT members. Responsible for identifying membership needs and developing and encouraging new programs designed to meet the needs of the membership at large.
Provides oversight of:	Membership Vice Chair and Committee
Collaborates with:	All Board Members Sponsorship Committee RMK Productions

Responsibilities:

- Committee Chair must attend all meetings of the Board of Directors. (If the Chair fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Oversee the development of strategies and processes for attracting and welcoming new members and retaining existing members.
- Recommend membership policies and requirements to the Board of Directors.
- Develop and conduct membership survey every year; analyze and report results to Board.
- Welcome guests at meetings and follow up with prospective members.
- Coordinate and conduct quarterly "New Member Orientations."
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities. Advise Board on impacts of significant trends in new registrations and/or renewals on regular and timely basis.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Attendance at all monthly programs and New Member Orientations.
- Conduct committee meetings; Coordination of new member orientation events.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Oversight of process and measures of follow up calls to renewing members (performed by RMK Productions). Report results to Board on monthly basis.
- Management of follow up calls to prospective and new members.
- Liaison with WIT staff to distribute information via email and the website on orientations and monitor attendance responses.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Programs Chair
Term of Office:	2 years, elected by membership
Position Description:	Serves as a voting member of the Board of Directors. Plans and develops WITs flagship, 3 rd Thursday, open programs – WIT. <i>Connect</i> . These meetings are for the membership at large, potential new members and guests of WIT.
Provides oversight of:	Programs Vice Chair and Committee
Collaborates with:	All Board Members Communications; Sponsorship; Membership Special Programs and Special Events RMK Productions Strategic Alliances; All SIGs

Responsibilities:

- Chair must attend all meetings of the Board of Directors. (If the Chair fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Assess member needs to identify programmatic opportunities.
- Develop, organize, and produce the monthly general membership programs, including development of topics, obtaining speakers, and making necessary arrangements (in conjunction with the management company).
- Coordinate programs activities and logistics with RMK Productions.
- Coordinate programming and marketing efforts with other committees to maximize attendance and avoid duplication of topics or speakers.
- Serve as Steering Committee member for WIT Program Planning; implement all process steps.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a business plan for submission to the Executive Committee for any special event or program (other than regular monthly programs) the committee wants to plan.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Attendance at all monthly programs and New Member Orientations. Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Conduct committee meetings.
- Monthly and end-of-year report preparation.
- Coordination with speakers regarding schedules, bios, presentations, etc.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Sponsorship Chair
Term of Office:	2 years, elected by the membership
Position Description:	Serves as a voting member on the Board of Directors. Responsible for attracting and retaining sustaining corporate sponsors and managing their involvement, participation and benefits.
Provides oversight of:	Sponsorship Vice Chair and Committee
Collaborates with:	All Board Members Membership Committee; Programs Committee Special Events: Heroines in Technology; Awards Banquet; Golf Tournament

Responsibilities:

- Committee Chair must attend all meetings of the Board of Directors. (If the Chair fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Recommend sponsorship involvement for WIT programs and events.
- Develop and maintain sponsorship levels, types and benefits included.
- Develop and implement strategies for attracting new sponsors for WIT.
- Coordinate and conduct Sponsor-Only Job Fairs.
- Coordinate sponsor renewals, with support of WIT Staff.
- Manage "sponsor care" program.
- Coordinate annual sponsor "appreciation" reception.
- Ensure that sponsors are aware and involved in WIT activities and benefits.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Conduct committee meetings.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Monthly and end-of-year report preparation.
- Sponsorship solicitation and follow up.
- Correspondence with sponsors to ensure satisfaction.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Board Member at Large, Member Development
Term of Office:	2 years, elected by the membership
Position Description:	Serves as a voting member on the Board of Directors as Board Member at Large providing oversight and strategy of WITs Special Programs. Responsible for successfully and profitably running WITs signature offering: Mentor Protégé Program.
Provides oversight of:	Mentorship Committee Chair and Vice Chair Workforce Development Committee Chair and Vice Chair Lunch Bunch Committee Chair and Vice Chair
Collaborates with:	All Board Members Treasurer RMK Productions Programs Committee

Responsibilities:

- Board Member at Large must attend all meetings of the Board of Directors. (If the BMAL fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Provide strategy and oversight of the Mentor-Protégé Program.
- Provide strategy and oversight of the Workforce Development Committee's programs.
- Provide strategy and oversight for developing topics and coordinating regular "Lunch Bunch" events, aimed at providing a daytime venue and broader geographic venue for WIT members to network and receive professional development.
- Serve as Steering Committee member for WIT Program Planning; implement all process steps.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Conduct committee meetings or attend committee meetings for Mentor-Protégé, Workforce Development and Lunch Bunch.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Monthly and end-of-year report preparation.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title: Board Member at Large, Special Events

Term of Office: 2 years, elected by the membership

Position Description: Serves as a voting member on the Board of Directors. Provide oversight and strategy of WIT's Special Events. Responsible for successfully and profitably running WIT's premier recognition and fund-raising programs: Heroines in Technology; Annual Leadership Awards Banquet and Golf Tournament. Serves as HIT Co-Chair with March of Dimes.

Provides oversight of: Heroines in Technology, Chair and Vice Chair
Awards Banquet, Chair and Vice Chair
Golf Committee Chair and Vice Chair

Collaborates with: All Board Members
Treasurer
RMK Productions
Sponsorship
Strategic Alliances
March of Dimes

Responsibilities:

- Board Member at Large must attend all meetings of the Board of Directors. (If the BMAL fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Provide strategy and oversight of the Annual Leadership Awards Banquet.
- Act as official WIT Co-Chair with March of Dimes - Serves as WIT co-chair (peer to March of Dimes co-chair) at Heroines in Technology event with March of Dimes.
- Collaborate with Chair of Women in Technology Education Foundation to provide strategy and oversight of annual Golf Tournament.
- Set and strive to achieve revenue, cost and profitability targets for each event.
- Serve as Steering Committee member for WIT Program Planning; implement all process steps.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities. Advise Board on impacts of significant trends in new registrations and/or renewals to Board on regular and timely basis.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Conduct committee meetings or attend committee meetings for HIT, Awards, and Golf Tournament.
- Participation in the monthly Board of Directors meeting.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Monthly and end-of-year report preparation.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title: Board Member at Large, Special Interest Group (SIG) Liaison

Term of Office: 2 years, elected by membership

Position Description: Serves as a voting member on the Board of Directors. As SIG liaison provides oversight and strategic direction for all of WITs Special Interest Groups (SIGs), including: Women Business Owners, Executive Women, Sales and Marketing, Diversity Outreach and Technology. Responsible for successfully and profitably conducting programs for the membership audiences served by these SIGs.

Provides oversight of: Women Business Owners SIG Chair and Vice Chair
Executive Women SIG Chair and Vice Chair
Sales and Marketing SIG Chair and Vice Chair
Technology Chair SIG and Vice Chair
Diversity Outreach SIG Chair and Vice Chair

Collaborates with: All Board Members
Programs; Membership; Communications; Web Presence
Strategic Alliances
RMK Productions

Responsibilities:

- Board Member at Large must attend all meetings of the Board of Directors. (If the BMAL fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Provide oversight and direction to all SIGs.
- Assess target audience needs and develop plans to provide program, education, and networking opportunities.
- Present plans to address the target audience to the Board of Directors; organize and execute approved plans.
- Ensure SIG membership is available to appropriate target audience and any restrictions are enforced.
- Serve as Steering Committee member for WIT Program Planning; implement all process steps.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Conduct regular meetings with SIG leadership; as schedule permits attend SIG committee meetings.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG / special events as schedule permits or as required.
- Monthly and end-of-year report preparation.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Board Member at Large, Strategic Alliances
Term of Office:	2 years, elected by the membership
Position Description:	Serves as a voting member on the Board of Directors. Provides oversight and strategic direction for all current and potential strategic relationships with other similar, non-competing organizations. Build strategic alliances with groups that can benefit our members and increase our membership base.
Provides oversight of:	Strategic Alliances Chair and Vice Chair
Collaborates with:	All Board Members RMK Productions Membership; Programs; Communications Member Development and Special Events Women in Technology Education Foundation Sponsorship SIGs

Responsibilities:

- Board Member at Large must attend all meetings of the Board of Directors. (If the BMAL fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Establish alliances with strategic partners for WIT.
- Promote activities between WIT and its strategic partners, including outreach to communities of interest and developing joint programs with various organizations such as universities and other associations.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Conduct committee meetings or attend committee meetings for Strategic Alliance Committee.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Monthly and end-of-year report preparation.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title: Board Member at Large, Women in Government

Term of Office: 2 years, elected by the membership

Position Description: Serves as voting member on the Board of Directors. Provides strategy and oversight of WIT's Women in Government outreach programs. Responsible for successfully and profitably conducting programs that reach into the Government community of Women.

Provides oversight of: Women In Government SIG Committee Chair and Vice Chair

Collaborates with: All Board Members
Programs; Membership
SIGs
RMK Productions

Responsibilities:

- Board Member at Large must attend all meetings of the Board of Directors. (If the BMAL fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Develop strategy for WITs Government Outreach.
- Identify the needs of Women in Government in Technology fields and Executive positions.
- Develop successful and profitable programs to meet the needs of Women In Government.
- Participate with the Programs Committee when Government type general programs are being planned.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities. Advise Board on impacts of significant trends in new registrations and/or renewals to Board on regular and timely basis.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Conduct committee meetings or attend committee meetings for Women in Government.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Monthly and end-of-year report preparation.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	General Counsel
Term of Office:	1 year, appointed by the President
Position Description:	Serves as a non-voting Member of the Board of Directors, acting as WIT's General Counsel. Responsible for advising and counseling WIT on all legal matters.
Provides oversight of:	Advocacy Committee Chair and Vice Chair
Collaborates with:	WITs President and President-Elect Women in Technology Education Foundation RMK Productions Communications

Responsibilities:

- Ensure that WIT governance is in keeping with the bylaws and resolutions of the organization
- Make recommendations for update to WIT legal documents as appropriate
- Ensure that all WIT legal documents are kept current
- Provides support and guidance to Advocacy Committee as needed. Represents committee at Board level as needed.

Time required:

- Participation in the monthly Board of Directors meeting (in an ex officio capacity).
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.

Qualifications:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Board Member at Large, Women in Technology Education Foundation
Term of Office:	2 years, appointed by WIT President, from WITEF Board
Position Description:	Serves as a non-voting member on the WIT Board of Directors. Provides oversight of and strategic direction of the Women in Technology Education Foundation. Responsible for being the liaison with any charities associated with WIT or solicited, except March of Dimes.
Provides direction of:	Girls In Technology Chair and Vice Chair Golf Tournament Chair and Vice Chair Charity Relations
Collaborates with:	All Board Members Treasurer Sponsorship; Heroines in Technology; Awards Banquet RMK Productions

Responsibilities:

- Assist development of strategy for Girls in Technology.
- Identify funding sources for WITEF and Girls in Technology (GIT) programs.
- Create relationships with organizations to benefit from the Foundation.
- Develop and implement programs to encourage girls/young women to explore opportunities in technology.
- Advocate access to technology and industry role models for girls/young women.
- Act as main contact for charitable organizations, except MOD.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting
- Conduct Foundation meetings.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Monthly and end-of-year report preparation.
- Liaison with programs supported by GIT, especially Golf Tournament.
- Fundraising for GIT programs.
- Reviewing proposals for support as presented by GIT.

Qualifications:

- Member in good standing.
- Member in good standing of WITEF Board of Directors.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Immediate Past President
Term of Office:	1 year, immediately following term as President
Position Description:	Serves as a non-voting Member of the Board of Directors to provide continuity and guidance to President and Board in General.
Provides oversight of:	Nominating Committee Chair and Vice Chair
Collaborates with:	WIT's President and President-Elect Treasurer Women in Technology Education Foundation RMK Productions Communications

Responsibilities:

- Provide general guidance to President and Board as requested and for continuity.
- Provide support and guidance to Nominating Committee. Represent committee at Board meetings as needed.
- Co-Chair the Volunteer Appreciation event and awards process; preside at event jointly with President.

Time required:

- Participation in Nominating Committee meetings.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.

Qualifications:

- Member in good standing.
- Immediate Past President.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Advocacy Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	General Counsel
Collaborates with:	Communications RMK Productions

Responsibilities:

- Write, edit, and publish WIT's advocacy newsletter, a members-only benefit.
- Keep members informed of federal, state, and local legislative and administrative laws, rules, regulations, and policies that impact the business and workplace environment. This includes issues such as ergonomics in the workplace, privacy, e-commerce taxation, and government contracting.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as needed.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Monthly and end-of-year report preparation.
- Creating content for advocacy newsletter.
- Liaison with other committees to ensure up-to-date content and coordination of events.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Awards Banquet Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, Special Events
Collaborates with:	President Communications Sponsorship; Heroines in Technology; Golf Tournament Programs

Responsibilities:

- Prepare for and run WIT's Annual Leadership Awards Banquet.
- Identify sponsorship opportunities.
- Manage all Logistics.
- Manage process to select awardees.
- Prepare a profitable plan, identify target revenue and prepare budget.
- Prepare an after action report for submission to the Executive Committee. Report will include a summary of activities for the awards banquet, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings.
- Committee members are encouraged to attend monthly programs.
- Sponsorship sales.
- Event promotion.
- Attendance at Awards Banquet.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Vice Chair, PR & Media Relations Communications Committee
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Position Description:	Responsible for managing WIT media relations and coordinating press/media at events.
Reports to:	Communications Chair
Collaborates with:	Communications Committee All Board Members RMK Productions Special Events; Strategic Alliances All other Committee and SIG chairs and vice-chairs as appropriate

Responsibilities:

- Build and manage a sub-committee dedicated to supporting WIT in the area of PR & media relations.
- Draft or edit all WIT press releases and secure approvals from the Chair, President and other parties as needed.
- Conduct all media outreach on behalf of WIT.
- Distribute press releases over BusinessWire and ensure proper execution of the agreement.
- Maintain a top-tier local media list for specific outreach.
- Field inbound calls from the media and arrange interviews as appropriate.
- Staff events where press is attending.
- Track coverage and ensure coverage and press releases are sent to PMR to post to the WIT web site.
- Provide PMR with additional event calendar listings as appropriate.

Time required:

- Attendance at committee meetings, and other events as needed.
- Committee members are encouraged to attend monthly programs.
- Monthly and end-of-year report preparation.
- Research, writing, and editing as needed.
- Follow up calls to media as needed.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Vice Chair, Advertising Communications Committee
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Position Description:	Responsible for designing, writing and placing WIT advertisements.
Reports to:	Communications Chair
Collaborates with:	Communications Committee All Board Members RMK Productions Special Events; Strategic Alliances All other Committee and SIG chairs and vice-chairs as appropriate

Responsibilities:

- Build and manage a sub-committee dedicated to supporting WIT in the area of advertising (to include designers and copy writers).
- Manage the advertising schedule.
- Create all advertising copy.
- Work with the designer to create the final advertisements; obtain approvals from the Chair, the Programs Chair and other parties as/if needed.
- Draft email blasts and coordinate with Web presence for HTML version to be issued by media partners.
- Ensure WIT is delivering on its part of the media sponsorship agreements and taking full advantage of what is being offered by the partner.
- Provide graphic design support for Marketing Communications subcommittee as needed for brochures, presentations, etc.

Time required:

- Attendance at committee and sub-committee meetings.
- Committee members are encouraged to attend monthly programs.
- Monthly and end-of-year report preparation.
- Design and creation of all advertising.
- Follow up calls to sponsors as needed.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Vice Chair, Marketing Communications Communications Committee
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Position Description:	Responsible for writing and editing WIT collateral, newsletters, and website.
Reports to:	Communications Chair
Collaborates with:	Communications Committee All Board Members RMK Productions Special Events; Strategic Alliances All other Committee and SIG chairs and vice-chairs as appropriate

Responsibilities:

- Build and manage a sub-committee dedicated to supporting WIT in the area of marketing communications.
- Write and edit content for brochures and the web site.
- Manage (either be the editor or recruit and editor for) WIT *Word* and ensure the publication stays on schedule.
- Edit WIT *Wire*, the Technology Journal and any other official WIT publications or newsletters.
- Obtain final approvals from the Chair and the President for WIT *Word* and brochures.

Time required:

- Attendance at committee and sub-committee meetings.
- Committee members are encouraged to attend monthly programs.
- Monthly and end-of-year report preparation.
- Writing and editing as needed.

Qualifications:

- Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Diversity Outreach SIG Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, SIG Liaison
Collaborates with:	Programs Committee Strategic Alliances Committee

Responsibilities:

- Increase membership diversity for WIT.
- Identify the needs of women of color.
- Develop programs/venues to address those needs.
- Identify strategic alliances for DO needs when appropriate and collaborate with Strategic Alliances Committee to explore.
- Prepare yearly goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.
-

Time required

- Committee meetings as required.
- Committee members are encouraged to attend monthly programs.
- Attendance at DO programs.
- Representation at all New Member Orientations.
- Goal development, monthly and end-of-year report preparation.
- Coordination with speakers regarding schedules, bios, presentations, etc.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Executive Women SIG Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, SIG Liaison
Collaborates with:	RMK Productions Communications All other SIGS Programs Committee

Responsibilities:

- Develop a mission for Executive Women SIG.
- Identify the needs of WIT's Executive Women.
- Develop programs/venues to meet the needs of Executive Women.
- Identify Strategic Alliances for Executive Women's needs.
- Ensure that SIG membership is available to the appropriate target audience and any restrictions are enforced.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as needed.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Monthly and end-of-year report preparation.
- Goal and mission development.
- Attendance at Executive Women and joint WBO events.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Girls in Technology (GIT) Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	President Elect
Receives Direction from:	Chair, Women in Technology Education Foundation
Collaborates with:	Women in Technology Education Foundation WIT Web Presence RMK Productions Communications Special Events; Golf Tournament

Responsibilities:

- Identify funding sources for Girls in Technology (GIT) programs.
- Develop and implement programs to encourage girls/young women to explore opportunities in technology.
- Advocate access to technology and industry role models for girls/young women.
- Work with WIT Web Presence Committee for development of GIT needs.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as required.
- Monthly and end-of-year report preparation.
- Liaison with programs supported by GIT.
- Fundraising for GIT programs.
- Reviewing proposals for support by GIT.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Lunch Bunch Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, Member Development
Collaborates with:	Communications Membership Programs SIGs Workforce Development

Responsibilities:

- Prepare for and run WIT's Lunch Bunch.
- Identify membership needs.
- Manage all Logistics, venues, speakers, etc.
- Prepare yearly goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as required.
- Attendance at lunch bunch events.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Goal development, monthly and end-of-year report preparation.
- Coordination with speakers regarding schedules, bios, presentations, etc.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title: Membership Committee Vice Chair

Term of Office: 1-year term, appointed by the WIT Board, with second term option

Reports to: Membership Chair

Collaborates with: Sponsorship Committee
RMK Productions

Responsibilities:

See duties in the “Board of Directors, Membership Chair” position description for guidance.

Time required:

See time required in the “Board of Directors, Membership Chair” position description for guidance.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Mentorship Committee Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, Member Development
Collaborates with:	Membership Communications RMK Productions Web Presence Committee

Responsibilities:

- Organize and oversee the mentor-protégé program.
- Develop schedule of orientations and sessions.
- Secure host locations for all sessions.
- Liaison with consultant / facilitator regarding matches, presentations, etc.
- Schedule speakers for sessions.
- Prepare communications to be emailed and/or posted to website regarding Mentor-Protégé Program.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the Chair and/or Board of Directors.

Time required:

- Committee meetings as required.
- Attendance at mentor-protégé sessions.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Nominating Committee Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Immediate Past President
Collaborates with:	All Board Members and Leaders

Responsibilities:

- Develop and update a list of Board members and Leaders and their terms of office.
- Develop and update a list of potential candidates for the Board and Leadership positions.
- Recruit committee members and conduct committee meetings.
- Recruit potential candidates for Board and Leadership positions.
- Interview potential candidates. Explain the duties of the positions. Ensure that candidates have seen the position descriptions and understand the nature of their commitments.
- Work with Committee and SIG Chairs to explain, encourage and support succession planning as needed.
- Make recommendations to the WIT Board in accordance with the bylaws.
- Prepare communications to be emailed and/or posted to website regarding nominations or call for nominees.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Provide updates to the Immediate Past President to include in her monthly Board reports summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request of Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the chair/and or Board of Directors.

Time required:

- Committee meetings as required.
- Interview of potential candidates.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.

Qualifications:

- Member in good standing.
- Past WIT leadership experience a strong plus.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Sales and Marketing SIG Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, SIG Liaison
Collaborates with:	RMK Productions Communications All other SIGS Programs Committee

Responsibilities:

- Develop profitable Sales and Marketing programs to meet the needs of our membership and potential members.
- Serve as a sales and marketing resource for the WIT membership.
- Ensure that SIG membership is available to the appropriate target audience and any restrictions are enforced.
- Prepare yearly SIG goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required

- Committee meetings as required.
- Committee members are encouraged to attend monthly programs.
- Attendance at SIG meetings.
- Representation at all New Member Orientations.
- Goal development, monthly and end-of-year report preparation.
- Coordination with speakers regarding schedules, bios, presentations, etc.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title: Sponsorship Committee Vice Chair

Term of Office: 1-year term, appointed by the WIT Board, with second term option.

Reports to: Membership Chair

Collaborates with: Membership Committee, Programs Committee,
Special Events: Awards Banquet
RMK Productions

Responsibilities:

See duties in the “Board of Directors, Sponsorship Chair” Position description for guidance.

Time required:

See time required in the “Board of Directors, Sponsorship Chair” Position description for guidance

Qualifications:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Strategic Alliances Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, Strategic Alliances
Collaborates with:	President/President Elect All SIGs Programs Committee Membership Committee Sponsorship Committee

Responsibilities:

- Establish alliances with strategic partners for WIT.
- Promote activities between WIT and its strategic partners, including outreach to communities of interest and developing joint programs with various organizations such as other associations.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the Chair and/or Board of Directors.

Time required:

- Committee meetings as needed.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Monthly and end-of-year report preparation.
- Goal and mission development.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Technology SIG Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, SIG Liaison
Collaborates with:	RMK Productions Communications All other SIGS Programs Committee

Responsibilities:

- Develop a mission for the Technology SIG.
- Identify the needs for technology programs within WITs membership.
- Develop programs/venues to meet the needs of WITs membership.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as needed.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Monthly and end-of-year report preparation.
- Goal and mission development.
- Attendance at Technology SIG events.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Web Presence Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	President-Elect
Collaborates with:	RMK Productions Communications All SIGs and Programs for web content Girls In Technology

Responsibilities:

- Manage the development and maintenance of the WIT website, including preparation of a site map, technical requirements, and support needs.
- Oversee website provider (Timberlake).
- Manage timely updating of content.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as needed.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Monthly and end-of-year report preparation.
- Periodic updates of website content.
- Liaison with other committees to ensure up-to-date content.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title: WITEF Fundraising Chair and Vice Chair

Term of Office: 2 years, appointed by the WIT Board,

Position Description: Serves as the chair or vice chair of the WITEF Fundraising Committee. Provides oversight and strategy of fundraising activities for WITEF. May either serve as the chair of an annual fundraising activity (such as the WITEF Golf Tournament) or provide direction to said chair. Responsible for successfully running WITEF's premier fundraising programs and working closely with the WITEF Board to identify and execute fundraising activities for WITEF.

Provides oversight of: Fundraising activities for WITEF

Collaborates with: WIT Board Member at Large for WITEF-GIT
WIT Board Member at Large for Special Events
Treasurer
RMK Productions
Sponsorship
WITEF Board Members

Responsibilities:

- Attend all meetings of the WITEF Fundraising Committee
- Assist with building/sustaining the Committee to achieve fundraising objectives
- Attend WITEF-GIT Committee meetings if established by the WITEF-GIT Chair.
- In concert with the WITEF-GIT Chair, WITEF Board members, develop a strategy that WIT will support to raise funds for WITEF.
- Set and strive to achieve fundraising targets.
- Participate in activities to raise funds, including, but not limited to, meeting with other foundations, meeting with senior executives at local corporations to educate them about WITEF and initiate donations to WITEF, filling out grant paperwork, and overseeing or running fundraising events.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities and submit this report to the WITEF-GIT Chair in a timely manner
- Prepare an end-of-year report for submission to the WITEF GIT Chair and Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.

Time Required:

- Conduct committee meetings for WITEF Fundraising Committee.
- Participate in the fundraising events
- Attendance at WITEF-GIT Committee meetings if established by the WITEF-GIT Chair.
- Attendance at all New Member Orientations and other WIT events where possible.
- Monthly and end-of-year report preparation.

Qualifications:

- Member in good standing the dues are \$95/year).
- Experience with fundraising preferred
- Experience preparing grant documents preferred
- Willingness and ability to meet with senior people in large corporations

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Women Business Owners (WBO) SIG Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, SIG Liaison
Collaborates with:	RMK Productions Communications All other SIGS Programs Committee Strategic Alliances

Responsibilities:

- Develop a mission for Women Business Owners SIG.
- Identify the needs of Women In Technology – WBOs.
- Develop programs/venues to meet the needs of WBOs.
- Identify Strategic Alliances for WBO needs.
- Ensure that SIG membership is available to the appropriate target audience and any restrictions are enforced.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as needed.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Monthly and end-of-year report preparation.
- Goal and mission development.
- Attendance at WBO and joint Executive Women events.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Women in Government SIG Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, Women in Government
Collaborates with:	RMK Productions Communications All other SIGS Programs Committee Strategic Alliances

Responsibilities:

- Identify needs of an organization like WIT for Women In Government.
- Develop programs to meet the needs of Women In Government.
- Develop programs where industry members of WIT have the opportunity to hear from Government.
- Identify Strategic partners to accomplish goals of Government Outreach.
- Identify communications strategy for WIT in the Federal Government.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as required.
- Monthly and end-of-year report preparation.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.

Qualifications for chair/vice chair position:

Member in good standing.

Board, Committee and Special Interest Group (SIG) Descriptions

Position Title:	Workforce Development Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, Special Programs
Collaborates with:	Communications SIGS Membership Committee Programs Committee Web Presence RMK Productions

Responsibilities:

- Serves as chair of the Workforce Committee.
- Plans and develops programs and services to help WIT members achieve full employment.
- Assign subcommittee chairs as appropriate to head up specific programs and services, including, but not limited to:
 - Biannual Career Transition and Development Workshops
 - Monthly Ready to Work, Wondering Where to go meetings
 - E News and website job postings
 - Biannual job fairs
- Develop and disseminate a WIT Resource and Reference Manual for members in transition.
- Assess member needs to identify programmatic and services opportunities.
- Develop, organize and produce (or oversee) appropriate programs.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as needed.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Monthly and end-of-year report preparation.

Qualifications for chair/vice chair position:

Member in good standing.