



# WIT Leadership Position Descriptions

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# Board, Committee and Special Interest Group (SIG) Descriptions

## Board of Directors

**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. Serves as liaison to Stem for Her.

**Provides oversight of:** Board Members  
RMK Productions  
Financials

**Collaborates with:** WIT President-Elect  
RMK Productions  
All Board Members  
The Leadership Foundry Committee as appropriate  
Stem for Her Chair as appropriate  
Named Committees in Bylaws as appropriate

### 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.
- 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 objectives development and execution.
- Make policy decisions, in conjunction with the Board of Directors.
- Serves as liaison and attends Board meetings for Stem for Her foundation and coordinates with Stem For Her Chair.
- Appoint Nominating Committee Chair, and other special committee chairs as appropriate.
- Assists Nominating Committee in identifying leadership candidates.
- 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.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

- 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 weekly meetings as required.
- Attendance at all WIT.Connects and New Member Orientations.
- Attendance at committee and SIG events and 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

<b>Position Title:</b>	<b>President-Elect</b>
<b>Term of Office:</b>	1 year term, elected by membership Serves as President immediate following year
<b>Position Description:</b>	Serves as a voting member of the Board. Works closely with current President on strategic initiatives and tactical implementation of WIT's mission. Handles matters assigned by President.
<b>Provides oversight of:</b>	RMK Productions Financials
<b>Collaborates with:</b>	WIT President All Board Members as appropriate RMK Productions Stem for Her Vice Chair as appropriate The Leadership Foundry Committee as appropriate Committee/SIG 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.
- Develop and maintain uniform policies and procedures for the governance and operation of all committees and SIGs. Assure all committees and SIGs maintain documentation of key roles, responsibilities, programs and processes and provide for archiving, storage and retrieval.
- Oversee operational matters, including the administration, logistics, and operations of WIT, including managing WIT's support contracts.
- Serve on the Nominating Committee.
- Succeed the President after the President's term of office expires, otherwise perform President's duties when President is on vacation or is otherwise terminated
- Oversee and collaborate with the Communications committee regarding WIT's brand, image and website look and feel.
- 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 WIT.Connect programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.

### Qualifications:

## **Board, Committee and Special Interest Group (SIG) Descriptions**

- 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:** WIT Records, Policies and Procedures

**Collaborates with:** All Board Members, especially the General Counsel and WIT administration (RMK Productions LLC)

### **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 as required 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 WIT.Connect 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 relationships, RMK Productions with focus on financial reporting and RMK bookkeeper

**Collaborates with:** President and President-Elect  
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
- 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. In collaboration with RMK, 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 budget vs actual income and expense, cash position and 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 WIT.Connect 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.



## **Board, Committee and Special Interest Group (SIG) Descriptions**

- 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:** New Membership Vice Chair; Renewal 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 and Prospective Member Orientations as well as Maximize your Membership sessions."
- 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 and Prospective Member Orientations as well as Maximize your Membership 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.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

- 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:** WIT.Connect Chair

**Term of Office:** 2 years, elected by membership

**Position Description:** Serves as a voting member of the Board of Directors. Plans and develops WIT's monthly flagship WIT.Connect programs covering professional and technical topics of relevance to WIT members, potential new members, and WIT's mission.

**Provides oversight of:** WIT.Connect Vice Chair and Committee

**Serves as Liaison to:** CyberTech SIG

**Collaborates with:** All Board Members and Executive Committee  
Communications, Sponsorship, Membership and Special Events Committees  
RMK Productions (WIT Management Company)

### **Responsibilities:**

- 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, produce and track/assess the monthly general membership programs, including development of topics, obtaining speakers, and making necessary arrangements (in conjunction with RMK Productions) for program delivery.
- Develop and timely coordinate the dissemination of program content within WIT leadership and RMK to market each WIT Connect through the WIT website (calendar/registration page), WIT Wire, WIT emails, LinkedIn, Twitter, and other media outlets as appropriate to maximize attendance and avoid duplication of topics or speakers.
- Coordinate programs activities and logistics with RMK Productions.
- Serve as Board liaison for WIT CyberTech SIG (keep apprised of the SIG activities, provide guidance to SIG leadership and represent SIG interests at Board meeting).
- Work with CyberTech SIG to co-produce 1-2 WIT Connects on technical topics each year.
- Prepare yearly committee goals and objectives, and report on progress to Executive Committee 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.
- Submit 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.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

- 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.
- Prepare and 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.
- Planning and attendance at all monthly programs and attendance at New Member Orientations as Board representative as Schedule permits.
- Attendance at other WIT events/programs as schedule permits and as required.
- Conduct regular committee meetings.
- Recruiting and developing/mentoring committee members on the planning and execution of Committee activities to enhance succession planning.
- Strategic planning and report preparation: Annual, monthly, mid-year, and end-of-year.
- Coordination with speakers regarding schedules, bios, presentations, etc. and with WIT and RMK to ensure timely marketing of programs.

### **Qualifications:**

Member in good standing.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

<b>Position Title:</b>	<b>Sponsorships and Strategic Partners Chair</b>
<b>Term of Office:</b>	2 years, elected by the membership
<b>Position Description:</b>	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.
<b>Provides oversight of:</b>	Sponsorship Vice Chair and Committee Strategic Partners Vice Chair and Committee Special Events Vice Chair
<b>Collaborates with:</b>	All Board Members Membership Committee; Programs Committee Special Events: Leadership Awards Event, Job Fair, Mentor Protégé, Membership, GIT, STEM for HER

### **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 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.
- Attract and then lead committee members to provide one-on-one care to sponsors
- Collaborate and counsel Strategic Partners committee on reviewing and approving of new alliances/partnerships
- Guide Special Events Vice Chair in assisting sponsorship needs for Leadership Awards, Job Fairs and Mentor Protégé
- Coordinate with Programs Committee on highlighting sponsors and soliciting speakers for WIT Connects
- Schedule "WIT On The Road" presentations for new sponsors with Membership Committee
- Team with GIT to share benefits of all types of WIT Sponsorship to perspective sponsors

## **Board, Committee and Special Interest Group (SIG) Descriptions**

- Coordinate with STEM for HER on sponsor outreach for overall contributions to GIT and Holiday fundraiser

### **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 emails, calls and or in person meetings.
- 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

**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.
- Oversee the preparation of 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.
- Oversee the preparation of 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.
- Attendance at meetings for Mentor-Protégé and Workforce Development.
- 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.
- Review of monthly and end-of-year reports

### **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 annual events: Annual Leadership Awards Event and WIT Job Fair (Spring and Fall).

**Provides oversight of:** WIT Leadership Awards Chair and Vice Chair  
Job Fair Chair and Vice Chair

**Collaborates with:** All Board Members  
President Elect  
RMK Productions  
Communications  
Sponsorship  
Strategic Alliances

### **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 Event and Job Fair events, and provide direct support and advice to the committee chair and vice chair as appropriate.
- Provide ongoing support to the committee chairs for all aspects of the events: recruiting sponsors and fundraising, driving attendance, and coordinating with all parties involved (judges, etc.).
- Set and strive to achieve revenue, cost and profitability targets for each event.
- 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, and will attach a copy of the Annual Transition Plan submitted by the Chair of the Leadership Awards Committee and the Job Fair Committees.
- Perform other duties as assigned by the President and/or Board of Directors.

### **Time required:**

- Attend committee meetings for Leadership Awards and Job Fair, as needed.
- 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:**

## **Board, Committee and Special Interest Group (SIG) Descriptions**

- Member in good standing.

## Board, Committee and Special Interest Group (SIG) Descriptions

<b>Position Title:</b>	<b>Board Member at Large, Executive Leadership</b>
<b>Term of Office:</b>	2 years, elected by membership
<b>Position Description:</b>	Serves as a voting member on the Board of Directors. As SIG and Committee liaison provides oversight and strategic direction for WIT's Women Business Owners Special Interest Group (SIG), Executive Leadership SIG, and the Corporate Board Committee for successfully and profitably conducting programs for the membership audiences served.
<b>Provides oversight of:</b>	Women Business Owners SIG Chair and Vice Chair Executive Leadership SIG Chair and Vice Chair Corporate Board Committee Chair and Vice Chair
<b>Collaborates with:</b>	All Board Members Programs, Membership, Communications, Special Events, and Sponsorship 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 WBO SIG, Executive Leadership SIG and the Corporate Board Committee by:
  - Assessing target audience needs and plans to provide program, education and networking opportunities.
  - Overseeing that SIG, Committee and The Leadership Foundry participation is available to appropriate target audience and any restrictions are enforced.
  - Ensuring that monthly and yearly SIG and Committee Reports are received.
  - Working with committees to develop succession planning and committee members.
- 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 and Committee leadership and/or as schedule permits attend SIG and 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.
- End-of-year report preparation.

### Qualifications:

Member in good standing.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

<b>Position Title:</b>	<b>General Counsel</b>
<b>Term of Office:</b>	1 year, appointed by the President, with the option for reappointment.
<b>Position Description:</b>	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.
<b>Provides oversight of:</b>	n/a
<b>Collaborates with:</b>	WITs President and President-Elect Women in Technology Education Foundation RMK Productions Finance Communications

### **Responsibilities:**

- Ensure that WIT is governed in accordance with WIT's bylaws and resolutions
- Make recommendations for updates to WIT legal documents as appropriate
- Ensure that all WIT legal documents are kept current
- Provide support and counsel to Officers and Committees as needed.

### **Time required:**

- Participation in the monthly Board of Directors meeting (in a non-voting capacity).
- Attendance at 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.

Member in good standing of the Virginia Bar, or authorized by the Virginia Bar to represent WIT as corporate counsel.

## Board, Committee and Special Interest Group (SIG) Descriptions

**Position Title:** Board Member at Large, STEM for Her

**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 STEM for Her. 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 STEM for Her 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:

## **Board, Committee and Special Interest Group (SIG) Descriptions**

- Member in good standing.
- Member in good standing of STEM for Her Board of Directors.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

<b>Position Title:</b>	<b>Immediate Past President</b>
<b>Term of Office:</b>	1 year, immediately following term as President
<b>Position Description:</b>	Serves as a non-voting Member of the Board of Directors to provide advice and continuity to the President and to the Board in General.
<b>Provides oversight of:</b>	A Past President's Project that the Immediate Past President can select and lead as she wishes.
<b>Collaborates with:</b>	WIT's President and President-Elect RMK Productions

### **Responsibilities:**

- Attends or listens in on Board meetings.
- Provides general advice and continuity guidance to President and Board. This could relate to what we did in the past, and what is being considered to be done or changed in the future.
- Leads or performs activities on her Selected Past President's Project

### **Time required:**

- Participation in Board meetings.
- Can attend any of the monthly programs, New Member Orientations, and other assorted WIT events, as her time permits this year.

### **Qualifications:**

- Be the Immediate Past President.
- Be a Member in good standing.

## Board, Committee and Special Interest Group (SIG) Descriptions

<b>Position Title:</b>	<b>Advocacy Committee - Chair or Vice Chair</b>
<b>Position Title:</b>	Vice Chair
<b>Term of Office:</b>	1 year
<b>Position Description:</b>	Assists the Advocacy Chair in the duties below
<b>Position Title:</b>	Advocacy Chair
<b>Term of Office:</b>	1 year, appointed by the WIT Board, with second term option
<b>Reports to:</b>	Board of Directors Communications

**Note:** The existing position descriptions reflect the current position responsibilities and are exemplary. The incoming President and Board may wish to refine or refocus these roles to meet annual WIT priorities and initiatives, so these responsibilities may vary slightly based on WIT directions for the coming year.

### Responsibilities:

- Write, edit, and publish WIT's advocacy newsletter or Blog, a members-only benefit.
- Conduct research, write, edit, publish articles, and whitepapers related to WIT's mission, its policy, Lobby, Interest group, and thought leadership activities.
- 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, 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 Board. 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, Blog.
- 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**

## Board, Committee and Special Interest Group (SIG) Descriptions

**Position Title:** Leadership Awards 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  
Programs  
Membership

### Responsibilities:

- Prepare for and run WIT's Annual Leadership Awards Event
- Identify sponsorship opportunities. Manage all Logistics of event timeline Communication and coordination with any outside vendors as needed
- Manage process to select judges panel and judging process
- Communicate with finalists to bolster table and ticket sales for the event.
- 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.
- Review 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 occurring weekly (via conference call/live) as season gets underway.
- Committee members are encouraged to attend monthly programs and new member orientation(s) to recruit committee members
- Table and Ticket sales (Sponsorship is handled by a different committee/Reggie).
- Event promotion
- Attendance for preplanning launch sessions, live judging session, onsite banquet arrangement and selections for the Leadership Awards Event

### Qualifications for chair/vice chair position:

Member in good standing.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

**Position Title:** The Leadership Foundry (Corporate Board Committee) Chair

**Term of Office:** 2-year term, appointed by the WIT Board

**Reports to:** Board Member at Large, Executive Development

**Collaborates with:** The Leadership Foundry (Corporate Board Committee) Vice Chair  
The Leadership Foundry Steering Committee  
Members of The Leadership Foundry (Corporate Board Committee)  
WIT Communications Committee and Leadership Awards  
RMK Productions/WIT Staff

### **Responsibilities:**

The mission of The Leadership Foundry is to increase board gender diversity in Maryland, Virginia and Washington, DC. The program has three areas of focus: Prepare, Advocate and Inform.

**Prepare:** The Leadership Foundry is a nine-month program that includes intensive training and networking events to prepare women to serve on corporate boards. The Corporate Board Committee manages the program with the goal to prepare women for board service, provide opportunities to make connections and develop relationships that could lead to a board position.

**Advocate:** The committee advocates on behalf of the cause of board gender diversity and works with local companies to match appropriate graduates from the program to meet board requirements.

**Inform:** Through its annual research study conducted in partnership with American University's Kogod School of Business, The Leadership Foundry also helps fuel awareness of female representation on corporate boards. The research focuses on the state of board gender diversity in publicly traded companies in Maryland, Virginia and Washington, DC and the tangible benefits to companies with women serving on their boards. The Leadership Foundry also seeks to encourage local organizations to support board gender diversity.

General WIT leadership duties:

- 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 WIT's board of directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. The 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 WIT's treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the WIT president and/or board of directors.

The chair manages the overall program. While, many of the activities below may be performed by the vice chair or a committee member, the chair must ensure that these activities move forward.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

- Oversee the application process
  - Agree dates of application period
  - Ensure legal claims are signed off by WIT General Counsel and that the application is posted on website
  - Track the application submissions and review process, working with designated committee lead and Steering Committee (SC)
  - Communicate with applicants (receipt, acceptance, and payments)
  - Facilitate the selection meeting with the SC
- Manage the curriculum
  - Lead curriculum sub-committee meeting on an annual basis to agree on the content, focus of the sessions and the timing (including setting dates)
  - Manage relationship with the National Association of Corporate Directors (NACD) or other board training group
  - Agree on presenters/instructors and lead communications with them
  - Develop supporting materials for the program including binder of information, reading materials, handouts, etc.
  - Find host locations
  - Work with WIT staff to manage invitation process throughout the program year
  - Ensure event logistics activities are done
  - Conduct surveys and incorporate feedback into future year's curriculum as appropriate
- Develop the alumni network
  - Maintain contact with past program participants and maintain alumni database
    - Track board appointments
    - Update bios/profiles on website periodically
  - Solicit hosts for alumni dinners
- Manage the Steering Committee
  - Ensure sufficient number of SC members to support the mission and manage the recruitment process
  - Request event support as needed
  - Manage communications and meetings with the steering committee
- Lead Advocacy Activities
  - Reach out to area companies to promote our initiative and our alumni (letter writing, advertisements, networking connections, etc.)
  - Organize events (e.g. Spring recruiting event, research launch, advocacy event "Building the Board of the Future")
- Provide Alumni Placement Support
  - Be a resource to companies who approach us when they are looking for board directors
  - Proactively tell companies about our program/alumni
- Form Strategic Alliances
  - Form alliances with like-minded organizations to help promote board gender diversity
- Lead Sponsorship /Underwriting Activities
  - Find companies who will provide space/catering for events, in-kind services (e.g. printing of annual research report), event sponsorship dollars
  - Identify media sponsors
- Manage Communications

## **Board, Committee and Special Interest Group (SIG) Descriptions**

- Serve as program spokesperson
- Develop the core messaging for The Leadership Foundry and for all events/activities
- Create materials to support all aspects of the program
- Maintain the website
- Promote the program and advocate socially/digitally
- Work with WIT communications committee to create press releases to support the program (announce board appointments of alumni, present annual research report, etc.)
- Provide Executive Oversight of the Annual Research Report
  - Meet with research director and student researchers as needed
  - Review draft versions of report/provide editing feedback
  - Final sign off before printing
  - Review board data and identify the company that should receive the “Corporate Board Award” at the WIT Leadership Awards Dinner; make recommendation to WIT Board.
- Lead the Corporate Board Committee:
  - Recruit committee members
  - Assign roles and tasks
  - Manage execution of roles
  - Plan and lead committee meetings: dates, location, agenda, minutes and actions
  - Guide program direction and cost consistent with WIT strategy
  - Manage The Leadership Foundry’s budget
  - Submit board reports
  - Provide overall project management
  - Attend WIT leadership meetings

**Time required:** 10-20 hours per month depending on number of active committee members and level of involvement by the vice chair, including:

- 2 hours committee meeting/month
- 3 hours event setup and participation/month
- 1 hour minutes preparation/distribution/action follow up
- Other activities highlighted above

### **Qualifications for chair/vice chair position:**

Member in good standing. Detail-oriented. Ability to handle multiple touchpoints and topics. Experience working with very senior executives and ability to be diplomatic. Not recommended for someone with a high amount of travel required for her job or if she is taking on a new role/moving to a new company. Chair should have previously served as vice chair.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

<b>Position Title:</b>	<b>Vice Chair, PR &amp; Media Relations, Communications Committee</b>
<b>Term of Office:</b>	1-year term, appointed by the WIT Board, with second term option
<b>Position Description:</b>	Responsible for managing WIT media relations and coordinating press/media at events.
<b>Reports to:</b>	Communications Chair
<b>Collaborates with:</b>	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**

<b>Position Title:</b>	<b>Vice Chair, Advertising, Communications Committee</b>
<b>Term of Office:</b>	1-year term, appointed by the WIT Board, with second term option
<b>Position Description:</b>	Responsible for designing, writing and placing WIT advertisements.
<b>Reports to:</b>	Communications Chair
<b>Collaborates with:</b>	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.
- 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:** Vice Chair, Finance

**Term of Office:** 2 years, elected by membership

**Position Description:** Provides key support to WIT's Treasurer and Chief Financial Officer. Helps to oversee all financial-related activities of WIT to include: accounts payable, accounts receivable, tax return, monthly financial statements, SIG and committee budgets oversight, etc. A tax and/or nonprofit financial background is ideal.

**Provides oversight of:** Banks, RMK Productions bookkeeper

**Collaborates with:** Treasurer, President, RMK Productions, Board Members, Committees, SIGs as appropriate

### **Responsibilities:**

- Attend all WIT leadership meetings and conference calls.
- Serve as the custodian of all funds and securities belonging to WIT.
- Serve as direct support to the Treasurer in the following ways:
  - 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(s).
  - 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 Treasurer, President and/or Board of Directors.

### **Time required:**

- Participation in the quarterly leadership meetings.
- 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.
- Ongoing day-to-day support as needed.

### **Qualifications:**

- Member in good standing.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

<b>Position Title:</b>	<b>Girls in Technology (GIT) Chair</b>
<b>Term of Office:</b>	1-year term, appointed by the WIT Board, with second term option
<b>Reports to:</b>	President Elect
<b>Receives Direction from:</b>	Chair, Women in Technology Education Foundation
<b>Collaborates with:</b>	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:** 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**

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

### **Responsibilities:**

- Organize and oversee the adult 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 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.
- 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:** WIT.Connect Vice Chair

**Term of Office:** 2 years, elected by membership

**Position Description:** Serves as the primary assistant to the WIT.Connect Chair. Assists the Chair in all capacities outside of WIT Board meetings. Plans and develops WITs flagship WIT.Connect programs, the monthly meetings geared towards professional and technical topics of relevance to the WIT membership at large, potential new members, and guests of WIT.

**Provides oversight of:** N/A

**Collaborates with:** Programs Chair  
Communications; Sponsorship; Membership  
Special Programs and Special Events  
RMK Productions  
Strategic Alliances; All SIGs

### **Responsibilities in cooperation with the Programs Chair:**

- 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 RMK Productions).
- Develop and disseminate advertising content to market each WIT Connect through the WIT website (calendar/registration page), WIT Wire, WIT emails, LinkedIn, Twitter, and other media outlets as appropriate.
- 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.
- 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.
- Submit a monthly report to the Executive Committee 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.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

### **Time 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.
- Conduct committee meetings. Develop and mentor committee members in processes of event planning and execution in WIT.
- Time for strategic planning and report preparation: Annual, monthly, mid-year, and end-of-year.
- Coordination with speakers regarding schedules, bios, presentations, etc.
- Event marketing.

### **Qualifications:**

Member in good standing.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

**Position Title:** Speakers Bureau Committee

Position Title: SB Chair

**Note:** The existing position descriptions reflect the current position responsibilities and are exemplary. The incoming President and Board may wish to refine or refocus these roles to meet annual WIT priorities and initiatives, so these responsibilities may vary slightly based on WIT directions for the coming year.

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

**Reports to:** Board of Directors,  
Communications

### **Responsibilities:**

- Enable WIT as thought leaders for Technology, STEM, and Girls/Women successes. Speak about Women and/or Technology, a members-only benefit.
- Recruit and build database of professionals who can speak on behalf of WIT about WIT's mission, its policy, and thought leadership activities.
- Identify opportunities for WIT speakers to engage in the community by speaking at Technology, Women, Seminar, Conference, Panel, Radio, TV, and Interview events.
- Collaborate and build alliance with organizations strategic for WIT and its Speakers.
- Train WIT members for future speaking engagements to speak on behalf of WIT, give interviews, and be a campaigner.
- 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 Board. 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.



## **Board, Committee and Special Interest Group (SIG) Descriptions**

- Monthly and end-of-year report preparation.
- Creating content for SB in the WIT newsletter, Blog.
- Liaison with other committees to ensure up-to-date speaker needs and coordination of events.

### **Qualifications for chair/vice chair position:**

- Member in good standing.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

**Position Title:** Speakers Bureau Committee Vice Chair

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

**Reports to:** Speakers Bureau Chair

**Collaborates with:** Communications Committee  
RMK Productions

**Responsibilities:**

See duties in the "Speakers Bureau Chair" position description for guidance.

**Time required:**

See time required in the "Speakers Bureau 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:** 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**

<b>Position Title:</b>	<b>(NEW) WIT Technology Committee Chair</b>
<b>Term of Office:</b>	1-year term, appointed by the WIT Board, with second term option
<b>Position Description:</b>	Promote the appropriate use of technology to enhance the operations of the organization and its engagement with and among members.
<b>Provides oversight of:</b>	WIT Technology Committee Vice Chair and Committee
<b>Collaborates with:</b>	All Board Members RMK Productions All Committee and SIG Chairs and Vice Chairs, as appropriate

### **Responsibilities:**

- Build and manage the WIT Technology Committee; hold monthly Committee meetings; 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.
- Monitor and evaluate existing and future trends in technology that may affect the organization
- Develop and manage a technology plan for the organization that covers all systems and software used by the organization, including systems and software that have no costs associated
- Work with the Treasurer to create and maintain the annual budget for all technology expenditures
- Work with the WIT Secretary to document and maintain technology policies and procedures
- 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.
- Engage in other related projects as assigned by the President and/or by the Board of Directors.

### **Time required:**

- Participation in monthly Committee meetings and additional project-related meetings as required.
- Attendance at New Member Orientations to recruit Committee members
- Attendance at Committee meetings, SIG events & special events as schedule permits or as required.
- End-of-year report preparation.

### **Qualifications:**

- Member in good standing.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

## **Board, Committee and Special Interest Group (SIG) Descriptions**

<b>Position Title:</b>	<b>(NEW) WIT Technology Committee Vice Chair</b>
<b>Term of Office:</b>	1-year term, appointed by the WIT Board, with second term option
<b>Position Description:</b>	Promote the appropriate use of technology to enhance the operations of the organization and its engagement with and among members.
<b>Collaborates with:</b>	All Board Members RMK Productions All Committee and SIG Chairs and Vice Chairs, as appropriate

### **Responsibilities:**

- Monitor and evaluate existing and future trends in technology that may affect the organization
- Provide key support to the WIT Technology Committee Chair in the following ways:
  - Assist with development and management of a technology plan for the organization that covers all systems and software used by the organization, including systems and software that have no costs associated
  - Develop plans for rollout and training of technology tools used by Committee and SIG leaders and WIT Staff
  - Meet with Committee and SIG leaders regularly to support adoption of technology tools designed to enhance collaboration among Committee members
  - Develop plans for rollout and communications of technology tools designed to encourage engagement among WIT members
  - Recruit and provide support for and leadership of new Committee members
  - Engage in other related projects as assigned by the President and/or by the Board of Directors.

### **Time required:**

- Participation in monthly Committee meetings and additional project-related meetings as required.
- Attendance at New Member Orientations to recruit Committee members
- Attendance at Committee meetings, SIG events & special events as schedule permits or as required.
- End-of-year report preparation.

### **Qualifications:**

- Member in good standing.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

## **Board, Committee and Special Interest Group (SIG) Descriptions**

<b>Position Title:</b>	<b>Cyber Security &amp; Technology SIG Chair</b>
<b>Term of Office:</b>	1-year term, appointed by the WIT Board, with second term option
<b>Reports to:</b>	Programs Board Member
<b>Collaborates with:</b>	RMK Productions Communications Programs Committee Meet the Company Girls in Technology (CyberPatriot Girls) Mentor & Protégé

### **Responsibilities:**

- Develop a mission for the Cyber Security & 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 Cyber Security & Technology SIG events.

### **Qualifications for chair/vice chair position:**

Member in good standing.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

<b>Position Title:</b>	<b>Women Business Owners (WBO) SIG Chair</b>
<b>Term of Office:</b>	1-year term, appointed by the WIT Board, with second term option
<b>Reports to:</b>	Board Member at Large – Executive Development
<b>Collaborates with:</b>	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:** 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.

## **Board, Committee and Special Interest Group (SIG) Descriptions**

<b>Position Title:</b>	<b>Young Professionals SIG Chair</b>
<b>Term of Office:</b>	1-year term, appointed by the WIT Board, with second term option
<b>Reports to:</b>	Board Member at Large, Emerging Leaders
<b>Collaborates with:</b>	Girls in Technology, Communications

### **Responsibilities:**

- Update committee charter
- Set goals and agenda for the year
- Complete monthly status reports
- Maintain member mailing list
- Maintain (or delegate) Twitter feed
- Coordinate with Vice Chair, members to host two events or programs annually
- Submit budget requests to Treasurer
- Organize committee meetings

### **Time required:**

- Committee meetings
- Committee members are encouraged to attend monthly programs
- Program coordination
- Networking on behalf of membership

### **Qualifications for chair/vice chair position:**

Member in good standing.  
First ten years of a technical career