DIVERSITY, EQUITY AND INCLUSION DIRECTOR

The Diversity, Equity and Inclusion (DEI) Director is a volunteer, voting Director position on the Board of Directors. The primary responsibility of the DEI Director is to work with the board to create a welcoming environment for all of our members. This director ensures diversity, equity and inclusion initiatives are being developed and executed on behalf of the organization. The DEI Director will lead the development of engagement, diversity, equity and inclusion metrics and review, update, analyze, and report on those metrics. They will also audit Women & Hi Tech's programming to validate engagement, diversity, equity and inclusion strategies are being implemented and evident within the organization. The DEI Director will also provide Women & Hi Tech Board development and learning opportunities to continue to ensure an inclusive environment.

Term of Office: Two (2) years

Qualifications:

All Board Members must demonstrate a willingness and enthusiasm to support, promote, and work towards the mission of Women & Hi Tech. Board Members have demonstrated the ability to positively influence others and the proven ability to solicit support and obtain financial contributions. Board Members have demonstrated knowledge of the STEM community and its changing needs, and how these changes impact W&HT members. All Directors shall be a member in good standing at time of initial voting and must remain in good standing throughout their tenure.

The Diversity, Equity, and Inclusion Director:

- Has demonstrated and/or exemplified leadership and advocacy in the areas of diversity, equity, and inclusion in a community, organization, or institution.
- Has experience holding people accountable to a plan, developing leading indicators and metrics, and coordinating corrective action planning to close gaps.
- Has ability to benchmark on diversity and inclusion best practices, make recommendations for improvement and enhance board and member diversity and inclusion understanding.
- Experienced in collecting and analyzing data.

- Has demonstrated knowledge of the Indiana STEM community and its changing needs.
- Has extensive relationships with STEM professionals in Indiana.
- Has the ability to utilize and manipulate web-based databases, Excel, etc.
- Has experience and passion for planning, coordinating and hosting impactful one-on-one or small group virtual and in-person events.

Responsibilities:

- Drive the diversity, equity, and inclusion initiatives and goals of the organization with support and help of each board director and the board, and communicate engagement, diversity, equity, and inclusion goal progress publicly.
- Organize and lead the Diversity, Equity, and Inclusion Committee.
- Maintain a pulse on the Member Engagement Committee's engagement initiatives and mentor and support them as needed.
- Establish, capture, analyze, and report metrics to help board understand engagement, diversity and inclusion progress, trends, and public perception against strategic plan.
- Audit organization and Board to ensure engagement, diversity, and inclusion initiatives are being implemented and that statistics are being captured and updated.
- Coordinate and facilitate Women & Hi Tech Board development learning opportunities to continue to ensure an inclusive environment.
- Lead the OperationAll Allyship programming.
- Meet all Women & Hi Tech board obligations including attendance at board meetings, signature events, participation on committees and community partner events.

Time Commitment:

Women & Hi Tech is run by an all-volunteer Board of Directors, each of whom commits their time and resources to help advance the organization's mission. We don't take the term "working board" lightly. At any given time, a Director will be leading her/his own area of responsibility while also contributing to other areas or the organization, including serving on committees, and representing Women & Hi Tech in the community at various events.

- Estimated time commitment: 10 to 25 hours per month
- Board members are expected to attend at least 9 of 12 monthly board meetings per year (in person is preferred, with teleconference option available if unable to attend in person). Meetings are held downtown Indianapolis or virtually as scheduled from 11:30am-1:00pm on the first Wednesday of each month (with a few exceptions).

- Board members are expected to agree, in writing on an annual basis, to Women & Hi Tech's Board Participation Policy as well as the Board Code of Conduct and Conflict of Interest Policy.