

Organizational Growth and Readiness Director

The Organizational Growth and Readiness Director is a volunteer, voting Officer position on the Board of Directors. This position is appointed by the Board of Directors. As the Organizational Growth and Readiness Director, you are primarily responsible for building upon and executing the strategic plan growth goals including leading the operational infrastructure improvements needed to support growth.

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 Women & Hi Tech 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 Organizational Growth and Readiness Director has demonstrated experience in business and/or organization growth and development, operations management, and strong communication skills. She/he has a process improvement mentality and has expertise in managing change. Project management skills are also necessary.

Responsibilities:

- Work with board counterparts to maintain an operating model that enables our mission and supports organizational growth.
- Coordinate the ongoing evaluation of board roles and responsibilities as growth proceeds to understand balance, deficiencies, and gaps of the organization. Identify adequacy of positions and recommend changes to board roles as appropriate.
- Take learnings from Ft. Wayne programming expansion and recommend forward growth plan(s). Continually evaluate what's working, any gaps and what our next opportunities are for growth.
- Work with Board Members to ensure transition and training plans are in place for new board members and members at large for effective recruitment and leadership succession for the organization.

- Develop better SOP's for board transitions including timelines, mentoring requirements, key priorities of roles, and transition checklists to have more effective leadership changes and transfer of "corporate memory".
- Work with Secretary to ensure that SOP's are effectively stored w/in Boardable and disseminated for easy access to all board members.
- Evaluate current "tools" being used w/in the organization, whether or not they are effective, and recommend options for improvement.
- Any local chapter, as approved by the board of directors, will work under the leadership of the Director of Organizational Growth and Readiness.

Time Commitment:

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

- Estimated Time Commitment: 20-30 hours per month
- Board members are expected to attend at least 9 of 12 monthly board meetings per year (currently virtual). Meetings are 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.

